



**Shire of Derby /  
West Kimberley**

# **MINUTES**

## **Ordinary Council Meeting Wednesday, 30 September 2020**

**Date: Wednesday, 30 September 2020**

**Time: 5.30pm**

**Location: Council Chambers  
Clarendon Street  
Derby**





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**MINUTES OF SHIRE OF DERBY / WEST KIMBERLEY  
ORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBERS, CLARENDON STREET, DERBY  
ON WEDNESDAY, 30 SEPTEMBER 2020 AT 5.30PM**

- PRESENT:** Cr Geoff Haerewa (Shire President), Cr Geoff Davis (telephone), Cr Chris Kloss, Cr Andrew Twaddle, Cr Steve Ross, Cr Rowena Mouda, Cr Keith Bedford (telephone)
- IN ATTENDANCE:** Amanda O'Halloran (Chief Executive Officer), Carlie McCulloch (Executive Services Coordinator) Sarah Smith (Project Officer), Lachlan Chapman (Acting Director of Technical and Development Services), Phillip Gehrman (Project Manager), Mark Willis (Accountant), Neil Hartley (Director of Strategic Business - telephone), Alan Lamb (Director of Corporate - telephone)
- VISITORS:** Nil
- GALLERY:** Dennis Bird, Tony Edwards, Peter McCumstie, Terri Buckley, Peter Jackson
- APOLOGIES:** Cr Paul White (Deputy Shire President), Cr Pat Riley
- APPROVED LEAVE OF ABSENCE:** Nil
- ABSENT:** Nil

### **155/201 DECLARATION OF OPENING, ANNOUNCEMENTS OF VISITORS**

The meeting was opened at 5:36pm by Geoff Haerewa.

### **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 Keith Bedford
- Cr Geoff Davis

### **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**

- Cr Geoff Haerewa – Item 18.3 Telecommunications Services for the Shire of Derby/West Kimberley and Notice of Revocation
- Neil Hartley – Item 18.3 Telecommunications Services for the Shire of Derby/West Kimberley and Notice of Revocation
- Cr Geoff Haerewa – Item 18.4 Derby Port Development Lease with WGPL Property No 3 Pty Ltd and ACE Infrastructure Pty Ltd - Land Area Modification

### **3.2 Declaration of Proximity Interests**

Nil

### **3.3 Declaration of Impartiality Interests**

Nil

## **4 APPLICATIONS FOR LEAVE OF ABSENCE**

**NIL**

## **5 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Response to Greg Rosser regarding CCTV footage of the Rodeo Grounds

Q: Does the Rodeo Grounds have coverage from the CCTV cameras.

*I can confirm that the cameras can view a full 360 degrees minus the section obscured by the pole.*

*Shire Officers have undergone some recent training on further functions the cameras can perform. The Shire will endeavour to meet with the Police shortly to provide some further training to fully realise the potential of the cameras.*

*This training will provide greater knowledge to the Police Officers on how to best use the cameras to provide a benefit to the Shire and the Rodeo Club in particular. Ultimately, the cameras are controlled by the Police and they may set them in accordance with their procedures and protocols to achieve their outcomes. The Shire will keep working with the Police to provide support and assistance where required.*

## **6 PUBLIC TIME**

### **6.1 Public Question Time**

- Dennis Bird and Tony Edwards Derby Sea Rescue – *Q. Regarding the temporary completion of works to clear silt build up at the back boat ramp in Derby for discussion and can we block centre bridge off on walkway?*

Shire President Geoff Haerewa advised that the question would be taken on notice and the Shire Administration - Wayne Neate, would provide an answer on his return to work.

- Peter McCumstie – *Q. Is the Shire currently, or do they intend to address the issue of what is going on with ANZ Bank in Derby?* Shire President answered yes.
- Peter McCumstie – *Q. Main Roads Woolworths Intersection upgrade funding. Does the Shire have any input on the design as it's a high use area?*  
Shire President Geoff Haerewa advised that the question would be taken on notice and the Shire Administration would provide an answer.

## 6.2 Public Statements

## 7 PETITIONS, DEPUTATIONS, PRESENTATIONS AND SUBMISSIONS

NIL

## 8 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

NIL

## 9 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

### RESOLUTION 156/20

**Moved:** Cr Rowena Mouda

**Seconded:** Cr Steve Ross

**That the Minutes of the Ordinary Meeting of the Shire of Derby/West Kimberley held at the Council Chambers, Clarendon Street, Derby, on 27 August 2020 be CONFIRMED.**

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

Against: Nil

**CARRIED 7/0**

## 10 RECOMMENDATIONS AND REPORTS OF COMMITTEES

Nil

**REPORTS****11 EXECUTIVE SERVICES****11.1 SHIRE OF DERBY/WEST KIMBERLEY COVID-19 LOCAL ECONOMIC STIMULUS****File Number:** 5460**Author:** Amanda O'Halloran, Chief Executive Officer**Responsible Officer:** Amanda O'Halloran, Chief Executive Officer**Authority/Discretion:** Executive**SUMMARY**

To seek Council's endorsement of the Shire of Derby/West Kimberley Stage One *"Local Stimulus Infrastructure Program"* utilising Federal Government funding provided by the Australian Government through the Local Roads and Community Infrastructure Program (LRCI). The Stimulus Program is designed to increase local sustainability in the Shire given the tough financial times faced by the community due to COVID-19.

**DISCLOSURE OF ANY INTEREST**

Nil

**BACKGROUND**

The objective of the stimulus package and the LRCI Program is to stimulate infrastructure construction and maintenance improvements activity in local communities across Australia to assist communities to manage the economic impacts of COVID – 19. The Shire has been offered \$741,830 under the program. It was intended at the very least, to match this with Shire funds to extend the reach and positive economic impact across the Shire, however given the current financial circumstances and the duration of the pandemic, it is now proposed that the Shire exercise caution in this regard and proceed with stage one utilising the LRCI Program funds only. Should the Shire's own financial position remain positive in light of the impacts of COVID – 19 on its operations, Council could consider a stage two – stimulus round in 2021 utilising its own funds.

The intended outcomes of the LRCI are to:

- Provide stimulus to protect and create local and short term employment opportunities through funded projects following the impacts of COVID – 19; and
- Deliver benefits to communities, such as improved road safety, accessibility and visual amenity.

The Department of Infrastructure, Transport, Regional Development and Communities (Department) administer the LRCI Program. Eligible projects under this program include:

- Local road projects that involve the construction or maintenance of roads managed by local governments; and
- Community infrastructure projects that involve the construction, maintenance and/or improvements to Shire owned assets (including natural assets) that are generally accessible to the public.

The Stimulus Infrastructure projects have been broken up into the following categories:

- Approved for immediate construction;
- Approved for construction when funding available; and
- High priority seek supporting/ contributing funding.

All works are to be accepted by the Department and works need to be completed by 30 June 2021.

**STATUTORY ENVIRONMENT**

**S3.57 of the Local Government Act (Tenders for providing goods or services)** outlines that a local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.

**S6.8 of the Local Government Act (Expenditure from municipal fund not included in annual budget)** highlights that a local government is not to incur expenditure from its municipal fund for an additional purpose (vis. “additional purpose” means a purpose for which no expenditure estimate is included in the local government’s annual budget.) unless is authorised in advance by resolution\*. (*\* Absolute majority required*).

**POLICY IMPLICATION**

AF1 Procurement of Goods and Services

**FINANCIAL IMPLICATIONS**

The 2020/21 Annual Budget has been formulated to include a lump sum provision for the \$741,830 Grant Funding income (and a corresponding expense amount) but a Council decision is required to specify the projects to be undertaken.

Council had allocated to increase the Stimulus by \$1.5M from anticipated revenue received in the 2020/21 financial year. It is becoming apparent however that a number of businesses locally have been impacted heavily by COVID-19 and are seeking rental, rates and payment waivers or deferrals under the Shire’s Hardship Policy or national codes. The impact to the Shire’s 2020/21 Annual Budget is not completely known and it is therefore considered prudent to defer the Shire’s contribution at this time, until a clearer picture of the Shire’s financial position can be confirmed. It is therefore recommended that Council allocate the works in stages, and on a quarterly basis release further projects as collection of Shire income for the financial year gains certainty.

**STRATEGIC IMPLICATIONS**

GOAL	OUTCOME	STRATEGY
Goal 2: A balance between the natural and the built environments  Sustainable natural and built environments that meet the needs of the community and support future growth	Outcome 2.1: Appropriate development that enhances the unique character and heritage of the Shire’s townships.  Outcome 2.2: Attractive streetscapes, open spaces, parks and gardens	Strategy 2.1.6: Support the conservation and maintenance of heritage buildings, heritage items and places of interest.  Strategy 2.2.1: Manage and maintain the Shire’s parks, gardens and open spaces at appropriate standards.

	Outcome 2.4: Shire buildings and facilities that meet community needs	<p>Strategy 2.4.1: Ensure Shire buildings, facilities and public amenities are provided and maintained to an appropriate standard.</p> <p>Strategy 2.4.2: Develop new buildings and facilities in accordance with asset management principles and based on a planned and prioritised approach.</p>
<p>Goal 4: Good Governance and an effective organisation</p> <p>Leadership that provides strategic direction for the community, supported by efficient and effective service delivery</p>	<p>Outcome 4.1: Effective Governance and Leadership</p> <p>Outcome 4.2: Effective Engagement with the Community and Stakeholders</p> <p>Outcome 4.4 Financial sustainability and accountability for performance</p>	<p>Strategy 4.1.1: Provide leadership in balancing the needs of the community, government, industry and the environment.</p> <p>Strategy 4.4.3 Actively pursue alternative sources of income to fund the Shire’s services and operations</p> <p>Strategy: 4.4.4 Provide resources to support the Shire’s operations</p>

**RISK MANAGEMENT CONSIDERATIONS**

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
<p><b>Organisation's Operations:</b></p> <p>Additional workload will challenge the organisation’s capacity to deliver.</p>	Likely	Minor	Medium	Manage workloads accordingly and work collaboratively with departments to achieve the outcome within the specified timeframes.
<p><b>Community:</b></p> <p>Local businesses are not aware of the local economic development and purchasing opportunities provided by the grants/shire expenditure.</p>	Unlikely	Minor	Low	Plan effectively to ensure that all local businesses are given the opportunity to access the program, hold workshops and ensure that advertising is extensive across the Shire.
<p><b>Reputation:</b></p> <p>Local and media disappointment that local community</p>	Possible	Moderate	Medium	Ensure that Local Businesses are supported to access the program and the Shire is

members and businesses don't have a reasonable chance to offer their services.				proactive in supporting the appropriate local community outcomes.
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**CONSULTATION**

Extensive consultation has been undertaken with the following:

- Community Groups and Clubs;
- Community during the recent Strategic Planning Engagement; and
- Councillors.

**COMMENT**

The provision of the Australian Government Grant is an ideal opportunity to support our community and provide local stimulus packages to our community, which has been impacted by the COVID -19 pandemic. Suggested projects are:

Project	Town	Budget
Wharfinger House Ramp and Fencing	Derby	\$100, 000
Sutherland Street Footpath	Derby	\$120,000
Shelters and seating at Cemeteries	Derby and Fitzroy	\$300.000
Visitors Centre Revitalisation <ul style="list-style-type: none"> <li>• mural with youth;</li> <li>• Improved signage;</li> <li>• seating and shelter where appropriate in surrounding reserves; and</li> <li>• Minor Maintenance on the Building.</li> </ul>	Fitzroy	\$120,000
Lane Fencing and Solar Lighting	Derby	\$70,000
Public Toilet Upgrade	Fitzroy Crossing	\$31,830
<b>Total</b>		<b>\$741,830</b>

**VOTING REQUIREMENT**

Absolute majority

**ATTACHMENTS**

Nil

**RESOLUTION 157/20****Moved:** Cr Andrew Twaddle**Seconded:** Cr Chris Kloss

That Council approve by Absolute Majority, the following projects to be undertaken through the \$741,830 grant funding Local Roads and Community Infrastructure Program (as included in the 2020/21 Annual Budget):

<b>Project</b>	<b>Town</b>	<b>Budget</b>
Wharfinger House Ramp and Fencing	Derby	\$100,000
Sutherland Street Footpath	Derby	\$120,000
Shelters and seating at Cemetery	Derby and Fitzroy	\$300,000
<b>Visitors Centre Revitalisation</b> <ul style="list-style-type: none"> <li>• mural with youth</li> <li>• Improved signage</li> <li>• seating and shelter where appropriate in surrounding reserves</li> <li>• Minor Maintenance on the B</li> </ul>	Fitzroy	\$120,000
Lane Fencing and Solar Lighting	Derby	\$ 70,000
Public Toilet Upgrade	Fitzroy Crossing	\$ 31,830
<b>Total</b>		<b>\$741,830</b>

**In Favour:** Crs Geoff Haerewa, Geoff Davis, Chris Kloss, Andrew Twaddle, Steve Ross, Rowena Mouda and Keith Bedford

**Against:** Nil

**CARRIED 7/0**

**11.2 STRATEGIC COMMUNITY PLAN - PROJECT PLAN UPDATE****File Number: 4180****Author: Sarah Tobias, Project Officer****Responsible Officer: Amanda O'Halloran, Chief Executive Officer****Authority/Discretion: Executive****SUMMARY**

For Council to receive an update on the Strategic Community Plan Project Plan, and to endorse the revised Strategic Community Project Plan timeframes.

**DISCLOSURE OF ANY INTEREST**

Nil

**BACKGROUND**

The current Shire of Derby/West Kimberley (SDWK) Strategic Community Plan (SCP) was adopted by Council in 2012 and is therefore due for a full review.

The Local Government Act regulates the requirements for local government SCP's, which must accommodate:

- A minimum period of 10 years;
- State's community vision, aspirations and objectives;
- Be developed or modified through engagement with the community and this is documented;
- Have regard to current and future resource capacity, demographic trends and strategic performance measurement;
- Be adopted by an absolute majority of Council;
- Notice to be given to the public when the plan is adopted (or modified);
- A strategic review of the plan to be scheduled for two years from when it is adopted; and
- A full review of the plan to be scheduled for four years from when the plan is adopted.

In order for Council and the community to review progress of the SCP, it is to contain measurable performance indicators.

The initial SCP planning process commenced in December 2019, and a consultant was engaged to help shape the strategic planning framework. A Project Officer was also appointed in May 2020 as a key resource to drive and coordinate this planning process. A focus of the planning framework was to build capacity of Councillors and staff as 'Champions', to be the backbone to the process. Champions are undertaking the majority of the community consultations.

The project plan for development of the SCP was approved by Council on 25 June 2020. The project plan is however a "live document", with the objective being to continually review and evolve the planning process. An extension of the project timeframes from December 2020 to March 2021 is presented for Council's consideration. The revised project plan summarises the approach, scope, budget, risks and evaluation.

**Community Engagement**

A review of the SCP is informed through a process of community engagement, which provides information on community priorities. Community engagement commenced in June 2020.

An extension of the project timeframes from December 2020 to March 2021 is presented. This extended timeframe responds to community and stakeholder feedback that more time is required to undertake consultation in a culturally secure way. COVID-19 restrictions continue to present constraints such as restricted access to remote Aboriginal communities.

**Strategic Community Plan – Process and Timeline**

The process and timeline for the development of the SCP is outlined in the Project Plan in section 1.3 *Planning Process*.

**STATUTORY ENVIRONMENT**

The *Local Government Act 1995* at S5.56 requires each local government ‘to plan for the future of the district’, by developing plans in accordance with the regulations.

A Plan for the Future (under S5.56) consists of a Strategic Community Plan (SCP).

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Budget implications are outlined in the Project Plan in section 6. *Budget*.

Funds received from Department of Local Government, Sport and Cultural Industries to assist with the Strategic Plan was \$20,000 in the Shire’s 2019/20 budget.

The **below** budget expenditure as at 22 September 2020.

Project Budget – Expenses		
Item	2019/20	2020/21
Consultant (Inclusive of disbursements)	3,165.84	16,185.79
Branding/ Advertising	4,560.00	0.00
Consultations – catering, equipment	0.00	7,165.39
<b>Total</b>	<b>7,725.84</b>	<b>23,351.18</b>

Note: Budget of the Project Officer has not been included.

**STRATEGIC IMPLICATIONS**

GOAL	OUTCOME	STRATEGY
Goal 4: Good Governance and an effective Organisation; Leadership that provides strategic direction for the community, supported by efficient and effective service delivery.	4.1: Effective governance and leadership	4.1.4: Ensure governance policies and procedures are in accordance with legislative requirements.
	4.4: Financial sustainability and accountability for performance	4.4.1: Develop, implement and maintain strategic, corporate and workforce plans. 4.4.2: Develop, implement and maintain long term financial plans

**RISK MANAGEMENT CONSIDERATIONS**

<b>RISK</b>	<b>LIKELIHOOD</b>	<b>CONSEQUENCE</b>	<b>RISK ANALYSIS</b>	<b>MITIGATION</b>
<p><b>Legal &amp; Compliance:</b> Council doesn't meet the requirements of the Act.</p>	Possible	Moderate	Medium	The plan has been developed with the flexibility to overcome COVID-19 impacts ensuring that the SCP will be delivered over the next 12 months.
<p><b>Organisation's Operations:</b> The SCP does not reflect the Council and Community aspirations, opportunities and priorities, which impacts on the Shire's operations and budget setting.</p>	Possible	Moderate	Medium	The SCP Project Plan has identified the required level of consultation to ensure that the Community is consulted widely. This will enable the plan to reflect the true desires and priorities of the residents and stakeholders across the Shire – thereby giving good guidance to the Council and Staff on the way forward for the Shire.
<p><b>Organisation's Operations:</b> The SCP does not reflect the Council and Community aspirations, opportunities and priorities, which impacts on the Shire's operations and budget setting.</p>	Possible	Moderate	Medium	The SCP Project Plan has identified the level of consultation required to ensure that the Community is consulted widely to enable the plan to reflect the true desires and priorities of the residents and stakeholders across the Shire.

**CONSULTATION**

Councillors

Shire Officers

Jenny Thomas, Consultant, Northern Edge Consulting

Sarah Tobias, Consultant and Project Officer

## COMMENT

The Integrated Planning and Reporting Framework, comprising Strategic Community Planning is one of the most important activities that a Local Government undertakes. The development of the SCP is more than an exercise in meeting mandatory requirements or a “tick a box” exercise. Councillors, the Executive, and the staff, are genuinely harnessing this as an opportunity to engage their communities, strengthen relationships and partnerships to understand respective needs, hopes and aspirations.

In order to be a successful informing document however, the SCP needs to articulate the community’s aspirations, priorities and hopes into a clear vision with measurable outcomes, enabling the Council and Shire staff to make well-informed future decisions regarding strategic priorities.

If the processes is sufficiently resourced, robust and integrated, it will result in the Shire achieving the community outcomes and aspirations over the ensuing years.

The revised Strategic Community Plan Project Plan provides Council with a summary as to how the SCP will be achieved by March 2021.

It is therefore recommended that Council endorse the revised Strategic Community Plan Project Plan timeframes (noting that it was initially intended to achieve the finalisation of the SCP by December 2020).

## VOTING REQUIREMENT

Simple majority

## ATTACHMENTS

### 1. SCP - Project Plan - 2020-09-08

#### RESOLUTION 158/20

**Moved:** Cr Rowena Mouda

**Seconded:** Cr Keith Bedford

**That Council endorses the revised Strategic Community Project Plan timeframe (now concluding in March 2021) and its key facets of:**

- **The use of Councillors and staff champions to lead the consultations;**
- **Anticipated budget; and**
- **Consultation schedule and processes.**

**In Favour:** Crs Geoff Haerewa, Geoff Davis, Chris Kloss, Andrew Twaddle, Steve Ross, Rowena Mouda and Keith Bedford

**Against:** Nil

**CARRIED 7/0**



# Shire of Derby / West Kimberley



## Project Plan

Development of the Shire of Derby / West  
Kimberley Strategic Community Plan

 [www.sdwk.wa.gov.au](http://www.sdwk.wa.gov.au)

Document Control Record

Document prepared by:

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 7 September 2020

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Document Control				
Title		Project Plan – Development of the Shire of Derby / West Kimberley Strategic Community Plan		
Version	Date	Details	Prepared By	Approver
1.0	25/6/20	Final	Sarah Tobias	Council
1.1	7/9/20	Revised Draft	Sarah Tobias	Amanda O'Halloran

**Acronyms:**

CBP Corporate Business Plan  
 CEO Chief Executive Officer  
 IPR Integrated Planning and Reporting (IPR) Framework and Guidelines  
 SCP Strategic Community Plan  
 SDWK Shire of Derby/West Kimberley

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## 1. Introduction

### 1.1 A plan for the future

In 2020, the Shire of Derby / West Kimberley (SDWK) commenced a significant review of its Strategic Community Plan (SCP) 2012-2021, and associated documents including the Corporate Business Plan, Asset Management Plan and Workforce Management Plan.

A new decade and the impact of COVID-19 has influenced how the world thinks and operates. The strategic planning process therefore presents a fantastic opportunity to engage with residents and key stakeholders and to better understand the community's hopes and dreams.

The Council also considers the strategic planning process an ideal vehicle for raising the volume of the community conversation across all sectors and is committed to having a conversation with all 8,000 of its residents in some form or other. To assist this conversation, the Shire has engaged Champions to assist and ensure that all voices are given an opportunity to *yell out loud and proud* what they want from their Shire, and what they think their community needs.

### 1.2 Background

All local governments are required to plan for the future of their district with an SCP being a minimum requirement. The current SDWK SCP is due for a full review, in order to document Council's strategic priorities; intentions for asset stewardship and service delivery and associated resourcing implications over the coming decade – all of which will be clearly linked to community aspirations.

For SDWK, development of the SCP is more than an exercise in meeting mandatory requirements or to "tick a box". Councillors, the SDWK Executive and staff have expressed a genuine desire to harness this as an opportunity to engage their communities, strengthen relationships and partnerships and *to understand respective needs, hopes and dreams*.

The initial planning process commenced in December 2019 with a consultant engaged to help shape the strategic planning framework. A focus of the planning framework is to build capacity of Councillors and staff to be the backbone to the planning process in order to undertake the majority of the community consultations, review and collate the feedback and shape the overall SCP.

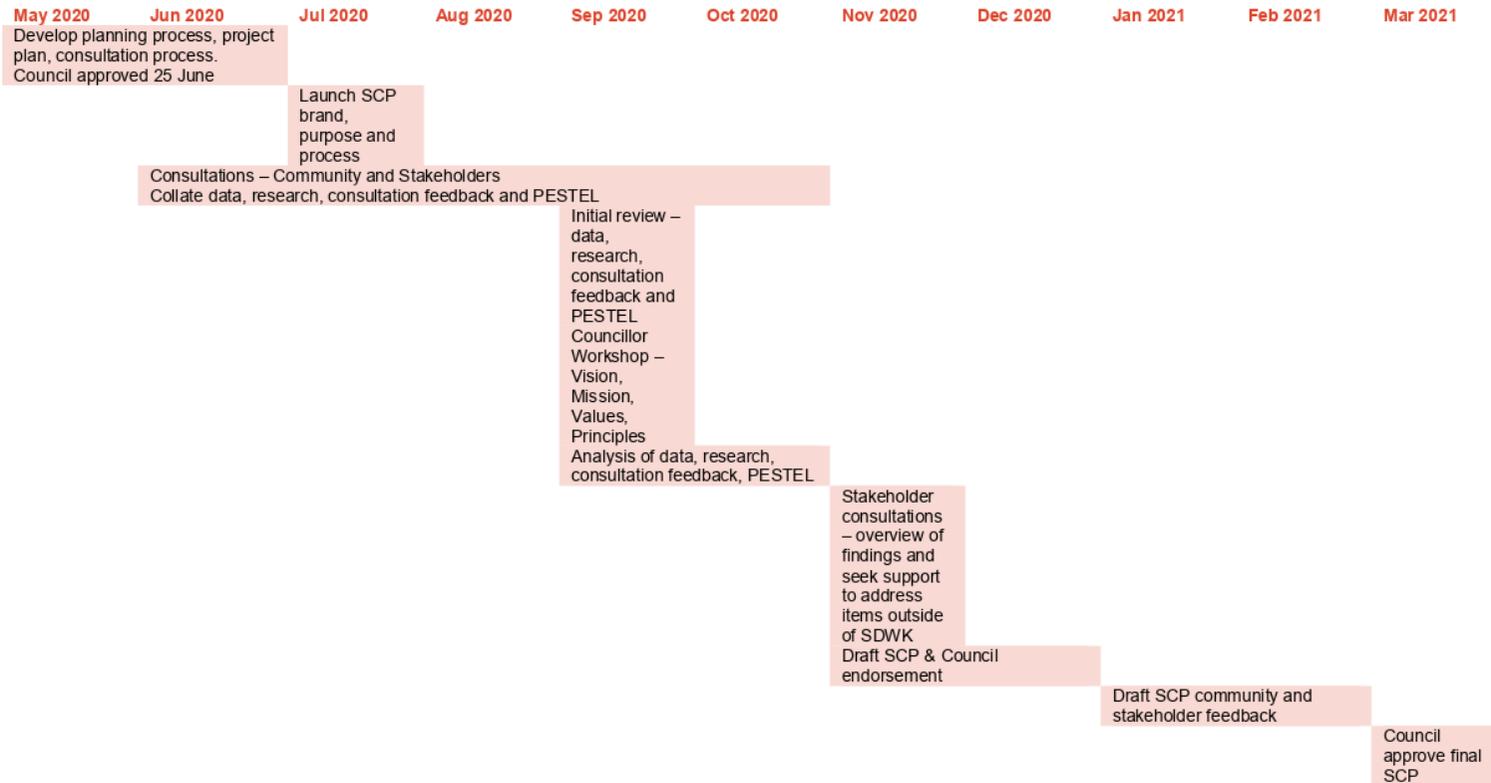
A consultant has been engaged to lead the process; and a Project Officer Strategic Planning commenced in May 2020, as a key resource to drive and coordinate this planning process. The initial project plan was approved by Council on 25 June 2020.

In recognition of the objective to continually review and change the planning process, this project plan is a "live" document. Key amendments present in this version are an extension of timeframes that respond to community and stakeholder feedback that more time is required to undertake consultation in a culturally secure way.

COVID-19 restrictions continue to present necessary constraints such as restricted access to remote Aboriginal communities.

### 1.3 Planning Process

Councillors and staff have developed an outline of the proposed planning process leading to the development of the new SCP. The process has been developed with reference to the Integrated Planning and Reporting (IPR) [Framework and Guidelines](#) 2016, to ensure compliance and application of best practice.



## 1.4 Success Factors

The key success factors for the project are:

- Delivery of a SCP that meets community needs;
- The SCP meets IPR requirements;
- The project meets budget; and
- The SCP is endorsed by Council by the agreed date.

## 2. Project Management Approach

The SDWK is the sponsor of the project. Councillors, key staff and the project administration are responsible for the delivery of the project. Councillors and key staff are champions for the planning process, and will run consultation sessions.

### 2.1 Project Administration

Project administration includes:

- Project Owner – Amanda O'Halloran, CEO
- Project Lead – Jenny Thomas, Consultant
- Project Administration –
  - Carlie McCulloch, Executive Services Coordinator and
  - Sarah Tobias, Strategic Planning Project Officer

### 2.2 Working Group

The Working Group is responsible for overseeing development of the SCP from design through to implementation. The CEO will regularly report to and seek input from Council throughout the process. The Working Group meets as required and consists of the following members:

- Geoff Haerewa, Shire President
- Amanda O'Halloran, CEO
- Carlie McCulloch, Executive Services Coordinator
- Jenny Thomas, Consultant
- Sarah Smith, Project Officer
- Sarah Tobias, Strategic Planning Project Officer
- Wayne Neate, Director Technical and Development Services / Deputy CEO
- Kylie Hartley, Media and Communications Advisor

### 2.3 Champions

Champions have been nominated or have volunteered to lead consultation sessions as follows:

- Councillors
  - Andrew Twaddle
  - Geoff Davis
  - Geoff Haerewa
  - Keith Bedford
  - Pat Riley
  - Rowena Mouda

- Staff
  - Amanda O'Halloran, CEO
  - Amy Roughton, Customer Service Officer
  - Caitlin Fuller, Environmental Health Field Services Officer
  - Carlie McCulloch, Executive Services Coordinator
  - Chloe Searles, Team Leader Customer Service
  - Christie Mildenhall, A/Manager Community Development
  - Emma Guger, Finance Officer
  - Heather Zoetelief, Finance Officer
  - Isaac Buckle, Aboriginal Environmental Health Officer
  - Kierin Thompson, Library Officer
  - Lachie Chapman, Coordinator Aboriginal Environmental Health
  - Madison Church, Senior Aquatic and Recreation Officer
  - Michael Ryan, A/Community Development Officer
  - Michelle Steers, Ranger
  - Myra Henry, Finance Manager
  - Paul Glennon, Manager Operations
  - Sarah Smith, Project Officer
  - Trevor Menmuir, Senior Youth Services Officer
  - Wayne Neate, Director Technical and Development Services / Deputy CEO

### 3. Project Scope

#### 3.1 Objectives

With reference to the IPR Framework and Guidelines, Councillors identified the following intentions and aspirations in developing the SCP:

1. **Consult broadly** – include as many people and Aboriginal communities as possible;
2. **Trust the planning process** – but continually review it and change it if required;
3. **Structure the final SCP to be flexible, pivotal and nimble** – so that it provides clear directions and parameters, but also allows SDWK to take advantage of opportunities as they arise or adapt according to unforeseen circumstances;
4. **Compliance, accountability and an honest reflection** – that final decisions regarding the priorities and direction of the SCP are in accordance with an agreed set of criteria, to ensure compliance, accountability and an honest reflection of what the community has said; and
5. **Advanced practice** – the final SCP and associated planning process will encompass all the elements of Advanced practice as outlined in the IPR Standards

#### 3.2 Deliverables

The project will deliver a SCP that:

- Provides the Council's principal 10-year strategy and planning document;
- Guides all other SDWK plans;
- Embraces community engagement to determine the vision and priorities; and
- Encompass all the elements of "Advanced" practice of IPR Performance.

### 3.3 Project Exclusions

There are no exclusions, however it is noted that the community vision and outcomes expressed through this process may be higher than the scope of SDWK and thus outside of SDWK's control. Aspirations may also exceed resources, and will thus need to be assessed and prioritised.

Engagement with external stakeholders is embedded throughout the process. On completion of the consultation period, key stakeholder groups will be approached to assist with review and analysis of the data, research, consultation feedback, PESTEL. This is also to gain their assistance in identifying and delegating opportunities which fall outside of the SDWK remit.

### 3.4 Key Assumptions

Face to face discussions and yarning are central to the SDWK way of engaging with communities.

It is also assumed that during the current State of Emergency, progression of the SCP would be considered "non-essential" and there may be times where the project will need to be put on hold in order to prioritise the SDWK to the emergency. For example, this might occur if a "second wave" of COVID-19 were to emerge in the region, or in order to comply with government direction.

### 3.5 Compliance

The project will ensure compliance with the requirement for SDWK to plan for the future of their district under Section 5.56 (1) of the *Local Government Act 1995*, and associated Regulations under Section 5.56(2) of the Act. The IPR Framework and Guidelines underpin this project plan.

### 3.6 Constraints

Constraints that may impact on the project include:

- COVID-19 pandemic status and associated restrictions, noting that these are frequently changing;
- Severe weather events;
- Availability of Councillors, Staff and stakeholders to contribute to the project due to competing demands;
- Restricted access to communities for example due to sorry time or Lore.

### 3.7 Dependencies

Success of the project is dependent on:

- Members of the community and stakeholders being willing to engage in the process;
- Availability of Councillors and Staff to contribute to the project; and
- Necessary endorsement and approvals from SDWK Executive and Councillors.

## 4. Project Plan

A detailed action plan is in place that is based on the Planning Process outlined above.

### 5. Communication Strategy

A Communication Strategy is in place to define the communication requirements for the project and how information will be distributed to ensure success. This continues to be further developed and refined by the SDWK Media and Communications Advisor who commenced late July.

### 6. Budget

Project Budget – Expenses		
Item	2019/20	2020/21
Consultant	3,165.84	16,185.79
Branding	4,560.00	0.00
Consultations – catering, equipment	0.00	7,165.39
SCP write-up	Inc above.	Inc above.
SCP graphic design	Inc above.	Inc above.
<b>Total</b>	<b>7,725.84</b>	<b>23,351.18</b>

### 7. Project Risks

The following risks have been identified as having potential to delay progress and ultimately the ability to achieve the objectives and deliverables of the project.

These risks are monitored throughout the project by the Working Group, and brought to the attention of the Project Sponsor where necessary. Any new issues or risks identified throughout the course of the project will be monitored and escalated as required.

Area	Issue / Risk	Likelihood	Impact	Mitigating Action
Pandemic	<ul style="list-style-type: none"> <li>• That there is a “second wave” of COVID-19</li> </ul>	Medium	High	<ul style="list-style-type: none"> <li>• Implement public health strategies e.g. physical distancing and hand washing at events</li> <li>• Implement SDWK Pandemic Plan</li> <li>• Deferral of non-urgent SCP activities</li> </ul>
Communications	<ul style="list-style-type: none"> <li>• Confusion with other consultations (either SDWK driven or other organisations)</li> <li>• Saturation of key messages</li> <li>• Busy communication space with either COVID-19 or other organisations also trying to re-engage with communities post-COVID-19</li> </ul>	Low – Medium	Low	<ul style="list-style-type: none"> <li>• Refer communications plan</li> <li>• SDWK sponsorship of initiatives as relevant</li> <li>• Branding</li> </ul>

Area	Issue / Risk	Likelihood	Impact	Mitigating Action
Engagement	<ul style="list-style-type: none"> <li>• Loss of momentum, lack of buy in</li> <li>• Community members self-isolating and not accessible</li> <li>• Cultural sensitivities</li> <li>• Lack of trust / disengagement with SDWK</li> </ul>	Low	Low	<ul style="list-style-type: none"> <li>• Communications plan</li> <li>• SDWK sponsorship to reinforce importance of process</li> <li>• Demonstrate SDWK commitment to the process – “quick wins” and feedback on how current plan has made a difference</li> <li>• Implement process with cultural considerations</li> </ul>
Expectations	<ul style="list-style-type: none"> <li>• That the SCP will be all things to all people</li> </ul>	Low	Low	<ul style="list-style-type: none"> <li>• Governance of the Project Plan by SDWK</li> <li>• Communication of parameters and role of SDWK</li> <li>• Recognise other organisations / initiatives that contribute to success of the community realising hopes and dreams</li> </ul>

### 8. Project Closure and Evaluation

Intention / aspiration	Description	Measure
Consult broadly	Include as many people and Aboriginal communities as possible.	<ul style="list-style-type: none"> <li>• Consultation Schedule Matrix includes as many Aboriginal Communities and Organisations as possible</li> <li>• Communication strategy and consultation mechanisms are culturally appropriate</li> </ul>
Trust the planning process	Continually review the planning process and change it if required.	<ul style="list-style-type: none"> <li>• The project meets budget</li> <li>• The SCP is endorsed by Council by the agreed date</li> </ul>
Structure the final SCP to be flexible, pivotal and nimble	SCP provides clear directions and parameters, but also allows SDWK to take advantage of opportunities as they arise or adapt according to unforeseen circumstances.	<ul style="list-style-type: none"> <li>• The SCP provides the Council's principal 10-year strategy and planning document; and guides all other SDWK plans</li> </ul>
Compliance, accountability and an honest reflection	That final decisions regarding the priorities and direction of the SCP are in accordance with an agreed set of criteria, to ensure compliance, accountability and an honest reflection of what the community has said.	<ul style="list-style-type: none"> <li>• The SCP embraces community engagement to determine the vision and priorities</li> </ul>

**11.3 PURCHASING POLICY - COVID19 PROVISION TO INCREASE TENDER AMOUNT****File Number: 4160****Author: Neil Hartley, Strategic Business Manager****Responsible Officer: Amanda O'Halloran, Chief Executive Officer****Authority/Discretion: Administrative****SUMMARY**

To be consistent with the State Government's COVID-19 proposal, which is designed to foster a more time efficient local government procurement process, this report proposes to increase the tender limit of the existing Procurement of Goods and Services Policy (to \$250,000).

**DISCLOSURE OF ANY INTEREST**

Nil.

**BACKGROUND**

The Council's Procurement of Goods and Services Policy (AF1) lists Purchasing Thresholds and Practices, which requires officers to progress through a formal purchasing process (using public tenders, WALGA, or a panel) when the value of the Tender exceeds \$150,000. The CEO's purchase threshold is also linked to this amount.

One of the State Government's initiatives to address the commercial business downturn resultant from the COVID-19 impact, was to promote that local government's increase their purchasing policy limit to \$250,000. The purpose being, to "fast track" the allocation of smaller contracts for local government works and provide businesses with the maximum chance to remain viable during otherwise very uncertain economic times. The \$250,000 limit, whilst a State of Emergency initiate, is not legislatively limited to the State of Emergency period, so can remain in force post the emergency period, or be reviewed by Council at any interim time.

**STATUTORY ENVIRONMENT**

**Local Government Functions and General regulation 11A (Purchasing policies for local governments)** outlines that;

.... (1) A local government is to prepare or adopt, and is to implement, a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$250 000 or less or worth \$250 000 or less.

**POLICY IMPLICATIONS****AF1 – Procurement of Goods and Services.**

The Procurement Policy (attached) outlines that amongst other things, purchasing thresholds, which require officers to undertake a specific purchasing process when the value of the Tender exceeds \$150,000 (vis. public tenders, WALGA Preferred Supplier system, or a pre-qualified panel). It also limits the authority of the CEO to procure goods to the same dollar amount.

The purpose of this report is to increase both those limits to \$250,000 for the period of the COVID-19 emergency period and then until Council wishes to reconsider the limit.

**FINANCIAL IMPLICATIONS**

Nil.

**STRATEGIC IMPLICATIONS**

GOAL	OUTCOME	STRATEGY
3. A Strong Local economy that is supported by a broad industry base with opportunities for business development and employment	3.2 A strong and diverse industry base providing community benefits.	
4. Good governance.	Outcome: 4.1 Effective governance and leadership.	Strategy: 4.1.4 Ensure governance policies and procedures are in accordance with legislative requirements.

**RISK MANAGEMENT CONSIDERATIONS**

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
<b>Business Interruption:</b> Potential for local contracts to be delayed to undertake regulated tender process.	Almost Certain	Moderate	High	Advertise that purchase limit remains unchanged for good governance purposes, or modify tender limit to \$250,000.
<b>Legal &amp; Compliance:</b> Potential to inadvertently let a contract in excess of \$150,000 during the COVID-19 period.	Unlikely	Moderate	Medium	Modify tender limit to \$250,000.
<b>Reputation:</b> Community expectation that Shire projects will be expedited during the COVID-19 period.	Likely	Minor	Medium	Advertise that purchase limit remains unchanged for good governance purposes, or modify tender limit to \$250,000.

**CONSULTATION**

Department of Local Government Bulletin.

**COMMENT**

The \$150,000 limit has been in place for several years and has been the subject of numerous requests by the local government industry to increase it (including requests well prior to the COVID-19 pandemic’s impacts upon business). This event was though, the impetus for the

changed state government position and it is not thought it will reduce the level back to \$150,000 even after the emergency period has been concluded (presently 29 September 2020, but likely to be extended to March 2021).

The higher threshold amount will enable Shire budgeted projects to be expedited, local purchasing to be optimised, and there is the potential for some savings in public advertising to also occur, particularly where previously public tenders might now be replaced by a quotation system. A similar change to the CEO's limit is also required in order for the purchase endorsement to be finalised into contracts for purchase.

The Policy amounts can be reviewed by Council at any future point in time.

## VOTING REQUIREMENT

Simple majority

## ATTACHMENTS

### 1. Procurement of Goods and Services Policy (AF1)

#### RESOLUTION 159/20

**Moved:** Cr Steve Ross

**Seconded:** Cr Andrew Twaddle

**That Council:**

- 1. Modify its Policy AF1 – *Procurement of Goods and Services*, by deleting all instances where “\$150,000” occurs, and replacing it with “\$250,000”;**
- 2. Reconsider this limit when the next Council Policy review is undertaken.**

**In Favour:** Crs Geoff Haerewa, Geoff Davis, Chris Kloss, Andrew Twaddle, Steve Ross, Rowena Mouda and Keith Bedford

**Against:** Nil

**CARRIED 7/0**

## **AF1 – PROCUREMENT OF GOODS AND SERVICES**

### **1. PURCHASING**

The Shire of Derby/West Kimberley (the **Shire**) is committed to delivering the objectives, principles and practices outlined in this Policy, when purchasing goods, services or works to achieve the Shire's strategic and operational objectives.

This policy complies with the Local Government (Functions and General) Regulations 1996 (The Regulations).

#### **1.1 OBJECTIVES**

The Shire's purchasing activities will achieve:

- The attainment of best value for money;
- Sustainable benefits, such as environmental, social and local economic factors are considered in the overall value for money assessment;
- Consistent, efficient and accountable processes and decision-making;
- Fair and equitable competitive processes that engage potential suppliers impartially, honestly and consistently;
- Probity and integrity, including the avoidance of bias and of perceived and actual conflicts of interest;
- Compliance with the Local Government Act 1995, Local Government (Functions and General) Regulations 1996, as well as any relevant legislation, Codes of Practice, Standards and the Shire's Policies and procedures;
- Risks identified and managed within the Shire's Risk Management framework;
- Records created and maintained to evidence purchasing activities in accordance with the State Records Act and the Shire's Record Keeping Plan;
- Confidentiality protocols that protect commercial-in-confidence information and only release information where appropriately approved.

#### **1.2 ETHICS & INTEGRITY**

The Shire's Code of Conduct applies when undertaking purchasing activities and decision making. Elected Members and employees must observe the highest standards of ethics and integrity and act in an honest and professional manner at all times.

#### **1.3 VALUE FOR MONEY**

Value for money is achieved through the critical assessment of price, risk, timeliness, environmental, social, economic and qualitative factors to determine the most advantageous supply outcome that contributes to the Shire achieving its strategic and operational objectives.

The Shire will apply value for money principles when assessing purchasing decisions and acknowledges that the lowest price may not always be the most advantageous.

### 1.3.1 Assessing Value for Money

Assessment of value for money will consider:

- All relevant Total Costs of Ownership (TCO) and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, training, maintenance and disposal;
- The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality. This includes but is not limited to an assessment of compliances, tenderers resources available, capacity and capability, value-adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc.
- Financial viability and capacity to supply without the risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- A strong element of competition by obtaining a sufficient number of competitive quotations wherever practicable and consistent with this Policy;
- The safety requirements and standards associated with both the product design and the specification offered by suppliers and the evaluation of risk arising from the supply, operation and maintenance;
- The environmental, economic and social benefits arising from the goods, services or works required, including consideration of these benefits in regard to the supplier's operations, in accordance with this Policy and any other relevant Shire Policy; and
- Providing opportunities for businesses within the Shire's boundaries to quote wherever possible.

## 1.4 PURCHASING THRESHOLDS AND PRACTICES

The Shire must comply with all requirements, including purchasing thresholds and processes, as prescribed within the Regulations, this Policy and associated purchasing procedures in effect at the Shire.

### 1.4.1. Policy Purchasing Value Definition

Purchasing value for a specified category of goods, services or works is to be determined upon the following considerations:

- Exclusive of Goods and Services Tax (GST); and
- Where a contract is in place, the actual or expected value of expenditure over the full contract period, including all options to extend specific to a particular category of goods, services or works.  
OR
- Where there is no existing contract arrangement, the Purchasing Value will be the estimated total expenditure for a category of goods, services or works over a minimum three year period. This period may be extended to a maximum of 3 years only where the supply category has a high risk of change i.e. to technology, specification, availability or the Shire's requirements (Regulation 12).

The calculated estimated Purchasing Value will be used to determine the applicable threshold and purchasing practice to be undertaken.

### 1.4.2. Purchasing from Existing Contracts

The Shire will ensure that any goods, services or works required that are within the scope of an existing contract will be purchased under that contract.

**1.4.3. Table of Purchasing Thresholds and Practices**

This table prescribes Purchasing Value Thresholds and the applicable purchasing practices which apply to the Shire’s purchasing activities:

Purchase Value Threshold (exc GST)	Purchasing Practice Required
Up to \$500	<p>Purchase directly from a supplier using a Purchasing Order or Corporate Credit Card issued by the Shire:</p> <p>Seek at least one (1) verbal quotation from a suitable supplier and document on Record and Evaluation of Quotes form.</p>
\$501 to \$5,000	<p>Purchase directly from a supplier using a Purchasing Order or Corporate Credit Card issued by the Shire:</p> <p>Seek at least one (1) written quotation from a suitable supplier.</p> <p>Where the Shire has an established Panel of Pre-Qualified Suppliers relevant to the required purchasing category, the quote must be sought from the Panel suppliers only in accordance with the procedures prescribed in Section 3.</p> <p>If no Panel of Pre-Qualified Suppliers exists for the required purchasing category, then a quote must be sought from either:</p> <ul style="list-style-type: none"> <li>• a supplier included in the relevant WALGA Preferred Supplier Arrangement; or</li> <li>• other suppliers that are accessible under another tender exempt arrangement; or</li> <li>• the open market.</li> </ul> <p>If quotes are not being sought from a WALGA Preferred Supplier Arrangement, at least one (1) quotation is to be sought, where a suitable supplier is available, from either:</p> <ul style="list-style-type: none"> <li>• a Local Supplier; and/or</li> <li>• a WA Disability Enterprise; and/or</li> <li>• an Aboriginal Owned Business.</li> </ul> <p>The rationale for the procurement decision should be documented and recorded in accordance with the Shire Operational Procedure – Procurement of Goods and Services.</p> <p>Where it can be demonstrated a service is not available locally and an Officer is unable to provide the required number of quotes in accordance with this policy, the Officer will detail on the Record and Evaluation of Quotes form why they are unable to meet the requirements of the policy. Approval must be given by a member of the Executive Management Team to accept the lesser number of quotes and proceed to purchasing.</p>
\$5,001 to \$20,000	Seek at least two (2) written quotations from suitable suppliers.

Purchase Value Threshold (exc GST)	Purchasing Practice Required
	<p>Where the Shire has an established Panel of Pre-Qualified Suppliers relevant to the required purchasing category, the quotations must be sought from the Panel suppliers only in accordance with the procedures prescribed in Section 3</p> <p>If no Panel of Pre-Qualified Suppliers exists for the required purchasing category, then quotations must be sought from either:</p> <ul style="list-style-type: none"> <li>• a supplier included in the relevant WALGA Preferred Supplier Arrangement; or</li> <li>• other suppliers that are accessible under another tender exempt arrangement; or</li> <li>• the open market.</li> </ul> <p>If quotes are not being sought from a WALGA Preferred Supplier Arrangement, at least one (1) quotation is to be sought, where a suitable supplier is available, from:</p> <ul style="list-style-type: none"> <li>• a Local Supplier; and / or</li> <li>• a WA Disability Enterprise; and/or</li> <li>• an Aboriginal Owned Business.</li> </ul> <p>For the purchasing of WALGA Services, a minimum of one (1) written quotation is to be sought and appropriately recorded. Confirmed via Purchase Order or Contract/Agreement.</p> <p>The purchasing decision is to be based upon assessment of the suppliers response to:</p> <ul style="list-style-type: none"> <li>• a brief outline of the specified requirement for the goods; services or works required; and</li> <li>• value for money criteria, not necessarily the lowest price.</li> </ul> <p>Where it can be demonstrated a service is not available locally and an Officer is unable to provide the required number of quotes in accordance with this policy, the Officer will detail on the Record and Evaluation of Quotes form why they are unable to meet the requirements of the policy. Approval must be given by a member of the Executive Management Team to accept the lesser number of quotes and proceed to purchasing.</p> <p>The rationale for the procurement decision should be documented and recorded in accordance with the Shire Operational Procedure – Procurement of Goods and Services.</p>
\$20,001 to \$50,000	<p>Seek at least three (3) written quotations from suitable suppliers.</p> <p>Where the Shire has an established Panel of Pre-Qualified Suppliers relevant to the required purchasing category, quotations must be sought from the Panel suppliers only in accordance with the procedures prescribed in Section 3.</p>

Purchase Value Threshold (exc GST)	Purchasing Practice Required
	<p>If no Panel of Pre-Qualified Suppliers exists for the required purchasing category, then the quotations must be sought from:</p> <ul style="list-style-type: none"> <li>• a supplier included in the relevant WALGA Preferred Supplier Arrangement; or</li> <li>• other suppliers that are accessible under another tender exempt arrangement; or</li> <li>• the open market.</li> </ul> <p>If quotes are not being sought from a WALGA Preferred Supplier Arrangement, at least one (1) quotation of the three (3) quotations is to be sought, where a suitable supplier is available, from either:</p> <ul style="list-style-type: none"> <li>• a Local Supplier; and/or</li> <li>• a WA Disability Enterprise; and/or</li> <li>• an Aboriginal Owned Business.</li> </ul> <p>For the purchasing of WALGA Services, a minimum of one (1) written quotation is to be sought and appropriately recorded. Confirmed via Purchase Order or Contract/Agreement.</p> <p>The purchasing decision is to be based upon assessment of the suppliers response to:</p> <ul style="list-style-type: none"> <li>• a brief outline of the specified requirement for the goods; services or works required; and</li> <li>• value for money criteria, not necessarily the lowest quote.</li> </ul> <p>Where it can be demonstrated a service is not available locally and an Officer is unable to provide the required number of quotes in accordance with this policy, the Officer will detail on the Record and Evaluation of Quotes form why they are unable to meet the requirements of the policy. Approval must be given by a member of the Executive Management Team to accept the lesser number of quotes and proceed to purchasing.</p> <p>The rationale for the procurement decision should be documented and recorded in accordance with the Shire Operational Procedure – Procurement of Goods and Services.</p>
\$50,001 to \$150,000	<p>Seek at least three (3) written quotations from suppliers by invitation under a formal Request for Quotation.</p> <p>Where the Shire has an established Panel of Pre-Qualified Suppliers relevant to the required purchasing category, quotations must be obtained from the Panel suppliers only in accordance with the procedures prescribed in Section 3.</p> <p>If no Panel of Pre-Qualified Suppliers exists for the required purchasing category, then three (3) written quotations must be sought from:</p> <ul style="list-style-type: none"> <li>• a supplier included in the relevant WALGA Preferred Supplier Arrangement;</li> </ul>

Purchase Value Threshold (exc GST)	Purchasing Practice Required
	<p>or</p> <ul style="list-style-type: none"> <li>• other suppliers that are accessible under another tender exempt arrangement; or</li> <li>• the open market.</li> </ul> <p>If quotes are not being sought from a WALGA Preferred Supplier Arrangement, at least one (1) quotation of the three (3) quotations is to be sought, where a suitable supplier is available, from either:</p> <ul style="list-style-type: none"> <li>• a Local Supplier; and/or</li> <li>• a WA Disability Enterprise; and/or</li> <li>• an Aboriginal Owned Business.</li> </ul> <p>The purchasing decision is to be based upon assessment of the suppliers response to:</p> <ul style="list-style-type: none"> <li>• a detailed written specification for the goods, services or works required and</li> <li>• pre-determined evaluation criteria that assesses all best and sustainable value considerations.</li> </ul> <p>Where it can be demonstrated a service is not available locally and an Officer is unable to provide the required number of quotes in accordance with this policy, the Officer will detail on the Record and Evaluation of Quotes form why they are unable to meet the requirements of the policy. Approval must be given by a member of the Executive Management Team to accept the lesser number of quotes and proceed to purchasing.</p> <p>The rationale for the procurement decision should be documented and recorded in accordance with the Shire Operational Procedure – Procurement of Goods and Services.</p>
Over \$150,000	<p>Where the Shire has an established Panel of Pre-Qualified Suppliers relevant to the required purchasing category, quotations must be sought from those suppliers only in accordance with the procedures prescribed Section 3.</p> <p>If no Panel of Pre-Qualified Suppliers exists for the required purchasing category, then either:</p> <ul style="list-style-type: none"> <li>• Seek at least three (3) written quotations from suppliers included in the relevant WALGA Preferred Supplier Arrangement and/or another tender exempt arrangement; OR</li> <li>• Conduct a Public Request for Tender process in accordance with the Local Government Act 1995 and relevant Shire Policy requirements.</li> </ul> <p>The purchasing decision is to be based upon the suppliers response to:</p> <ul style="list-style-type: none"> <li>• a specification of the goods, services or works (for a tender exempt process including the WALGA Preferred Supplier Arrangement); or a detailed specification for the open tender process; and</li> </ul>

Purchase Value Threshold (exc GST)	Purchasing Practice Required
	<ul style="list-style-type: none"> <li>• pre-determined evaluation criteria that assesses all best and sustainable value considerations.</li> </ul> <p>The rationale for the procurement decision should be documented and recorded in accordance with the Shire Operational Procedure – Procurement of Goods and Services.</p>
Emergency Purchases <i>(Within Budget)</i>	<p>Must be approved by the Shire President or by the Chief Executive Officer under delegation and reported to the next available Council Meeting.</p> <p>The rationale for the procurement decision should be documented and recorded in accordance with the Shire Operational Procedure – Procurement of Goods and Services.</p>
Emergency Purchases <i>(Not Included in Budget)</i>	<p>Only applicable where, authorised in advance by the Mayor / President in accordance with s.6.8 of the <i>Local Government Act 1995</i> and reported to the next available Council Meeting.</p> <p>Where the Shire has an established Panel of Pre-Qualified Suppliers relevant to the required purchasing category, the emergency supply must be obtained from the Panel suppliers.</p> <p>If however, no member of the Panel of Pre-qualified Suppliers or a suitable supplier from WALGA Preferred Supplier Arrangement is available, then the supply may be obtained from any supplier capable of providing the emergency purchasing requirement, and to the extent that it is reasonable in context of the emergency requirements, with due consideration of best and sustainable consideration.</p> <p>The rationale for the procurement decision should be documented and recorded in accordance with the Shire Operational Procedure – Procurement of Goods and Services.</p>
WALGA Services (excluding Preferred Supplier Program)	<p>For the purchasing of WALGA Services, a minimum of one (1) written quotation is to be sought and appropriately recorded. Recording is to be in accordance with the threshold levels outlined above. Confirmed via Purchase Order or Contract/Agreement.</p> <p>The rationale for the procurement decision should be documented and recorded in accordance with the Shire Operational Procedure – Procurement of Goods and Services.</p>
LGIS Services	<p>For the purchasing of LGIS Services, a minimum of one (1) written quotation is to be sought and appropriately recorded. Confirmed via Purchase Order or Contract/Agreement.</p> <p>The rationale for the procurement decision should be documented and recorded in accordance with the Shire Operational Procedure – Procurement of Goods</p>

Purchase Value Threshold (exc GST)	Purchasing Practice Required
	and Services.

**1.4.4. Exemptions**

An exemption from the requirement to publically invite tenders may apply when the purchase is:

- obtained from a pre-qualified supplier under the WALGA Preferred Supplier Arrangement or other suppliers that are accessible under another tender exempt arrangement .
- from a pre-qualified supplier under a Panel established by the Shire;
- from a Regional Local Government or another Local Government;
- acquired from a person/organisation registered on the WA Aboriginal Business Directory, as published by the Small Business Development Corporation, where the consideration under contract is worth \$250,000 or less (exc GST) and represents value for money;
- acquired from an Australian Disability Enterprise and represents value for money;
- the purchase is authorised under action by Council under delegated authority;
- within 6 months of no tender being accepted;
- where the contract is for petrol, oil, or other liquid or gas used for internal combustion engines; or
- the purchase is covered by any of the other exclusions under Regulation 11 of the Regulations.

**1.4.5. Inviting Tenders Under the Tender Threshold**

The Shire may determine to invite Public Tenders, despite the estimated Purchase Value being less than the \$150,000 threshold.

This decision will be made after considering:

- Whether the purchasing requirement can be met through the WALGA Preferred Supplier Program or any other tender exemption arrangement; and
- Any value for money benefits, timeliness, risks; and
- Compliance requirements.

A decision to invite Tenders, though not required to do so, may occur where an assessment has been undertaken and it is considered that there is benefit from conducting a publicly accountable and more rigorous process. In such cases, the Shire’s tendering procedures must be followed in full.

**1.4.6. Other Procurement Processes**

**1.4.6.1 Expressions of Interest**

Expressions of Interest (EOI) are typically considered in situations where the project is of a significant value, or contains significant complexity of project delivery that may solicit responses from a considerable range of industry providers.

In these cases, the Shire may consider conducting an EOI process, preliminary to any Request for Tender process, where the purchasing requirement is:

- Unable to be sufficiently scoped or specified;
- Open to multiple options for how the purchasing requirement may be obtained, specified, created or delivered;
- Subject to a creative element; or
- To establish a procurement methodology that allows for an assessment of a significant number of tenderers leading to a shortlisting process based on non-price assessment.

All EOI processes are conducted as a public process and similar rules to a Request for Tender apply. However, the EOI should not seek price information from respondents, seeking qualitative and other non-price information only. All EOI processes should be subsequently followed by a Request for Tender through an invited process of those shortlisted under the EOI.

#### **1.4.6.2 Request for Proposal**

As an alternative to a Request for Tender, the Shire may consider conducting a Request for Proposal where the requirements are less known, or less prescriptive and detailed. In this situation, the Request For Proposal would still be conducted under the same rules as for a Request For Tender but would seek responses from the market that are outcomes based or that outline solutions to meet the requirements of the Shire.

#### **1.4.7. Emergency Purchases**

An emergency purchase is defined as an unanticipated purchase which is required in response to an emergency situation as provided for in the Act. In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken.

Time constraints are not a justification for an emergency purchase. Every effort must be made to anticipate purchases in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.

#### **1.4.8. Sole Source of Supply**

A sole source of supply arrangement may only be approved where the:

- Purchasing value is estimated to be over \$5,000; and
- purchasing requirement has been documented in a detailed specification; and
- specification has been extensively market tested and only one potential supplier has been identified as being capable of meeting the specified purchase requirement; and

- market testing process and outcomes of supplier assessments have been documented, inclusive of a rationale for why the supply is determined as unique and cannot be sourced through more than one supplier.

A sole source of supply arrangement will only be approved for a period not exceeding three (3) years. For any continuing purchasing requirement, the approval must be re-assessed before expiry to evidence that a Sole Source of Supply still genuinely exists.

#### **1.4.9. Anti-Avoidance**

The Shire will not conduct multiple purchasing activities with the intent (inadvertent or otherwise) of "splitting" the purchase value or the contract value, avoiding a particular purchasing threshold or the need to call a Public Tender. This includes the creation of two or more contracts or creating multiple purchase order transactions of a similar nature.

Utilising rolling contract extensions at the end of a contract term without properly testing the market or using a Tender exempt arrangement, will not be adopted as this would place this Local Government in breach of the Regulations (Regulation 12).

The Shire will conduct regular periodic analysis of purchasing activities within supply categories and aggregating expenditure values in order to identify purchasing activities which can be more appropriately undertaken within the Purchasing Threshold practices detailed in clause 1.4.3 above.

## **2. SUSTAINABLE PROCUREMENT**

The Shire is committed to implementing sustainable procurement by providing a preference to suppliers that *demonstrate* sustainable business practices (social advancement, environmental protection and local economic benefits).

The Shire will embrace Sustainable Procurement by applying the value for money assessment to ensure that wherever possible our suppliers demonstrate outcomes which contribute to improved environmental, social and local economic outcomes. Sustainable Procurement can be demonstrated as being internally focussed (i.e. operational environmental efficiencies or employment opportunities and benefits relating to special needs), or externally focussed (i.e. initiatives such as corporate philanthropy).

Requests for Quotation and Tenders will include a request for information from Suppliers regarding their sustainable practices and/or demonstrate that their product or service offers enhanced sustainable benefits.

### **2.1. LOCAL ECONOMIC BENEFIT**

The Shire encourages the development of competitive local businesses within its boundary first, and second within its broader region. As much as practicable, the Shire will:

- where appropriate, consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses;
- consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);
- ensure that procurement plans address local business capability and local content;
- explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;

- avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid; and
- provide adequate and consistent information to local suppliers.

To this extent, a qualitative weighting will be included in the evaluation criteria for quotes and Tenders where suppliers are located within the boundaries of the Shire, or substantially demonstrate a benefit or contribution to the local economy. This criteria will relate to local economic benefits that result from Tender processes.

The Shire has adopted a Regional Price Preference Policy, which will be applied when undertaking purchasing activities.

## **2.2. PURCHASING FROM DISABILITY ENTERPRISES**

An Australian Disability Enterprise may be contracted directly without the need to comply with the Threshold and Purchasing Practices requirements of this Policy, where a value for money assessment demonstrates benefits for the Shire's achievement of its strategic and operational objectives.

A qualitative weighting will be used in the evaluation of quotes and Tenders to provide advantages to Australian Disability Enterprises, in instances where not directly contracted.

## **2.3. PURCHASING FROM ABORIGINAL BUSINESSES**

A business registered in the current Aboriginal Business Directory WA (produced by the Small Business Development Corporation) may be contracted directly without the need to comply with the Threshold and Purchasing Practices requirements of this Policy, only where:

- the contract value is or is worth \$250,000 or less, and
- a best and sustainable value assessment demonstrates benefits for the Shire's achievement of its strategic and operational objectives.

A qualitative weighting will be used in the evaluation of quotes and tenders to provide advantages to businesses registered in the current Aboriginal Business Directory WA, in instances where not directly contracted.

## **2.4. PURCHASING FROM ENVIRONMENTALLY SUSTAINABLE BUSINESSES**

The Shire will support the purchasing of recycled and environmentally sustainable products whenever a value for money assessment demonstrates benefits for the Shire's achievement of its strategic and operational objectives.

A qualitative weighting will be used in the evaluation of quotes and tenders to provide advantages to suppliers which:

- demonstrate policies and practices that have been implemented by the business as part of its operations;
- generate less waste material by reviewing how supplies, materials and equipment are manufactured, purchased, packaged, delivered, used, and disposed; and

- encourage waste prevention, recycling, market development and use of recycled/recyclable materials.

### **3. PANELS OF PRE-QUALIFIED SUPPLIERS**

#### **3.1. OBJECTIVES**

The Shire will consider creating a Panel of Pre-qualified Suppliers (“Panel”) when a range of similar goods and services are required to be purchased on a continuing and regular basis.

Part of the consideration of establishing a panel includes:

- there are numerous potential suppliers in the local and regional procurement related market sector(s) that satisfy the test of ‘value for money’;
- the purchasing activity under the intended Panel is assessed as being of a low to medium risk;
- the Panel will streamline and will improve procurement processes; and
- the Shire has the capability to establish a Panel, and manage the risks and achieve the benefits expected of the proposed Panel through a Contract Management Plan.

#### **3.2. ESTABLISHING AND MANAGING A PANEL**

If the Shire decides that a Panel is to be created, it will establish the panel in accordance with the Regulations.

Panels will be established for one supply requirement, or a number of similar supply requirements under defined categories. This will be undertaken through an invitation procurement process advertised via a state-wide notice.

Panels may be established for a maximum of three (3) years. The length of time of a Local Panel is decided with the approval of the CEO/ Executive Director.

Evaluation criteria will be determined and communicated in the application process by which applications will be assessed and accepted.

In each invitation to apply to become a pre-qualified supplier, the Shire will state the expected number of suppliers it intends to put on the panel.

If a Panel member leaves the Panel, the Shire will consider replacing that organisation with the next ranked supplier that meets/exceeds the requirements in the value for money assessment – subject to that supplier agreeing. The Shire will disclose this approach in the detailed information when establishing the Panel.

A Panel contract arrangement needs to be managed to ensure that the performance of the Panel Contract and the Panel members under the contract are monitored and managed. This will ensure that risks are managed and expected benefits are achieved. A Contract Management Plan should be established that outlines the requirements for the Panel Contract and how it will be managed.

#### **3.3. DISTRIBUTING WORK AMONGST PANEL MEMBERS**

To satisfy Regulation 24AD(5) of the Regulations, when establishing a Panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the Panel will prescribe one of the following as to whether the Shire intends to:

- obtain quotations from each pre-qualified supplier on the Panel with respect to all discreet purchases; or
- purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or
- develop a ranking system for selection to the Panel, with work awarded in accordance with the Regulations.

In considering the distribution of work among Panel members, the detailed information will also prescribe whether:

- each Panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work. Contracts under the pre-qualified panel will be awarded on the basis of value for money in every instance; or
- work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under Regulation 24AD(5)(f) when establishing the Panel. The Shire will invite the highest ranked Panel member, who is to give written notice as to whether to accept the offer for the work to be undertaken. Should the offer be declined, an invitation to the next ranked Panel member is to be made and so forth until a Panel member accepts a Contract. Should the list of Panel members invited be exhausted with no Panel member accepting the offer to provide goods/services under the Panel, the Shire may then invite suppliers that are not pre-qualified under the Panel, in accordance with the Purchasing Thresholds stated in section 1.4.3 of this Policy. When a ranking system is established, the Panel will not operate for a period exceeding 12 months.

In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond 12 months, which includes options to extend the contract.

### **3.4. PURCHASING FROM THE PANEL**

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every Panel member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

Each quotation process, including the invitation to quote, communications with Panel members, quotations received, evaluation of quotes and notification of award communications must all be made through eQuotes (or other nominated electronic quotation facility).

Each quotation process, including the invitation to quote, communications with Panel members, quotations received, evaluation of quotes and notification of award communications must all be captured on the Shire's electronic records system. A separate file is to be maintained for each quotation process made under each Panel that captures all communications between the Shire and Panel members.

**4. PURCHASING POLICY NON-COMPLIANCE**

Purchasing Activities are subject to financial and performance audits, which review compliance with legislative requirements and also compliance with the Shire’s policies and procedures.

A failure to comply with the requirements of this policy will be subject to investigation, with findings to be considered in context of the responsible person’s training, experience, seniority and reasonable expectations for performance of their role.

Where a breach is substantiated it may be treated as:

- an opportunity for additional training to be provided;
- a disciplinary matter, which may or may not be subject to reporting requirements under the Public Sector Management Act 1994;
- misconduct in accordance with the Corruption Crime and Misconduct Act 2003.

**5. AUTHORISED OFFICERS**

The following employees are authorised to sign official purchase orders and requisition goods and services on behalf of Council:

<b>LIMIT</b>	<b>OFFICER</b>
\$150,000	Chief Executive Officer
\$100,000	Director Technical and Development Services
\$50,000	Manager Finance
\$50,000	Manager Operations
\$50,000	Asset Management Coordinator
\$20,000	Manager Development Services
\$20,000	Fitzroy Crossing Area Manager
\$20,000	Manager Administration & Governance
\$20,000	Manager Community Services

**6. RECORD KEEPING**

All purchasing activity, communications and transactions must be evidenced and retained as local government records in accordance with the State Records Act 2000 and the Shire’s Record Keeping Plan. This includes those with organisations involved in a tender or quotation process, including suppliers.

**7. ADOPTION OF THIS POLICY**

<b>Document Responsibilities:</b>			
<b>Owner:</b>	Chief Executive Officer	<b>Owner Business Unit:</b>	Manager Finance
<b>Reviewer:</b>	Manager Administration & Governance	<b>Decision Maker:</b>	Council
<b>Compliance Requirements:</b>			
<b>Legislation:</b>	s.3.57 of the Local Government Act 1995		

	Part 4 of the Local Government (Functions and General) Regulations 1996						
<b>Industry:</b>	<a href="#">Department of Local Government, Sporting and Cultural Industries Guideline No.11 – Use of Corporate Credit Cards</a>						
<b>Organisational:</b>	Delegation AF1 – Payments from Municipal Funds – Incurring Liabilities and Making Payments Council Policy No. AF33 Regional Price Preference Council Policy No. AF 45 Transaction Cards Code of Conduct Operational Procedure – Procurement of Goods and Services						
<b>Document Management:</b>							
<b>Risk Rating:</b>	<b>Low</b>	<b>Review Frequency:</b>	<b>Annual</b>	<b>Next Due:</b>	<b>2020</b>	<b>Records Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>		<b>Synopsis:</b>				
1.	28/02/2019		Ordinary Council Meeting				
2.	12/12/2019		Ordinary Council Meeting (159/19)				

**11.4 CHANGE OF DATE - DECEMBER ORDINARY COUNCIL MEETING****File Number:** 4150 - Meeting Procedures**Author:** Carlie McCulloch, Executive Services Coordinator**Responsible Officer:** Amanda O'Halloran, Chief Executive Officer**Authority/Discretion:** Administrative**SUMMARY**

This report seeks Council approval to amend the date of the Ordinary Council Meeting advertised to occur on Thursday 17 December 2020, to Thursday 10 December 2020.

**DISCLOSURE OF ANY INTEREST**

Nil.

**BACKGROUND**

The Ordinary Council Meeting is usually held on the last Thursday of the month. With the 2020/21 Christmas/New Year shutdown proposed for Tuesday 22 December 2020 through to Sunday 3 January 2021, the Shire President has asked if the meeting can be brought forward by one week so that Administration and Councillors can close out their SDWK duties before the Christmas break.

**LEGISLATIVE IMPLICATIONS**

*Local Government (Administration) Regulations 1996*  
Part 2 - Council and committee meetings

**12. Meetings, public notice of (Act s. 5.25(1)(g))**

- (1) At least once each year a local government is to give local public notice of the dates on which and the time and place at which —
  - (a) the ordinary council meetings; and
  - (b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public, are to be held in the next 12 months.
- (2) A local government is to give local public notice of any change to the date, time or place of a meeting referred to in subregulation (1).

**POLICY IMPLICATIONS**

Nil.

**FINANCIAL IMPLICATIONS**

\$80.00 Advertising Fee for Ad in Babbling Boab.

**STRATEGIC IMPLICATIONS**

<b>GOAL</b>	<b>OUTCOME</b>	<b>STRATEGY</b>
Goal 4: Good governance and an effective organisation Leadership that provides strategic direction for the community, supported by efficient and effective service delivery	4.1: Effective governance and leadership	4.1.1: Provide leadership in balancing the needs of the community, government, industry and the environment

**RISK MANAGEMENT CONSIDERATIONS**

<b>RISK</b>	<b>LIKELIHOOD</b>	<b>CONSEQUENCE</b>	<b>RISK ANALYSIS</b>	<b>MITIGATION</b>
<b>Business Interruption:</b> Councillors attending other functions impacting on Elected Member duties	Possible	Minor	Low	Adoption of amended date of Council meeting as recommended.

**CONSULTATION**

Informal discussion with Councillors at September Forum.

If the change of date is authorised by Council, public advertising will occur to advise the general public.

**COMMENT**

Officers believe Thursday 10 December 2020 to be the most suitable alternative December Council Meeting date, with the meeting to take place at the Derby Council Chambers/Public Library.

**VOTING REQUIREMENT**

Simple majority

**ATTACHMENTS**

Nil

**RESOLUTION 160/20****Moved: Cr Rowena Mouda****Seconded: Cr Andrew Twaddle****That Council:**

- 1. Alter the date of the December 2020 Ordinary Meeting of Council from Thursday 17 December 2020, to now occur at 5.30pm on Thursday 10 December 2020 (in the Derby Council Chambers/Public Library); and**
- 2. Give local public notice of the amendment of meeting time, date and venue as required by the *Local Government (Administration) Regulations*.**

**In Favour:** Crs Geoff Haerewa, Geoff Davis, Chris Kloss, Andrew Twaddle, Steve Ross, Rowena Mouda and Keith Bedford

**Against:** Nil

**CARRIED 7/0**

**11.5 ENDORSEMENT OF NOMINATION TO KIMBERLEY DEVELOPMENT COMMISSION - CR GEOFF HAERewa****File Number: 4285****Author: Neil Hartley, Strategic Business Manager****Responsible Officer: Amanda O'Halloran, Chief Executive Officer****Authority/Discretion: Executive****SUMMARY**

One of the two Kimberley Development Commission board positions of "local government representative" is due to expire. Cr Geoff Haerewa currently holds that position and advises his willingness to renominate for a second term. All nominations require Council endorsement. This report provides the opportunity for Council to consider its nominee(s) and to endorse Cr Haerewa.

**DISCLOSURE OF ANY INTEREST**

Nil.

**BACKGROUND**

The Kimberley Development Commission (KDC) has been established under the Regional Development Commissions Act 1993, and covers the local government districts of Broome, Derby/West Kimberley, Halls Creek and Wyndham/East Kimberley.

The KDC is overseen by a Governing Board which is appointed by and responsible to the State Minister for Regional Development. It comprises the following membership:

- Two members representing the community of the Kimberley region;
- Two sitting Councillor representatives of Kimberley Local Governments;
- Two members appointed at the Minister's discretion; and
- The Chief Executive.

The Board is an accountable authority and advises the Minister on matters affecting the development of the Kimberley region and sets the primary directions for the Commission. It sets performance goals, ensures corporate compliance and management accountability, endorses strategic plans and approves operating budgets. The Board's role is to ensure that the organisation has the resources necessary to achieve goals, monitor progress and report on outcomes.

Appointments to the Board are made for terms of up to three years (renewable up to a maximum of six years). Attached is a KDC publication outlining brief details as to member skills and attributes desired; board meeting commitments expected; board member role; and local government representative eligibility.

Cr Haerewa has been a member of the KDC since 2018 (and is its Deputy Chairperson). His term is due to expire and Cr Haerewa has advised of his availability to renominate for this local government position on the KDC Board. Cr Haerewa is eligible for reconsideration as a Board Member.

The KDC is now officially inviting nominations (closing 5pm Wednesday 28 October 2020) for the next term of one of its two local government representatives. All of the four Kimberley Local

Governments have each been invited to nominate up to two Councillors, who are willing and able to be candidates, for appointment to the local government vacancy (noting that the second of the two KDC local government Board Member positions, appointed in 2020, is still current). All nominees will be considered by the Minister for Regional Development, together with potentially up to six other Kimberley local government nominees put forward by the local governments of Broome, Halls Creek and Wyndham East Kimberley (or up to seven if the Shire of Derby/West Kimberley nominates a second candidate).

In accordance with the *Regional Development Commission's Act 1993*, nominees for the vacancy must be and remain sitting members of the Council of a Local Government in the region and are to be nominated by Local Governments in the region, through a Council resolution.

## **STATUTORY ENVIRONMENT**

### **Regional Development Commission's Act 1993**

#### **16. Method of appointment of appointed members**

- (a) ....;
- (b) one third of those members are to be members of the council of a local government in the region and are to be nominated by local governments in the region in accordance with the regulations; and
- (c) ....

#### **19. Remuneration and allowances of appointed members and members of committees**

- (1) ... an appointed member or a member of a committee, other than a person who is an officer of the Public Service, is to be paid such remuneration and travelling and other allowances as the Minister from time to time, after consultation with the Public Sector Commissioner, determines in respect of that member.

#### **23. Objects and functions of a commission**

- (1) The objects of a commission are to —
  - (a) maximize job creation and improve career opportunities in the region;
  - (b) develop and broaden the economic base of the region;
  - (c) identify infrastructure services to promote economic and social development within the region;
  - (d) provide information and advice to promote business development within the region;
  - (e) seek to ensure that the general standard of government services and access to those services in the region is comparable to that which applies in the metropolitan area; and
  - (f) generally take steps to encourage, promote, facilitate and monitor the economic development in the region.
- (2) For the purposes of achieving those objects a commission is to —
  - (a) promote the region;

- (b) facilitate coordination between relevant statutory bodies and State government agencies;
- (c) cooperate with representatives of industry and commerce, employer and employee organizations, education and training institutions and other sections of the community within the region;
- (d) identify the opportunities for investment in the region and encourage that investment;
- (e) identify the infrastructure needs of the region, and encourage the provision of that infrastructure in the region; and
- (f) cooperate with —
  - (i) departments of the Public Service of the State and the Commonwealth, and other agencies, instrumentalities and statutory bodies of the State and the Commonwealth; and
  - (ii) local governments,
 in order to promote equitable delivery of services within the region.

**Schedule 2**

**1. Term of office of appointed member**

- (1) An appointed member holds office for such term, being not more than 3 years, as is specified in the member’s instrument of appointment, but he or she is eligible —
  - (a) for further reappointment, if the reappointment is consecutive to a previous appointment and will not result in the member holding office continually for a time which exceeds 6 years;

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

<b>GOAL</b>	<b>OUTCOME</b>	<b>STRATEGY</b>
Goal 4 – Good Governance and an effective Organisation.	Effective Governance and Leadership.	Support strategic alliances, stakeholder forums and advisory committees that assist the Shire in policy development and service planning.

**RISK MANAGEMENT CONSIDERATIONS**

<b>RISK</b>	<b>LIKELIHOOD</b>	<b>CONSEQUENCE</b>	<b>RISK ANALYSIS</b>	<b>MITIGATION</b>
<b>Reputation:</b> Risk of a candidate not representing the KDC to the high standards expected.	Unlikely	Minor	Low	Ensure that any nominees are aware of the role of a KDC Board Member.

**CONSULTATION**

Kimberley Development Commission.

**COMMENT**

Nil.

**VOTING REQUIREMENT**

Simple majority

**ATTACHMENTS**

1. Notes for Kimberley Development Commission Board Nominees [↓](#) 
2. Letter from Kimberley Development Commission (KDC) [↓](#) 
3. Board Nomination Form - KDC [↓](#) 

**RESOLUTION 161/20**

**Moved:** Cr Rowena Mouda

**Seconded:** Cr Steve Ross

**That Council confirm for the Minister for Regional Development's consideration as a Local Government representative on the Board of the Kimberley Development Commission:**

1. Cr Geoff Haerewa; and
2. Cr Keith Bedford.

*\*CEO Note: subject to Councillor availability and Council's consideration.*

**In Favour:** Crs Geoff Haerewa, Geoff Davis, Chris Kloss, Andrew Twaddle, Steve Ross, Rowena Mouda and Keith Bedford

**Against:** Nil

**CARRIED 7/0**



## **KIMBERLEY DEVELOPMENT COMMISSION**

### **NOTES FOR NOMINEES TO THE BOARD**

There are six broad types of Western Australian Government Boards and Committees:

- Trading
- Governing
- Policy / Review / Specialist
- Regulatory / Registration / Appeal
- Trustees
- Advisory

The Kimberley Development Commission Board is a Governing Board. That is, it is there to guide and direct the organisation. It sets performance goals, ensures corporate compliance and management accountability, endorses strategic plans and approves operating budgets. The Board's role is to ensure that the organization has the resources necessary to achieve goals, monitor progress and report on outcomes. The Board does not manage the Commission. This is the role of Management and any request for staff involvement in Board or Board Sub-Committee affairs must be directed through the Chief Executive.

#### **Board Members – Local Government Representatives**

All Members of the Kimberley Development Commission's Board are appointed by the Minister for Regional Development in accordance with the *Regional Development Commissions Act 1993* for terms of between 1 and 3 years.

Local Government representatives become ineligible to remain on the Board if no longer a Member of Local Government.

#### **Board Meetings**

Currently, Board meetings are up to five times a year with meeting locations being determined by the Board. Meetings may be held in different towns across the region.

Members may be required to commit up to two (2) days to a Board meeting to allow time for travel, tours and meetings.

## Members Skills and Attributes

For effective performance, individual members and the Board as a group need to have a broad range of skills and personal attributes.

Some of the personal attributes, which are valued in Board members, include; flexibility, creativity, loyalty, integrity, enthusiasm, initiative, cooperation, customer awareness and community profile.

This is a list of skills and attributes that make for effective Board Performance:

- Accountability  
*Understanding accountability requirements and upholding ethical standards.*
- Strategic Thinking  
*Contributing to strategic planning and goal-setting. Fostering a customer focus ethos.*
- Monitoring  
*Analysing, assessing and reviewing corporate performance.*
- Policy development  
*Establishing and reviewing policy objectives, corporate standards and resource priorities.*
- Decision-making  
*Adopting ethical decision-making processes.*
- Networking  
*Accessing networks and promoting the Board.*
- Advising  
*Providing information and advice, making suggestions and recommendations.*
- Teamwork  
*Working cooperatively with members and employees to achieve agreed goals.*

No one Member needs to exhibit all these skills and attributes.

**Nomination forms are to be completed in full and forwarded together with the nominees current Curriculum Vitae to:**

HON ALANNAH MACTIERNAN  
MINISTER FOR REGIONAL DEVELOPMENT; AGRICULTURE AND FOOD;  
PORTS; MINISTER ASSISTING THE MINISTER FOR STATE DEVELOPMENT,  
JOBS AND TRADE  
c/- Jeff Gooding  
Kimberley Development Commission  
PO Box 620  
KUNUNURRA WA 6743

Nominations may also be forwarded by e-mail via [eo@kdc.wa.gov.au](mailto:eo@kdc.wa.gov.au)

**Local Government Nominations close: 5pm Wednesday 28 October 2020.**

Should you require further information please contact Liz Kirkby, Manager, People & Placeon (08) 91482100 or e-mail [liz.kirkby@kdc.wa.gov.au](mailto:liz.kirkby@kdc.wa.gov.au)



Cr G Haerewa, President  
 Ms A O'Halloran, Chief Executive Officer  
 Shire of Derby/West Kimberley  
 PO Box 94  
 DERBY WA 6728

Dear Cr Haerewa and Ms O'Halloran

**KIMBERLEY DEVELOPMENT COMMISSION BOARD NOMINATIONS**

I wish to advise that the Kimberley Development Commission is seeking nominations for one (1) Local Government representative vacancy on its Board. The vacancy has occurred due to the expiry of the term of office of Cr Geoff Haewera, President, Shire of Derby West Kimberley.

In accordance with the *Regional Development Commission's Act 1993*, nominees for the vacancy must be members of the Council of a Local Government in the region and are to be nominated by Local Governments in the region.

The four Kimberley Local Governments are each invited to nominate two Councilors, who are willing and able to be candidates, for appointment.

I enclose a copy of our nomination form and accompanying notes. Nominations including the nominee's details are to be submitted by e-mail to Jeff Gooding c/o liz.kirkby@kdc.wa.gov.au at this office, no later than 5pm Wednesday 28 October 2020.

Should you require further information please contact, Liz Kirkby, Manager, People & Place in the first instance on (08) 9148 2100.

Yours sincerely

Jeff Gooding  
 Chief Executive

Date 16 September 2020

**Kununurra Office:**  
 Ebony Street  
 (PO Box 620)  
 Kununurra, Western Australia 6743  
 Telephone: (08) 9194 2100  
 www.kimberley.wa.gov.au

**Broome Office:**  
 Cnr Napier & Dampier Terrace  
 (PO Box 172) Broome  
 Western Australia 6725  
 Telephone: (08) 9194 3000



## NOMINATION FORM FOR APPOINTMENT TO THE BOARD OF THE KIMBERLEY DEVELOPMENT COMMISSION

To be completed by all nominees seeking nomination or re-nomination to the Board of the Kimberley Development Commission. Nomination must be accompanied by a 2 Page curriculum vitae.

PERSONAL DETAILS			
<b>NAME:</b>		<b>DATE OF BIRTH:</b>	
<b>RESIDENTIAL ADDRESS:</b>			
<b>POSTAL ADDRESS:</b>			
<b>HOME PHONE NUMBER:</b>		<b>MOBILE NUMBER:</b>	
<b>OCCUPATION:</b>		<b>WORK PHONE NUMBER:</b>	
<b>EMAIL ADDRESS:</b>			

NOMINATING LOCAL GOVERNMENT			
<i>NB: Individuals may nominate themselves for Community or Ministerial vacancies</i>			
<b>NOMINATED BY:</b>			
<b>LOCAL GOVERNMENT:</b>			
<b>ADDRESS:</b>			
<b>NOMINATOR SIGNATURE:</b>		<b>NOMINEE SIGNATURE:</b>	

PLEASE SUMMARISE YOUR REGIONAL LEADERSHIP EXPERIENCE IN INDUSTRY OR COMMUNITY OR GOVERNMENT STATEMENT:



PLEASE SUMMARISE HOW YOU WOULD LIKE THE KIMBERLEY REGION TO DEVELOP.  
**STATEMENT:**

HOW YOU COULD CONTRIBUTE TO THE DEVELOPMENT OF THE KIMBERLEY REGION THROUGH APPOINTMENT TO THE BOARD  
**STATEMENT:**

All nominations should be made by submitting relevant details and a current two page Curriculum Vitae to:

PRIVATE AND CONFIDENTIAL  
 HON ALANNAH MACTIERNAN  
 MINISTER FOR REGIONAL DEVELOPMENT; AGRICULTURE AND FOOD;  
 MINISTER ASSISTING THE MINISTER FOR STATE DEVELOPMENT, JOBS AND TRADE  
 c/- Jeff Gooding  
 Kimberley Development Commission  
 PO Box 620  
 KUNUNURRA WA 6743

Details to be included in your two page Curriculum Vitae are:

- Title
- Full Name
- Date of Birth
- Postal Address, Street address and Email address
- Contact Telephone Number
- Current employer and position
- Work history relevant to Board position
- Voluntary involvement relevant to Board position
- Qualifications/training
- Other Board experience (please list all current positions)
- Current contact details of two (2) referees



Optional information that provides important data on the diversity of Board membership across government:

Aboriginal	Yes / No
Torres Strait Islander	Yes / No, If no, please specify
Country of Birth – Australian	Yes / No, If yes, please specify
Language other than English spoken at home	Yes / No, If yes, please specify
Person with a disability or special needs	Yes / No, If yes, please specify

**Nominations must be emailed to [liz.kirkby@kdc.wa.gov.au](mailto:liz.kirkby@kdc.wa.gov.au) by 5 pm Wednesday 28 October 2020.**

For further information please contact Liz Kirkby, Manager, People & Place  
 E-mail: [liz.kirkby@kdc.wa.gov.au](mailto:liz.kirkby@kdc.wa.gov.au) Tel: 08 9148 2100

**12 CORPORATE SERVICES****12.1 ACCOUNTS FOR PAYMENT - AUGUST 2020****File Number: 5110 - Accounts Payable****Author: Linda Atkinson, Finance Officer****Responsible Officer: Alan Lamb, Acting Director Technical and Development Services****Authority/Discretion: Information****SUMMARY**

For Council to note the list of accounts paid under delegated authority during the month of August 2020.

**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	OUTCOME	STRATEGY
4: Good governance and an effective organisation  Leadership that provides strategic direction for the community, supported by efficient and effective service delivery	4.4: Financial sustainability and accountability for performance	4.4.4: Provide resources to support the Shire’s operations and to meet planning, reporting and accountability requirements

**RISK MANAGEMENT CONSIDERATIONS**

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
<b>Legal &amp; Compliance:</b>  In accordance with section 6.8 of <i>the Local Government Act 1995</i> ,	Rare	Minor	Low	Expenditure to only be incurred in accordance with budget parameters, which have been

<p>a local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure is authorised in advance by an absolute majority of Council</p>			<p>structured on financial viability and sustainability principles</p>
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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 2020-21 Annual Budget as adopted by Council at its meeting held 31 July 2020 (Minute No. 125/20 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  
August 2020**

FUND	DETAILS	AMOUNT
<b>MUNICIPAL ACCOUNT</b>		
EFT Payments	EFT 49116 - 49253	\$2,267,221.35
Municipal Cheques	CHQ 54814 - 54816	\$28,499.68
Direct Debits	Fees & Charges, Credit Card Payments, Payroll, Payroll Liabilities	\$347,764.70
Manual Cheque		
<b>TRUST ACCOUNT</b>		
EFT Payments		
Trust Cheques		
<b>TOTAL</b>		<b>\$2,643,485.73</b>

*Creditors Outstanding as at 31/08/2020*

**\$ 796,622.12**

**VOTING REQUIREMENT**

Simple majority

Attachments

1. **August 2020 Creditor Payment Listing**  
2. **August 2020 Credit Card Payment**  

**RESOLUTION 162/20****Moved: Cr Andrew Twaddle****Seconded: Cr Steve Ross**

**That Council notes the list of accounts for August 2020 paid under Delegated Authority in accordance with regulation 13(1) of the Local Government (Financial Management) Regulations 1996 attached to this report, totalling \$2,643,485.73**

**In Favour:** Crs Geoff Haerewa, Geoff Davis, Chris Kloss, Andrew Twaddle, Steve Ross, Rowena Mouda and Keith Bedford

**Against:** Nil

**CARRIED 7/0**

**REPORT TO COUNCIL – AUGUST 2020****EFT PAYMENTS – MUNI ACCOUNT**

<b>PAYMENT ID</b>	<b>DATE</b>	<b>CREDITOR / INVOICE DETAILS</b>	<b>AMOUNT</b>
<b>EFT49116</b>	<b>06/08/2020</b>	<b>LGIS INSURANCE BROKING</b>	<b>83,920.00</b>
INV 062-207707	29/06/2020	MARINE CARGO - 30/06/2020 TO 30/06/2020	430.00
INV 062-207848	30/06/2020	MARINE HULL LIABILITY - PORT OF DERBY	83,490.00
<b>EFT49117</b>	<b>06/08/2020</b>	<b>LGISWA - LGIS PROPERTY</b>	<b>616,971.94</b>
INV 100-138471	03/07/2020	LGIS BUSHFIRE 30/6/2020 - 30/6/2021	2,337.50
INV 100-138473	03/07/2020	LGIS COMMERCIAL CRIME AND CYBER LIABILITY	12,874.40
INV 100-138475	03/07/2020	LGIS PROPERTY - INSTALMENT 1- 30/06 TO 30/12	289,301.32
INV 100-138476	03/07/2020	LGIS MANAGEMENT LIABILITY	12,943.57
INV 100-138477	03/07/2020	LGIS MOTOR FLEET	102,254.00
INV 100-138478	03/07/2020	LGIS PERSONAL ACCIDENT	467.50
INV 100-138479	03/07/2020	LGIS CORPORATE TRAVEL	825.00
INV 100-138848	06/07/2020	LGIS LIABILITY - INSTALMENT 1- 30/06 TO 31/10	45,870.00
INV 100-139589	08/07/2020	LGIS PROPERTY - INSTALMENT 1 - 30/06 TO 31/10	156,371.60
INV 100-139786	08/07/2020	2020-21 ASSISTANCE PACKAGE 1ST INSTALMENT	43,672.95
INV 100-139943	09/07/2020	2020-2021 CONTRIBUTIONS 1ST INSTALMENT OFFSET	22,000.00
INV 100-139988	09/07/2020	LGIS WORKCARE - INSTALMENT 1- 30/06 TO 31/10	59,400.00
<b>EFT49118</b>	<b>14/08/2020</b>	<b>A &amp; B TYRES</b>	<b>3,980.00</b>
INV 34678	08/07/2020	14 KW - 4 X BRIDGESTONE TYRES 235-85R16	1,360.00
INV 34679	08/07/2020	FIT NEW TYRE TO MOWER RIM	25.00
INV 34754	14/07/2020	BACKHOE-2 X GOODRIDE TYRES 16.9 X 28 12PLY	2,000.00
INV 34899	22/08/2020	TRUCK TYRES & TYRE REPAIR PLUGS	595.00
<b>EFT49119</b>	<b>14/08/2020</b>	<b>ARCHER BUILDERS PTY LTD</b>	<b>28,594.51</b>
INV 5818	19/07/2020	WHARF CAFE FENCING AND ABLUTION UPGRADE	28,594.51
<b>EFT49120</b>	<b>14/08/2020</b>	<b>ALTHAM PLUMBING CONTRACTORS</b>	<b>924.00</b>
INV 10418	23/07/2020	EXCAVATE PLOT 698P	264.00
INV 10419	23/07/2020	EXCAVATE PLOT 593P	396.00
INV 10479	31/07/2020	EXCAVATE PLOT 832C	264.00
<b>EFT49121</b>	<b>14/08/2020</b>	<b>AUSTRALIAN AIRPORTS ASSOCIATION</b>	<b>600.60</b>
INV INVMEM-1141	14/04/2020	AIRPORT MEMBERSHIP	600.60

<b>EFT49122</b>	<b>14/08/2020</b>	<b>AUSTRALIAN SECURITIES &amp; INVESTMENT COMMISSION</b>	<b>87.00</b>
INV 1-HZKT5YB BZREN A	09/07/2020	BUSINESS NAME RENEWAL - FITZROY CROSSING	87.00
<b>EFT49123</b>	<b>14/08/2020</b>	<b>AUSTRALIAN SERVICES UNION</b>	<b>773.00</b>
INV DEDUCTION	21/07/2020	PAYROLL DEDUCTION	386.50
INV DEDUCTION	04/08/2020	PAYROLL DEDUCTION	386.50
<b>EFT49124</b>	<b>14/08/2020</b>	<b>BUILDING AND ENERGY</b>	<b>56.65</b>
INV 30062020	30/06/2020	BUILDING LEVY JUNE 2020	56.65
<b>EFT49125</b>	<b>14/08/2020</b>	<b>BOVONE CONSULTING PTY LTD TRADING AS SOAPS TRUST</b>	<b>13,200.00</b>
INV 27	17/07/2020	TEMPORARY MANAGEMENT SERVICES - 120 HOURS	13,200.00
<b>EFT49126</b>	<b>14/08/2020</b>	<b>DERBY WESTERN &amp; WORKWEAR</b>	<b>830.60</b>
INV D-0965.	28/06/2020	UNIFORM PURCHASE	77.60
INV D-1043	24/07/2020	UNIFORM PURCHASE	753.00
<b>EFT49127</b>	<b>14/08/2020</b>	<b>WINC</b>	<b>351.36</b>
INV 9033117758	10/07/2020	STATIONARY	14.19
INV 9033179017	17/07/2020	STATIONARY	305.54
INV 9033179711	17/07/2020	STATIONARY	31.63
<b>EFT49128</b>	<b>14/08/2020</b>	<b>CSBP LIMITED</b>	<b>211.64</b>
INV 1144822	22/06/2020	SOIL TESTING	211.64
<b>EFT49129</b>	<b>14/08/2020</b>	<b>DEPUTY CHILD SUPPORT REGISTRAR</b>	<b>650.06</b>
INV DEDUCTION	21/07/2020	PAYROLL DEDUCTION	324.08
INV DEDUCTION	04/08/2020	PAYROLL DEDUCTION	325.98
<b>EFT49130</b>	<b>14/08/2020</b>	<b>DERBY BUILDING SUPPLIES</b>	<b>197.27</b>
INV 462106	13/07/2020	STIHL PART & PAINT	126.30
INV 462919	23/07/2020	STIHL PARTS	53.55
INV 463324	29/07/2020	BOW SHACKLES	17.42
<b>EFT49131</b>	<b>14/08/2020</b>	<b>DERBY 4X4 &amp; MARINE</b>	<b>3,227.13</b>
INV 23422 / 44495	10/07/2020	REPLACE TIMING BELT	471.85
INV 23524/43923	20/07/2020	20KW SERVICE & SAFETY CHECK	555.26
INV 23525/43937	20/07/2020	FILTERS FOR CANTER TRUCK SERVICES	291.66
INV 23527 / 44698	20/07/2020	1EAD-762 - REPAIRS TO CV SHAFT BOOT	573.95
INV 23533/43319	21/07/2020	10KW FUEL FILTER REPLACEMENT	60.78
INV 23534 / 44214	21/07/2020	10KW ABS SYSTEM REPAIR QUOTE	614.03
INV 44815	28/07/2020	PRADO - 180,000KM SERVICE	659.60
<b>EFT49132</b>	<b>14/08/2020</b>	<b>LANDGATE (WA LAND INFORMATION AUTHORITY)</b>	<b>39.80</b>

INV 357538 - 10000938	29/06/2020	MINING TENEMENT SCHEDULE M	39.80
<b>EFT49133</b>	<b>14/08/2020</b>	<b>DERBY PROFESSIONAL CENTRE</b>	<b>165.00</b>
INV D07200022	22/07/2020	CONFERENCE ROOM HIRE	165.00
<b>EFT49134</b>	<b>14/08/2020</b>	<b>DERBY PLUMBING AND GAS</b>	<b>1,212.17</b>
INV 14786	27/07/2020	14 BLOODWOOD: SUPPLY & INSTALL GAS REGULATOR	296.91
INV 14781	27/07/2020	SUPPLY & INSTALL PART TO PUBLIC TOILETS CLARENDON STREET	915.26
<b>EFT49135</b>	<b>14/08/2020</b>	<b>DERBY PROGRESSIVE SUPPLIES</b>	<b>731.65</b>
INV 2172	13/07/2020	CLEANING SUPPLIES FOR SKIPPERS CLEANING	731.65
<b>EFT49136</b>	<b>14/08/2020</b>	<b>DERBY STOCK SUPPLIES</b>	<b>495.00</b>
INV 13066032	11/07/2020	REMOVAL OF VEHICLE FROM YEEDA	495.00
<b>EFT49137</b>	<b>14/08/2020</b>	<b>DERBY TREE SERVICES</b>	<b>21,857.00</b>
INV 5244	29/06/2020	TREE WORKS IN FITZROY CROSSING	18,821.00
INV 5273	29/07/2020	TREE WORKS PER QUOTE 2134	913.00
INV 5275	29/07/2020	TREE WORKS AT THE TIP	2,123.00
<b>EFT49138</b>	<b>14/08/2020</b>	<b>DWA INDUSTRIAL RESOURCES PTY LTD</b>	<b>660.00</b>
INV 2020010	28/07/2020	ENGINE FITTOUT ON KUBOTA ZERO	660.00
<b>EFT49139</b>	<b>14/08/2020</b>	<b>ELDERS LIMITED (DERBY BRANCH)</b>	<b>268.00</b>
INV IY69827	13/07/2020	20LTR ADBLUE DIESEL EXHAUST FLUID	50.60
INV IY69896	17/07/2020	20LTR CASTROL AGRI AS TRANS PLUS 20W-30	217.40
<b>EFT49140</b>	<b>14/08/2020</b>	<b>FITZROY HARDWARE PTY LTD</b>	<b>59.90</b>
INV 124805	28/11/2019	3 X 4 PAK AAA BATTERIES	59.90
<b>EFT49141</b>	<b>14/08/2020</b>	<b>GREENFIELD TECHNICAL SERVICES</b>	<b>2,475.00</b>
INV INV-1543	27/07/2020	DEVELOP RPG APPLICATIONS	2,475.00
<b>EFT49142</b>	<b>14/08/2020</b>	<b>HORIZON POWER - ACCOUNT PAYMENTS</b>	<b>48,682.36</b>
INV 107820	25/06/2020	UNIT NO A/LOT 84 DURACK STREET CAMBALLIN	169.69
INV 220780	01/07/2020	DERBY STREET LIGHTS	16,637.95
INV 228017	10/07/2020	UNIT A/LOT 42 MACDONALD WAY FITZROY CROSSING	157.28
INV 104620	17/07/2020	UNIT B/LOT 277 CLARENDON STREET DERBY	114.67
INV 308420	17/07/2020	14 HARDMAN STREET DERBY WA	1,013.30
INV 328972	17/07/2020	30 JOHNSTON STREET DERBY WA	9,806.12
INV 442971	17/07/2020	UNIT NO A/LOT 277 CLARENDON STREET DERBY WA	701.55
INV 150216	24/07/2020	4 LOCH STREET DERBY WA	457.49
INV 320398	24/07/2020	WHARF ROAD DERBY WA	554.09
INV 273214	24/07/2020	6 ROWELL COURT DERBY WA	63.56

INV 432334	24/07/2020	UNIT B/4 ROWELL COURT DERBY WA	60.22
INV 220780	31/07/2020	STREETLIGHT TARIFF CHARGES	18,946.44
<b>EFT49143</b>	<b>14/08/2020</b>	<b>INFRAPRO CONSULTING PTY LTD</b>	<b>2,376.00</b>
INV SDWK15	28/07/2020	PRINCIPAL ENGINEER	2,376.00
<b>EFT49144</b>	<b>14/08/2020</b>	<b>MICHELE ILLY</b>	<b>206.25</b>
INV REIMB0408	04/08/2020	UTILITY REIMBURSEMENT	206.25
<b>EFT49145</b>	<b>14/08/2020</b>	<b>JANINE MILLER</b>	<b>95.00</b>
INV REIMB2407	24/07/2020	UTILITY REIMBURSEMENT	95.00
<b>EFT49146</b>	<b>14/08/2020</b>	<b>JILA PLUMBING</b>	<b>132.00</b>
INV 3069	10/07/2020	REPAIR BLOCKED SEPTIC	132.00
<b>EFT49147</b>	<b>14/08/2020</b>	<b>KIMBERLEY AUTO CARE/ALLAR KIIRATS</b>	<b>605.00</b>
INV 662	16/06/2020	DETAIL TOYOTA PRADO 6KW	605.00
<b>EFT49148</b>	<b>14/08/2020</b>	<b>KIERIN THOMPSON</b>	<b>1,563.35</b>
INV UTILITY2506	25/06/2020	UTILITY REIMBURSEMENT	1,563.35
<b>EFT49149</b>	<b>14/08/2020</b>	<b>TUFFY'S PTY LTD T/A KIMBERLEY WASHROOM SERVICES</b>	<b>360.00</b>
INV INV-5929	03/07/2020	SERVICING OF SANITARY BINS FITZROY CROSSING	360.00
<b>EFT49150</b>	<b>14/08/2020</b>	<b>WESTERN AUSTRALIAN LOCAL GOVT.ASSOCIATION (WALGA)</b>	<b>12,388.50</b>
INV I3083113	21/07/2020	DEVELOPMENT OF FITZROY CROSSING TOURISIM MULTISITE	12,388.50
<b>EFT49151</b>	<b>14/08/2020</b>	<b>LOCAL GOVERNMENT PROFESSIONALS (LGPRO)</b>	<b>185.00</b>
INV 17481	09/07/2020	2020 - 2021 AFFILIATE MEMBERSHIP	185.00
<b>EFT49152</b>	<b>14/08/2020</b>	<b>LANDMARK BROOME T/A NUTRIEN AG SOLUTIONS</b>	<b>1,221.75</b>
INV 903237442	28/07/2020	NELS SPRINKLER GEARDRIVE HUNTER SRM04	1,221.75
<b>EFT49153</b>	<b>14/08/2020</b>	<b>MCLEODS BARRISTERS &amp; SOLICITORS</b>	<b>1,409.05</b>
INV 113419	29/04/2020	WEST KIMBERLEY FUELS - 3 YEAR LEASE	1,257.91
INV 113371	29/04/2020	PORT OF DERBY SUBLEASE OF AREAS 2 & 3	151.14
<b>EFT49154</b>	<b>14/08/2020</b>	<b>NGIYALI ROADHOUSE</b>	<b>85.45</b>
INV 1074544	29/05/2020	FUEL REFILL FOR 13KW	85.45
<b>EFT49155</b>	<b>14/08/2020</b>	<b>PAUL BETAMBEAU</b>	<b>122.50</b>
INV 1080	18/02/2019	REPAIR THE HOLE IN MESH FENCE	122.50
<b>EFT49156</b>	<b>14/08/2020</b>	<b>RAY WHITE DERBY</b>	<b>1,540.00</b>
INV A900568	28/07/2020	RATES REFUND ASSESSMENT A900568	1,540.00
<b>EFT49157</b>	<b>14/08/2020</b>	<b>ROYAL LIFE SAVING SOCIETY WA</b>	<b>159.00</b>
INV 115592	21/07/2020	POOL LIFEGUARD REQUALIFICATION	159.00
<b>EFT49158</b>	<b>14/08/2020</b>	<b>SAMPEY MEATS</b>	<b>140.00</b>

INV 202431	17/07/2020	HAMBURGER PATTIES	140.00
<b>EFT49159</b>	<b>14/08/2020</b>	<b>SHEFFIELD RESOURCES LTD</b>	<b>1,007.72</b>
INV A900997	28/07/2020	RATES REFUND FOR ASSESSMENT A900997	370.65
INV A900750	28/07/2020	RATES REFUND FOR ASSESSMENT A900750	637.07
<b>EFT49160</b>	<b>14/08/2020</b>	<b>SKIPPERS CLEANING SERVICES</b>	<b>14,382.50</b>
INV 1206	24/07/2020	CLEAN OF U3, 20 CLARENDON STREET	1,320.00
INV 1214	31/07/2020	TWICE WEEKLY CLEAN OF TOURISM	990.00
INV 1213	31/07/2020	ADMIN CLEANING	12,072.50
<b>EFT49161</b>	<b>14/08/2020</b>	<b>SHIRE OF BROOME</b>	<b>11,787.32</b>
INV 53454	14/07/2020	HIRE OF STREET SWEEPER	9,839.22
INV 53462	17/07/2020	TOWN PLANNING FEES	1,948.10
<b>EFT49162</b>	<b>14/08/2020</b>	<b>BEVERLEY SPRINGS PTY LTD ATF THE BS TRUST T/A SQUIRES EARTHMOVING</b>	<b>213,657.97</b>
INV 2265	08/06/2020	ADDITIONAL WORKS AS PER VARIATION 1	103,721.13
INV 2268	16/06/2020	2019/20 OPEN UP & M1 MAINTENANCE GRADING TUNNEL CREEK ACCESS RD	81,756.43
INV 2269	16/06/2020	2019/20 GRID CLEARING AND M1 MAINTENANCE GRADING CABBALLIN-NOONKANBAH ROAD FOR REMAINDER OF 2019/20, AS PER CONTRACT	28,180.41
<b>EFT49163</b>	<b>14/08/2020</b>	<b>TELSTRA CORPORATION</b>	<b>2,866.33</b>
INV 4174249435	04/07/2020	MOBILE CHARGES	2,866.33
<b>EFT49164</b>	<b>14/08/2020</b>	<b>CLEANAWAY CO PTY LTD</b>	<b>127,010.75</b>
INV 18935119	31/07/2020	WHARF BOAT RAMP JETTY RD	10,286.10
INV 18934933	31/07/2020	LANDFILL MANAGEMENT	116,724.65
<b>EFT49165</b>	<b>14/08/2020</b>	<b>TOLL TRANSPORT PTY LTD</b>	<b>286.44</b>
INV 356563	25/06/2020	FREIGHT FROM VANDEFIELD	152.14
INV P69056473	19/07/2020	FREIGHT FOR WATER SAMPLING	134.30
<b>EFT49166</b>	<b>14/08/2020</b>	<b>AJ &amp; JA TWADDLE (BUILDING CONTRACTOR)</b>	<b>8,901.59</b>
INV 00006446	12/08/2020	REISSUE OF INVOICE 6446 - REPAIR DOOR AT DERBY MEMORIAL POOL	112.59
INV 00006452	12/08/2020	REISSUE OF INVOICE 5462 - SUPPLY & INSTALL ALUMINIUM DOOR DERBY MEMORIAL POOL	8,789.00
<b>EFT49167</b>	<b>14/08/2020</b>	<b>WA CONTRACT RANGER SERVICES PTY LTD</b>	<b>6,600.00</b>
INV 2833	25/07/2020	WA RANGER SERVICES CONTRACT	6,600.00
<b>EFT49168</b>	<b>14/08/2020</b>	<b>WEST KIMBERLEY AUTO ELECTRICAL</b>	<b>139.90</b>
INV 3084	24/07/2020	SUPPLY & REPAIR LIGHT SYSTEM - KW12	139.90
<b>EFT49169</b>	<b>14/08/2020</b>	<b>DEAN WILSON TRANSPORT PTY LTD</b>	<b>105.83</b>
INV 20198284	28/05/2020	FREIGHT FROM THINK WATER	86.82
INV 20199399	31/07/2020	FREIGHT FROM NUTRIEN AG	19.01
<b>EFT49170</b>	<b>14/08/2020</b>	<b>WATTNOW ELECTRICAL</b>	<b>1,690.48</b>

INV 8048	07/07/2020	SUPPLY 2 X LED DOWNLIGHTS	84.48
INV 8116	27/07/2020	PREPARE SCOPE AND 2 OPTIONS FOR RE-WIRING ADMIN BUILDING	379.50
INV 8105	27/07/2020	INSTALLATION OF NEW UPS IN SERVER ROOM	632.50
INV 8104	27/07/2020	LOCATE ELECTRICAL CABLES IN BOTANICAL GARDENS	594.00
<b>EFT49171</b>	<b>14/08/2020</b>	<b>WOOLWORTHS PTY LIMITED</b>	<b>160.85</b>
INV 3847247	17/07/2020	CAT FOOD AND CLEANING PRODUCTS FOR POUND	48.85
INV 3847241	17/07/2020	GROCERIES	112.00
<b>EFT49172</b>	<b>20/08/2020</b>	<b>TELSTRA CORPORATION</b>	<b>17,690.53</b>
INV 0463459000	12/07/2020	ADMIN TELEPHONE, FAX AND EFTPOS LINE	17,615.59
INV 1718873800	27/07/2020	SERVICES AND EQUIPMENT RENTAL FX	74.94
<b>EFT49173</b>	<b>25/08/2020</b>	<b>BLACKWOODS ATKINS - BROOME</b>	<b>150.96</b>
INV PE7316WZ	22/07/2020	06634603 THREAD TAP 1/2"X20 TPI BOTTOMING	11.08
INV PE5866XA	24/07/2020	1 X 001956V01 4 PIECE CIRCLIP PLIER SET	128.80
INV PE5977XB	30/07/2020	06634603 THREAD TAP 1/2"X20 TPI BOTTOMING	11.08
<b>EFT49174</b>	<b>25/08/2020</b>	<b>OFFICE NATIONAL BROOME ( THE BOSS SHOP)</b>	<b>2,439.28</b>
INV 982526	16/07/2020	PAPER FOLDING MACHINE	1,471.50
INV 983821	30/07/2020	COPIER MONTHLY CHARGES	967.78
<b>EFT49175</b>	<b>25/08/2020</b>	<b>BAYULU COMMUNITY INC</b>	<b>16.00</b>
INV 06 CONSIGN	31/07/2020	CONSIGNMENT SALES	16.00
<b>EFT49176</b>	<b>25/08/2020</b>	<b>GJ JOHNSON ELECTRICAL FITZROY CROSSING</b>	<b>2,244.55</b>
INV 113	27/07/2020	SUPPLY AND INSTALL FLOODLIGHTS TO CCTV TOWER	2,244.55
<b>EFT49177</b>	<b>25/08/2020</b>	<b>JANICE PETERSON</b>	<b>80.00</b>
INV 06 CONSIGN	31/07/2020	CONSIGNMENT SALES	80.00
<b>EFT49178</b>	<b>25/08/2020</b>	<b>JESSICA JUBB</b>	<b>188.00</b>
INV 06 CONSIGN	31/07/2020	CONSIGNMENT SALES	188.00
<b>EFT49179</b>	<b>25/08/2020</b>	<b>MANGKAJA ARTS RESOURCE AGENCY</b>	<b>408.95</b>
INV 06 CONSIGN	31/07/2020	CONSIGNMENT SALES	408.95
<b>EFT49180</b>	<b>25/08/2020</b>	<b>MARNINWARNTIKURA FITZROY WOMEN'S RESOURCE CENTRE (ABORIGINAL CORP)</b>	<b>226.00</b>
INV 06 CONSIGN	31/07/2020	CONSIGNMENT SALES	226.00
<b>EFT49181</b>	<b>25/08/2020</b>	<b>NOLA D'ANTOINE</b>	<b>89.46</b>
INV REFUND1408	14/08/2020	REFUND ON DUPLICATE PAYMENT	89.46
<b>EFT49182</b>	<b>25/08/2020</b>	<b>OFFICE STAR</b>	<b>307.20</b>
INV 54082	28/07/2020	CALL OUT AND SERVICE FEE	307.20
<b>EFT49183</b>	<b>25/08/2020</b>	<b>E &amp; MJ ROSHER PTY LTD</b>	<b>1,196.10</b>

INV 1415865	08/07/2020	6 X K3181-18160 CONE BEARINGS	234.66
INV 1415864	08/07/2020	K3181-85112 RADIATOR ASSY	961.44
<b>EFT49184</b>	<b>27/08/2020</b>	<b>ALTHAM PLUMBING CONTRACTORS</b>	<b>305.09</b>
INV 10478	31/07/2020	SUPPLY & INSTALL 2 INLET VALVES U3/20 CLARENDON	229.50
INV 10529	10/08/2020	15MM TAPS W/ VAC BREAKERS	75.59
<b>EFT49185</b>	<b>27/08/2020</b>	<b>AUSTRALIA POST</b>	<b>70.23</b>
INV 1009801355	03/08/2020	POSTAGE JULY 2020	70.23
<b>EFT49186</b>	<b>27/08/2020</b>	<b>AUSTRALIAN SERVICES UNION</b>	<b>386.50</b>
INV DEDUCTION	18/08/2020	PAYROLL DEDUCTION	386.50
<b>EFT49187</b>	<b>27/08/2020</b>	<b>ALLWEST BUILDING APPROVALS</b>	<b>121.00</b>
INV 7194	19/06/2020	ASSESSMENT OF BUILDING PERMIT APPLIATION BPU4128	121.00
<b>EFT49188</b>	<b>27/08/2020</b>	<b>BUCKLEYS EARTHWORKS &amp; PAVING PTY LTD</b>	<b>886,080.58</b>
INV 2420	03/07/2020	RECONSTRUCTION OF INTERSECTION AS PER CONTRACT C2-2020	886,080.58
<b>EFT49189</b>	<b>27/08/2020</b>	<b>BUILDING AND ENERGY</b>	<b>113.30</b>
INV 31072020	31/07/2020	BUILDING PERMITS JULY 2020	113.30
<b>EFT49190</b>	<b>27/08/2020</b>	<b>BOVONE CONSULTING PTY LTD TRADING AS SOAPS TRUST</b>	<b>9,527.87</b>
INV 28	07/08/2020	WEEK ENDING 24/7 - 31/7	9,527.87
<b>EFT49191</b>	<b>27/08/2020</b>	<b>BP COLAC SERVICE STATION</b>	<b>200.00</b>
INV 420259	10/08/2020	CATERING FOR SCP WORKSHOPS	200.00
<b>EFT49192</b>	<b>27/08/2020</b>	<b>BONITA SINCLAIR</b>	<b>244.13</b>
INV UTILITY0508	05/08/2020	UTILITY REIMBURSEMENT	244.13
<b>EFT49193</b>	<b>27/08/2020</b>	<b>BAYULU COMMUNITY INC</b>	<b>56.00</b>
INV COMM3107	31/07/2020	CONSIGNMENT SALES	56.00
<b>EFT49194</b>	<b>27/08/2020</b>	<b>CABCHARGE AUSTRALIA LIMITED</b>	<b>7.03</b>
INV 00890453P2006	15/06/2020	CABCHARGE FEE	7.03
<b>EFT49195</b>	<b>27/08/2020</b>	<b>CHRIS KLOSS</b>	<b>1,375.00</b>
INV ALLOW3107	01/07/2020	JULY 2020 COUNCILLOR SITTING FEES	1,375.00
<b>EFT49196</b>	<b>27/08/2020</b>	<b>DERBY WESTERN &amp; WORKWEAR</b>	<b>95.60</b>
INV D-0895	22/05/2020	UNIFORM PURCHASE	95.60
<b>EFT49197</b>	<b>27/08/2020</b>	<b>BRONWYN COOKE</b>	<b>19.20</b>
INV COMM3107	31/07/2020	CONSIGNMENT SALES	19.20
<b>EFT49198</b>	<b>27/08/2020</b>	<b>WINC</b>	<b>1,826.74</b>
INV 9032164063	16/04/2020	STATIONARY	20.59
INV 9032447803	12/05/2020	STATIONARY	40.47

INV 9033230048	23/07/2020	4 DRAWER FILING CABINET	1,765.68
<b>EFT49199</b>	<b>27/08/2020</b>	<b>CHLOE SEARLES</b>	<b>556.00</b>
INV REIMB1008	10/08/2020	REIMBURSEMENT OF FURNISHINGS	556.00
<b>EFT49200</b>	<b>27/08/2020</b>	<b>CHERRY SMILER</b>	<b>16.00</b>
INV COMM3107	31/07/2020	CONSIGNMENT SALES	16.00
<b>EFT49201</b>	<b>27/08/2020</b>	<b>DEPUTY CHILD SUPPORT REGISTRAR</b>	<b>330.71</b>
INV DEDUCTION	18/08/2020	PAYROLL DEDUCTION	330.71
<b>EFT49202</b>	<b>27/08/2020</b>	<b>CAPTIVATE CONNECT</b>	<b>656.70</b>
INV 11199	15/07/2020	MESSAGES ON HOLD - DERBY AND FX	656.70
<b>EFT49203</b>	<b>27/08/2020</b>	<b>DORA COX</b>	<b>24.00</b>
INV COMM3107	31/07/2020	CONSIGNMENT SALES	24.00
<b>EFT49204</b>	<b>27/08/2020</b>	<b>DERBY BUS SERVICE PTY LTD</b>	<b>115.50</b>
INV 17316	31/07/2020	GENERAL FREIGHT BETWEEN DERBY AND BROOME	115.50
<b>EFT49205</b>	<b>27/08/2020</b>	<b>DERBY PLUMBING AND GAS</b>	<b>8,812.29</b>
INV 11869	07/10/2019	TRADES ASSISTANT	1,509.20
INV 12067	29/10/2019	SUPPLY 2 SEAL KITS	5,788.28
INV 12677	13/01/2020	REPAIR TO LADIES TOILET - POOL	219.01
INV 13665	12/04/2020	REPAIRS TO ABLUTIONS BLOCK	483.34
INV 14612	03/07/2020	SUPPLY 20MM HOSE TAP, INSTALL 15MM HOSE COCK IN PLANT ROOM	214.50
INV 14949	11/08/2020	SUPPLY AND FIT CISTERN TO DISABLED TOILETS - TOWN OVAL	400.96
INV 15055	12/08/2020	REPAIR DRAINAGE PIPE, SUPPLY AND INSTALL INSPECTION COVER	197.00
<b>EFT49206</b>	<b>27/08/2020</b>	<b>DERBY PROGRESSIVE SUPPLIES</b>	<b>564.58</b>
INV 58207	12/06/2020	SUPPLY 6 X CTNS OF TOILET PAPER	564.58
<b>EFT49207</b>	<b>27/08/2020</b>	<b>DERBY REGIONAL HOSPITAL ( WA COUNTRY HEALTH SERVICE)</b>	<b>310.00</b>
INV N1416530	23/06/2020	EMPLOYMENT MEDICAL	310.00
<b>EFT49208</b>	<b>27/08/2020</b>	<b>DERBY HARDWARE MITRE10</b>	<b>43.99</b>
INV 10514715	24/03/2020	SUPPLY DOOR CLOSER & CUT 4 X KEYS	43.99
<b>EFT49209</b>	<b>27/08/2020</b>	<b>DWA INDUSTRIAL RESOURCES PTY LTD</b>	<b>484.00</b>
INV 2019595	05/08/2020	REPAIR SEAT SWITCH ON P166 1DDK828 KUBOTA MOWER	121.00
INV 2019655	05/08/2020	TRANSPORT STREET VAC KW20745 TO AUTO ELECTRICIAN.	363.00
<b>EFT49210</b>	<b>27/08/2020</b>	<b>FITZROY HARDWARE PTY LTD</b>	<b>150.00</b>
INV 130959	30/04/2020	ROLL OF BRUSH CUTTER CHORD	150.00
<b>EFT49211</b>	<b>27/08/2020</b>	<b>MOODS OF THE KIMBERLEY</b>	<b>407.98</b>
INV COMM3107	31/07/2020	CONSIGNMENT SALES	407.98

<b>EFT49212</b>	<b>27/08/2020</b>	<b>FITZROY VALLEY DISTRICT HIGH SCHOOL</b>	<b>160.00</b>
INV COMM3107	31/07/2020	CONSIGNMENT SALES	160.00
<b>EFT49213</b>	<b>27/08/2020</b>	<b>GEOFFREY ANDREW DAVIS</b>	<b>1,745.08</b>
INV ALLOW3107	01/07/2020	JULY 2020 COUNCILLOR SITTING FEES	1,856.19
<b>EFT49214</b>	<b>27/08/2020</b>	<b>GIRLOORLOO TOURS (MIMBI ABORIGINAL CORPORATION)</b>	<b>3,514.86</b>
INV TOURS3107	31/07/2020	GIRLOORLOO TOURS @ MIMBI CAVES	3,514.86
<b>EFT49215</b>	<b>27/08/2020</b>	<b>HARDMAN ENTERPRISES PTY LTD T/A DERBY PLUMBING AND GAS</b>	<b>2,135.38</b>
INV 13270	09/03/2020	HR. PLANNING & OTHER SCOPE OF WORK AS PER CONSULTANT SERVICES	2,135.38
<b>EFT49216</b>	<b>27/08/2020</b>	<b>GEOFFREY CHARLES HAEREWA</b>	<b>7,071.00</b>
INV ALLOW3107	01/07/2020	JULY 2020 PRESIDENT SITTING FEES	7,182.11
<b>EFT49217</b>	<b>27/08/2020</b>	<b>DERBY DISTRICT HIGH SCHOOL SOCIAL CLUB</b>	<b>2,000.00</b>
INV BONDREF0508	05/08/2020	REFUND OF BOND	2,000.00
<b>EFT49218</b>	<b>27/08/2020</b>	<b>HORIZON POWER - ACCOUNT PAYMENTS</b>	<b>20,180.37</b>
INV 518958	04/08/2020	DERBY WHARF	116.73
INV 517343	05/08/2020	LOC 26818 WHARF ROAD DERBY	131.25
INV 173364	05/08/2020	40 ASHLEY STREET DERBY WA	1,359.98
INV 393995	05/08/2020	LOT 52 PANDANAS WAY DERBY WA	116.08
INV 424950	05/08/2020	LOT 26818 WHARF ROAD DERBY WA	329.85
INV 421738	05/08/2020	8 COOLIBAH WAY DERBY WA	116.64
INV 166519	06/08/2020	ASHLEY STREET DERBY WA	4,092.85
INV 321183	06/08/2020	30 CLARENDON STREET DERBY WA	2,907.07
INV 452872	06/08/2020	UNIT 1/13 HOLMAN STREET DERBY WA	122.45
INV 387885	06/08/2020	LOT 1415 ASHLEY STREET DERBY WA	65.10
INV 333902	07/08/2020	24 LOCH STREET DERBY WA	1,527.95
INV 406259	07/08/2020	LOC 26818 WHARF ROAD DERBY WA	9,221.14
INV 517845	10/08/2020	UNIT NO 8/LOT 10 ROWAN STREET DERBY WA	73.28
<b>EFT49219</b>	<b>27/08/2020</b>	<b>INTEGRITY COACHLINES (AUST) PTY LTD</b>	<b>505.24</b>
INV 12554	31/07/2020	BUS TICKET SALES	505.24
<b>EFT49220</b>	<b>27/08/2020</b>	<b>JANICE PETERSON</b>	<b>280.00</b>
INV COMM3107	31/07/2020	CONSIGNMENT SALES	280.00
<b>EFT49221</b>	<b>27/08/2020</b>	<b>JANET HERBERT</b>	<b>16.00</b>
INV COMM3107	31/07/2020	CONSIGNMENT SALES	16.00
<b>EFT49222</b>	<b>27/08/2020</b>	<b>JESSICA JUBB</b>	<b>44.00</b>
INV COMM3107	31/07/2020	CONSIGNMENT SALES	44.00

<b>EFT49223</b>	<b>27/08/2020</b>	<b>KEITH BEDFORD</b>	<b>1,745.08</b>
INV ALLOW3107	01/07/2020	JULY 2020 COUNCILLOR SITTING FEES	1,856.19
CNALLOW3107	01/07/2020	CREDIT BACK COMMUNICATION ALLOWANCE JULY 2020	-111.11
<b>EFT49224</b>	<b>27/08/2020</b>	<b>KIMBERLEY HOME ELECTRICAL</b>	<b>457.80</b>
INV 20-00042655	24/07/2020	BEDDING FOR U3/20 CLARENDON STREET	459.80
INV 20-00045034	03/08/2020	OVERCHARGE	- 2.00
<b>EFT49225</b>	<b>27/08/2020</b>	<b>KIMBERLEY SIGNS &amp; DESIGNS</b>	<b>643.50</b>
INV 13201	14/08/2020	CCTV WARNING SIGNS	643.50
<b>EFT49226</b>	<b>27/08/2020</b>	<b>STATE LIBRARY OF WA</b>	<b>775.50</b>
INV RI026248	24/07/2020	BETTER BEGINNINGS PACKS	775.50
<b>EFT49227</b>	<b>27/08/2020</b>	<b>MANGKAJA ARTS RESOURCE AGENCY</b>	<b>237.58</b>
INV COMM3107	31/07/2020	CONSIGNMENT SALES	237.58
<b>EFT49228</b>	<b>27/08/2020</b>	<b>MARION COX</b>	<b>255.94</b>
INV COMM3107	31/07/2020	CONSIGNMENT SALES	255.94
<b>EFT49229</b>	<b>27/08/2020</b>	<b>MARKET CREATIONS</b>	<b>572.00</b>
INV IE39-4	19/06/2020	FLYER TEMPLATE	572.00
<b>EFT49230</b>	<b>27/08/2020</b>	<b>MANAGED IT PTY LTD</b>	<b>10,835.26</b>
INV 100088	21/07/2020	BG00CD2 1YR PROSUPPORT PLUS AND MISSION CRITICAL	10,835.26
<b>EFT49231</b>	<b>27/08/2020</b>	<b>MARNINWARNTIKURA FITZROY WOMEN'S RESOURCE CENTRE (ABORIGINAL CORP)</b>	<b>248.00</b>
INV COMM3107	31/07/2020	CONSIGNMENT SALES	248.00
<b>EFT49232</b>	<b>27/08/2020</b>	<b>MARRA WORRA WORRA ABORIGINAL CORP</b>	<b>840.00</b>
INV 1059	29/07/2020	ACOMMODATION IN FITZROY CROSSING - SCP LAUNCH	720.00
INV 1060	29/07/2020	ACOMMODATION IN FITZROY CROSSING - SCP LAUNCH	120.00
<b>EFT49233</b>	<b>27/08/2020</b>	<b>NGARRAGI RIWI TOURS</b>	<b>68.00</b>
INV COMM3107	31/07/2020	CONSIGNMENT SALES	68.00
<b>EFT49234</b>	<b>27/08/2020</b>	<b>OLIVE KNIGHT</b>	<b>20.00</b>
INV COMM3107	31/07/2020	CONSIGNMENT SALES	20.00
<b>EFT49235</b>	<b>27/08/2020</b>	<b>PATRICIA LISA RILEY</b>	<b>1,375.00</b>
INV ALLOW3107	01/07/2020	JULY 2020 COUNCILLOR SITTING FEES	1,486.11
<b>EFT49236</b>	<b>27/08/2020</b>	<b>PAUL LESLIE WHITE</b>	<b>2,681.81</b>
INV ALLOW3107	01/07/2020	JULY 2020 COUNCILLOR SITTING FEES & DEPUTY PRESIDENTS ALLOWANCE	2,792.92
<b>EFT49237</b>	<b>27/08/2020</b>	<b>RIVERSIDE BUILDING APPROVALS</b>	<b>357.50</b>
INV 302	05/08/2020	PREPARE AND ISSUE CERTIFICATE OF DESIGN COMPLIANCE - BA3	357.50
<b>EFT49238</b>	<b>27/08/2020</b>	<b>DERBY BETTA HOME LIVING</b>	<b>283.90</b>

INV 20310003959	07/08/2020	IRON AND IRON BOARD FOR UNIT 3/20 CLARENDON STREET	178.95
INV 20310003965	07/08/2020	HOUSEHOLD GOODS FOR UNIT 3/20 CLARENDON STREET	104.95
<b>EFT49239</b>	<b>27/08/2020</b>	<b>ROWENA MOUDA</b>	<b>1,375.00</b>
INV ALLOW3107	01/07/2020	JULY 2020 COUNCILLOR SITTING FEES	1,486.11
<b>EFT49240</b>	<b>27/08/2020</b>	<b>RONALD PIUS DELVIN</b>	<b>651.11</b>
INV UTILITY1008	10/08/2020	UTILITY REIMBURSEMENT	651.11
<b>EFT49241</b>	<b>27/08/2020</b>	<b>SAMPEY MEATS</b>	<b>180.00</b>
INV 202491	03/08/2020	SAUSAGES FOR ABORIGINAL ENVIRONMENTAL HEALTH UNIT	180.00
<b>EFT49242</b>	<b>27/08/2020</b>	<b>CRAIG SNELL</b>	<b>240.00</b>
INV COMM3107	31/07/2020	CONSIGNMENT SALES	240.00
<b>EFT49243</b>	<b>27/08/2020</b>	<b>STEVE ROSS</b>	<b>1,375.00</b>
INV ALLOW3107	01/07/2020	JULY 2020 COUNCILLOR SITTING FEES	1,486.11
<b>EFT49244</b>	<b>27/08/2020</b>	<b>TELSTRA CORPORATION</b>	<b>3,484.71</b>
INV 4174249435	04/08/2020	MOBILE CHARGES	3,484.71
<b>EFT49245</b>	<b>27/08/2020</b>	<b>THE MANGROVE RESORT HOTEL</b>	<b>1,332.00</b>
INV 339254	10/06/2020	ACCOMODATION FOR SHIRE PRESIDENT	212.00
INV 339339	16/06/2020	ACCOMODATION FOR SHIRE PRESIDENT	212.00
INV 341206	22/07/2020	ACCOMMODATION - EVENTS MANAGEMENT WORKSHOP	227.00
INV 341204	22/07/2020	ACCOMMODATION - EVENTS MANAGEMENT WORKSHOP	227.00
INV 341205	22/07/2020	ACCOMMODATION - EVENTS MANAGEMENT WORKSHOP	227.00
INV 341907	09/08/2020	ACCOMMODATION - SCP	227.00
<b>EFT49246</b>	<b>27/08/2020</b>	<b>TARUNDA SUPERMARKET</b>	<b>99.56</b>
INV 30113522	27/07/2020	MORNING TEA SUPPLIES	99.56
<b>EFT49247</b>	<b>27/08/2020</b>	<b>ANDREW JAMES TWADDLE</b>	<b>1,375.00</b>
INV ALLOW3107	01/07/2020	JULY 2020 COUNCILLOR SITTING FEES	1,486.11
<b>EFT49248</b>	<b>27/08/2020</b>	<b>VISION POWER PTY LTD</b>	<b>673.42</b>
INV 10194	26/07/2020	UNIT 3/20 CLARENDON ST ELECTRICAL WORKS	673.42
<b>EFT49249</b>	<b>27/08/2020</b>	<b>LEAVILLE HOLDINGS PTY LTD (WILLARE BRIDGE ROADHOUSE)</b>	<b>825.00</b>
INV 7513	31/05/2020	EMPTY WILLARE PICNIC AREA BINS	825.00
<b>EFT49250</b>	<b>27/08/2020</b>	<b>WA CONTRACT RANGER SERVICES PTY LTD</b>	<b>7,383.75</b>
INV 2842	10/08/2020	WA RANGER SERVICES CONTRACT	7,383.75
<b>EFT49251</b>	<b>27/08/2020</b>	<b>WEST KIMBERLEY AUTO ELECTRICAL</b>	<b>265.30</b>
INV 3186	03/08/2020	BATTERY FOR 2KW	265.30
<b>EFT49252</b>	<b>27/08/2020</b>	<b>WATTNOW ELECTRICAL</b>	<b>1,563.08</b>

INV 8047	07/07/2020	TRADESMAN	1,563.08
<b>EFT49253</b>	<b>27/08/2020</b>	<b>WATTLEUP TRACTORS</b>	<b>7,004.40</b>
INV 162585	05/08/2020	REPAIR & SERVICE MF TRACTOR KW37	7,004.40
		<b>TOTAL</b>	<b>\$ 2,267,221.35</b>

**CHQ PAYMENTS – MUNI ACCOUNT**

PAYMENT ID	DATE	CREDITOR / INVOICE DETAILS	AMOUNT
<b>54814</b>	<b>10/08/2020</b>	<b>WATER CORPORATION</b>	<b>16,122.84</b>
INV 9006974376	14/07/2020	NICHOLSON SQUARE SPORTS COMPLEX AT 153 LOCH ST DERBY LOT 1402	596.94
INV 9006974368	14/07/2020	NICHOLSON SQUARE TOILETS AT 153 LOCH ST DERBY	47.77
INV 9006985841	15/07/2020	GARDEN AT 1 CLARENDON ST DERBY MEDIUM STRIP	359.99
INV 9006981445	15/07/2020	HOUSE AT 7 TOWER PL DERBY	1,154.71
INV 9006981541	15/07/2020	HOUSE AT 2 WODEHOUSE ST DERBY LOT 1143	309.38
INV 9006984507	16/07/2020	COMMUNITY STANDPIPE AT DERBY SPEEDWAY	875.81
INV 9006978422	16/07/2020	HOUSE AT 11 HANSON ST DERBY	1,423.57
INV 9006986414	17/07/2020	CENTRE AT 101 FALLON RD FITZROY CROSSING	4,546.81
INV 9006986051	17/07/2020	DUPLEX UNIT AT UNIT A / 20 MACDONALD WAY FITZROY CROSSING	250.17
INV 9006986481	17/07/2020	TOILETS AT FLYNN DR FITZROY CROSSING	1,833.71
INV 9006983547	20/07/2020	CENTRE AT 63-65 ASHLEY ST DERBY	2,642.28
INV 9006984048	20/07/2020	DEPOT AT 1-7 MILLARD ST DERBY	371.37
INV 9006980581	20/07/2020	DAYCARE CENTRE AT 40-42 ASHLEY ST DERBY	1,461.80
INV 9006982405	20/07/2020	29 BARNETT WAY DERBY	248.53
<b>54815</b>	<b>10/08/2020</b>	<b>WATER CORPORATION</b>	<b>5,212.33</b>
INV 9018700655	02/07/2020	CENTRE AT FLYNN DR FITZROY CROSSING KARRAYILI ADULT EDUC	236.92
INV 9016571458	08/07/2020	WATER TO HOME UNIT AT UNIT 8 / 5 ROWAN ST DERBY	250.51
INV 9009945976	14/07/2020	DUPLEX UNIT AT UNIT B / 13 HOLMAN ST DERBY	327.09
INV 9009945968	14/07/2020	DUPLEX UNIT AT UNIT A / 13 HOLMAN ST DERBY	248.53
INV 9014469441	14/07/2020	TRADE WASTE FEE/CHG 11 JOHNSTON ST DERBY POOL	241.84
INV 9021175329	15/07/2020	HOME UNIT AT UNIT 6 / 20 CLARENDON ST DERBY	313.07
INV 9021175409	15/07/2020	HOME UNIT AT UNIT 1 / 20 CLARENDON ST DERBY	298.24
INV 9012556357	16/07/2020	CENTRE AT 24 ROWAN ST DERBY	1,458.08
INV 9009765422	16/07/2020	DUPLEX UNIT AT 4 B ROWELL CT DERBY	250.48
INV 9011212376	16/07/2020	RESERVE AT STEEL ST DERBY	132.94

INV 9015670665	17/07/2020	DUPLEX UNIT AT UNIT B / 20 MACDONALD WAY FITZROY CROSSING	259.33
INV 9017391459	17/07/2020	TRIPLEX UNIT AT UNIT 1 / 74 FALLON RD FITZROY CROSSING	276.13
INV 9017391467	17/07/2020	TRIPLEX UNIT AT UNIT 2 / 74 FALLON RD FITZROY CROSSING	266.03
INV 9017391475	17/07/2020	TRIPLEX UNIT AT UNIT 3 / 74 FALLON RD FITZROY CROSSING	290.17
INV 9006987783	17/07/2020	TOURIST BUREAU AT FLYNN DR FITZROY CROSSING	362.97
<b>54816</b>	<b>10/08/2020</b>	<b>WATER CORPORATION</b>	<b>7,164.51</b>
INV 9011140114	17/07/2020	TRICKLE IRRIGATION AT FORREST RD FITZROY CROSSING	47.37
INV 9006986908	17/07/2020	WORKSHOP, RESIDENCE AT 175L EMANUEL WAY FITZROY CROSSING	12.99
INV 9008757615	20/07/2020	DUPLEX UNIT AT 19B WOOLLYBUTT CNR	261.32
INV 9008757703	20/07/2020	HOUSE AT 4 WOOLLYBUTT CNR DERBY	492.67
INV 9012616903	20/07/2020	DUPLEX UNIT AT 14 A BLOODWOOD CR	686.68
INV 9012616911	20/07/2020	DUPLEX UNIT AT 14 B BLOODWOOD CR DERBY	787.50
INV 9016645795	20/07/2020	RESERVE AT 8 COOLIBAH WAY DERBY	1,732.20
INV 9018007711	20/07/2020	RESERVE AT PANDANAS WAY DERBY	818.06
INV 9018685299	20/07/2020	RESERVE AT CORKWOOD CT DERBY	1,319.28
INV 9020549317	20/07/2020	DUPLEX UNIT AT 19A WOOLLYBUTT CNR	301.51
INV 9008757359	21/07/2020	HOUSE AT 8 KURRAJONG LOOP DERBY	704.93
		<b>TOTAL</b>	<b>\$ 28,499.68</b>

**EFT PAYMENTS – TRUST ACCOUNT**

PAYMENT ID	DATE	CREDITOR / INVOICE DETAILS	AMOUNT
		<b>TOTAL</b>	

**CHQ PAYMENTS – TRUST ACCOUNT**

PAYMENT ID	DATE	CREDITOR / INVOICE DETAILS	AMOUNT
		<b>TOTAL</b>	

**MANUAL CHEQUE**

PAYMENT ID	DATE	CREDITOR / INVOICE DETAILS	AMOUNT
		<b>TOTAL</b>	

**FEE PAYMENTS**

PAYMENT ID	DATE	CREDITOR / INVOICE DETAILS	AMOUNT
907	03/08/2020	CMD - CHEQUE OR MERCHANT DEPOSITS FEE	11.40
907	03/08/2020	EXC - EXCESS TRANSACTIONS FEE	28.50
907	03/08/2020	EXC - EXCESS TRANSACTIONS FEE	32.60
907	03/08/2020	EXC - EXCESS TRANSACTIONS FEE	18.60
907	03/08/2020	MER - MERCHANT FEES	79.83
907	03/08/2020	MER - MERCHANT FEES	81.90
907	03/08/2020	MER - MERCHANT FEES	256.64
907	03/08/2020	MER - MERCHANT FEES	379.81
907	03/08/2020	DOT - DOT PAYMENT	1,707.80
907	04/08/2020	DOT - DOT PAYMENT	24,752.20
907	05/08/2020	BEX - BPOINT FEES	6.16
907	05/08/2020	DOT - DOT PAYMENT	2,547.75
907	06/08/2020	DOT - DOT PAYMENT	1,432.90
907	06/08/2020	GHA - GREYHOUND AUSTRALIA	3,992.85
907	07/08/2020	DOT - DOT PAYMENT	3,043.30
907	01/08/2020	ASF - ACCOUNT SERVICE FEE	5.00
907	01/08/2020	CBA - CBA POS FEE	60.00
907	06/08/2020	GHA - GREYHOUND AUSTRALIA	210.15
907	06/08/2020	GHA - GREYHOUND AUSTRALIA	- 4,203.00
907	06/08/2020	GHA - GREYHOUND AUSTRALIA	4,203.00
907	06/08/2020	GHAC - GREYHOUND AUST. COMMISSION	-210.15
908	10/08/2020	DOT - DOT PAYMENT	4,089.00
908	10/08/2020	BAS7D - ATO - BAS PAYMENT - FUEL TAX CREDIT	-920.00
908	13/08/2020	GHA - GREYHOUND AUSTRALIA	105.95
908	13/08/2020	GHA - GREYHOUND AUSTRALIA	- 2,119.00
908	13/08/2020	GHA - GREYHOUND AUSTRALIA	2,013.05

908	13/08/2020	GHAC - GREYHOUND AUST. COMMISSION	-105.95
908	13/08/2020	GHA - GREYHOUND AUSTRALIA	105.95
908	11/08/2020	DOT - DOT PAYMENT	2,239.50
908	12/08/2020	DOT - DOT PAYMENT	826.30
908	13/08/2020	GHA - GREYHOUND AUSTRALIA	2,013.05
908	13/08/2020	DOT - DOT PAYMENT	2,367.25
908	14/08/2020	DOT - DOT PAYMENT	680.85
908	10/08/2020	BAS1A - ATO - BAS PAYMENT - GST COLLECTED - 1A	79,476.00
908	10/08/2020	BAS6A - ATO - BAS PAYMENT - FBT INSTALMENT	24,166.00
908	10/08/2020	BAS1B - ATO - BAS PAYMENT - GST PAID - 1B	- 298,522.00
909	17/08/2020	BEX - BPOINT FEES	31.06
909	20/08/2020	GHA - GREYHOUND AUSTRALIA	109.22
909	20/08/2020	GHA - GREYHOUND AUSTRALIA	- 1,700.00
909	20/08/2020	GHA - GREYHOUND AUSTRALIA	1,700.00
909	20/08/2020	GHAC - GREYHOUND AUST. COMMISSION	-109.22
909	17/08/2020	DOT - DOT PAYMENT	9,329.85
909	18/08/2020	DOT - DOT PAYMENT	1,982.35
909	19/08/2020	DOT - DOT PAYMENT	3,435.45
909	20/08/2020	DOT - DOT PAYMENT	1,217.90
909	20/08/2020	GHA - GREYHOUND AUSTRALIA	1,590.78
909	20/08/2020	BAS4 - ATO - BAS PAYMENT - PAYG WITHHOLDING	45,736.00
909	20/08/2020	BAS4 - ATO - BAS PAYMENT - PAYG WITHHOLDING	46,772.00
909	21/08/2020	DOT - DOT PAYMENT	897.15
910	24/08/2020	DOT - DOT PAYMENT	11,898.00
910	27/08/2020	GHAC - GREYHOUND AUST. COMMISSION	-196.70
910	25/08/2020	DOT - DOT PAYMENT	4,713.50
910	26/08/2020	DOT - DOT PAYMENT	3,126.55
910	27/08/2020	DOT - DOT PAYMENT	1,600.30
910	27/08/2020	GHA - GREYHOUND AUSTRALIA	3,737.30
910	28/08/2020	DOT - DOT PAYMENT	4,028.75
910	27/08/2020	GHA - GREYHOUND AUSTRALIA	196.70
910	27/08/2020	GHA - GREYHOUND AUSTRALIA	- 3,934.00
910	27/08/2020	GHA - GREYHOUND AUSTRALIA	3,934.00
911	31/08/2020	DOT - DOT PAYMENT	3,381.60

DD18732.1	04/08/2020	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	22,424.05
DD18732.2	04/08/2020	REST SUPERANNUATION	176.83
DD18732.3	04/08/2020	HESTA	247.14
DD18732.4	04/08/2020	IOOF PORTOFOLIO SERVICE SUPERANNUATION FUND	616.61
DD18732.5	04/08/2020	SUNSUPER SUPERANNUATION FUND	550.83
DD18732.6	04/08/2020	AUSTRALIAN SUPER	664.92
DD18732.7	04/08/2020	HOST PLUS SUPERANNUATION FUND	1,579.96
DD18732.8	04/08/2020	VISION SUPER	361.43
DD18732.9	04/08/2020	MLC NOMINEES PTY LTD	241.34
DD18756.1	18/08/2020	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	23,617.05
DD18756.2	18/08/2020	REST SUPERANNUATION	176.83
DD18756.3	18/08/2020	HESTA	215.77
DD18756.4	18/08/2020	IOOF PORTOFOLIO SERVICE SUPERANNUATION FUND	616.61
DD18756.5	18/08/2020	SUNSUPER SUPERANNUATION FUND	550.83
DD18756.6	18/08/2020	AUSTRALIAN SUPER	759.49
DD18756.7	18/08/2020	HOST PLUS SUPERANNUATION FUND	1,581.64
DD18756.8	18/08/2020	VISION SUPER	361.44
DD18756.9	18/08/2020	MLC NOMINEES PTY LTD	241.34
DD18778.1	06/08/2020	ANZ COMMERCIAL CARD SERVICES CENTRE	15,161.87
DD18784.1	06/08/2020	ANZ COMMERCIAL CARD SERVICES CENTRE	501.85
DD18732.10	04/08/2020	MLC MASTERKEY SUPER	267.85
DD18756.10	18/08/2020	MLC MASTERKEY SUPER	321.36
PAY	04/08/2020	NET PAYROLL	137,634.88
PAY	18/08/2020	NET PAYROLL	140,561.05
<b>TOTAL</b>			<b>\$347,764.70</b>

Shire Of Derby West Kimberley									
Credit Card Reconciliation									
Card Holder: Amanda O'Halloran									
Period: 15 June 2020 - 12 July 2020									
Date	Transaction Description	GST (Y/N)	Amount (GST Exclusive)	GST	Amount (GST Inclusive)	Account	IE Code	Receipt Provided	Comments
10/07/2020	Petition Kitchen Perth	Y	\$ 284.92	\$ 28.49	\$ 313.41	120401090	2700	Yes	Dinner with KTS representatives and Shire
9/07/2020	Foam Coffee Bar Leederville	Y	\$ 25.91	\$ 2.59	\$ 28.50	121402090	2003	Yes	Breakfast for Geoff and Amanda in Perth
9/07/2020	HAMPTON BAR PTY LTD WEST PERTH	Y	\$ 44.09	\$ 4.41	\$ 48.50	121402090	2003	Yes	Breakfast for Geoff and Amanda and Bruce McPadden (Sheffield)
8/07/2020	DERBY FUELS DERBY	Y	\$ 1,909.09	\$ 190.91	\$ 2,100.00	120807120	2101	Yes	Youth Centre Catering
8/07/2020	DERBY FUELS DERBY	Y	\$ 900.00	\$ 90.00	\$ 990.00	120807120	2101	Yes	Youth Centre Catering
8/07/2020	BROOME INTERNATIONAL BROOME	Y	\$ 68.18	\$ 6.82	\$ 75.00	121402090	2003	Yes	Parking at Broome Airport for Amanda and Geoff
7/07/2020	CabFare Payments North Melbour	Y	\$ 46.76	\$ 4.68	\$ 51.44	121402090	2003	Yes	Taxi from Airport to Hotel for Amanda
7/07/2020	QANTAS AIRWAYS LTD (EC MASCOT	Y	\$ 1,212.89	\$ 121.29	\$ 1,334.18	121402090 120401090	2003 2700	Yes	Flights for Geoff and Amanda to Perth to Broome (split 50/50 between Elected Member 120401090.2700 and 121402090.2003 Admin)
7/07/2020	MANGROVE RESORT BROOME	Y	\$ 206.68	\$ 20.67	\$ 227.35	120401040	2700	Yes	Accommodation in Broome for Geoff Haerewa - Kimberley Leadership Dinner
7/07/2020	MANGROVE RESORT BROOME	Y	\$ 211.32	\$ 21.13	\$ 232.45	121402090	2003	Yes	Accommodation in Broome for Amanda O'Halloran - Kimberley Leadership Dinner
6/07/2020	SurveyMonkey Dublin	Y	\$ 359.56	\$ 35.96	\$ 395.52	120402870	2101	Yes	Survey Monkey Subscription for SCP (receipt is \$384.00 + CC surcharge)
6/07/2020	CLARENDON BC PTY LTD DERBY	Y	\$ 172.73	\$ 17.27	\$ 190.00	121402090	2003	Yes	Accommodation for Stewart Innes - Derby Visit
3/07/2020	CLARENDON BC PTY LTD DERBY	Y	\$ 575.00	\$ 57.50	\$ 632.50	120402870	2101	Yes	Meals and drinks for Councilor dinner with Jenny Thomas and Sarah Tobias
3/07/2020	QANTAS AIRWAYS LTD (EC MASCOT	Y	\$ 622.73	\$ 62.27	\$ 685.00	121402090 120401090	2003 2700	Yes	Flights for Geoff and Amanda to Broome to Perth (split 50/50 between Elected Member 120401090.2700 and 121402090.2003 Admin)
3/07/2020	DERBY FUELS DERBY	Y	\$ 159.09	\$ 15.91	\$ 175.00	120402870	2101	Yes	Morning tea for SCP Champion Workshop
2/07/2020	FACEBK RBMQUNSU2 fb.me/ads	Y	\$ 25.75	\$ 2.58	\$ 28.33	121402400	2101	Yes	Facebook post boost [invoice is \$27.50 + CC surcharge]
1/07/2020	VISTAPR*VistaPrint.com 866-8936743	Y	\$ 486.90	\$ 48.69	\$ 535.59	121402400	2101	Yes	COVID-19 signs and SDWK car magnets (receipt is \$519.99 + CC surcharge)
1/07/2020	CLARENDON BC PTY LTD DERBY	Y	\$ 2,290.91	\$ 229.09	\$ 2,520.00	120402510	2100	Yes	Accommodation for Jenny Thomas and Sarah Tobias
30/06/2020	HARVEY NORMAN AV/IT BROOME	Y	\$ 362.73	\$ 36.27	\$ 399.00	121302870	2101	Yes	Vaccum Cleaner for FX office
30/06/2020	FITZROY RIVER LODGE FITZROY CROSS	Y	\$ 587.73	\$ 58.77	\$ 646.50	120401040	2101	Yes	Room and Catering at FX lodge for Council Meeting
29/06/2020	WOOLWORTHS 4600 DERBY	Y	\$ 454.55	\$ 45.45	\$ 500.00	120402110	2700	Yes	Farewell gifts for Nick Harrington and Michelle Inglis
26/06/2020	TARUNDA SUPERMARKET FITZROY CROSS	Y	\$ 30.79	\$ 3.08	\$ 33.87	121302870	2101	Yes	Bath Mats for FX dongas
25/06/2020	QANTAS AIRWAYS LTD (EC MASCOT	Y	\$ 622.73	\$ 62.27	\$ 685.00	121402050	2003	Yes	Flights for Neil and Kylie Hartley - credited back (used for training flights to Perth)
25/06/2020	FITZROY RIVER LODGE FITZROY CROSS	Y	\$ 190.50	\$ 19.05	\$ 209.55	120402520	2101	Yes	Dinner with WAPOL - FX emergency SVS COVID thank you
25/06/2020	QANTAS AIRWAYS LTD (EC MASCOT	Y	\$ 1,212.89	\$ 121.29	\$ 1,334.18	120402510	2100	Yes	Flights for Jenny Thomas - Northern Edge Consultants - SCP June-July 2020
15/06/2020	LIV*QUINTESSENTIAL BEA DERBY	Y	\$ 90.00	\$ 9.00	\$ 99.00	131103200	3450	No	File Note RE: Incorrect use of Corporate Card (charged back 7/7)
15/06/2020	CLARENDON BC PTY LTD DERBY	Y	\$ 172.73	\$ 17.27	\$ 190.00	121402090	2003	Yes	Accommodation for Stewart Innes - Derby Visit
15/06/2020	CLARENDON BC PTY LTD DERBY	Y	\$ 172.73	\$ 17.27	\$ 190.00	120401040	2700	Yes	Accommodation for Cr Bedford - Council Meeting
15/06/2020	JILA CAFE AND GALLER DERBY	Y	\$ 215.45	\$ 21.55	\$ 237.00	120401040	2700	Yes	Dinner for Councillors
15/06/2020	MANGROVE RESORT BROOME	Y	\$ 68.18	\$ 6.82	\$ 75.00	120401090	2700	Yes	Dinner meeting - Geoff Haerewa
TOTAL			\$ 13,783.52	\$ 1,378.35	\$ 15,161.87				
Card Holder: Amanda O'Halloran									
Period: 15 June 2020 - 12 July 2020									
Date	Transaction Description	GST (Y/N)	Amount (GST Exclusive)	GST	Amount (GST Inclusive)	Account	IE Code	Receipt Provided	Comments
6/07/2020	WOOLWORTHS 4600 DERBY	Y	\$ 90.00	\$ 9.00	\$ 99.00	120402110	2101	Yes	Sarah Smith - Meeting with Ben Wyatt
6/07/2020	WOOLWORTHS 4600 DERBY	Y	\$ 5.41	\$ 0.54	\$ 5.95	120402110	2101	Yes	Sarah Smith - Meeting with Ben Wyatt
30/06/2020	BP COLAC DERBY	Y	\$ 90.00	\$ 9.00	\$ 99.00	120402110	2700	Yes	Sarah Smith - Nick Harrington Leaving function
30/06/2020	BP COLAC DERBY	Y	\$ 90.00	\$ 9.00	\$ 99.00	120402110	2700	Yes	Sarah Smith - Nick Harrington Leaving function
29/06/2020	OFFICE NATIONAL BROOME BROOME	Y	\$ 180.82	\$ 18.08	\$ 198.90	120402150	2101	Yes	Sarah Smith and Sarah Tobias - Strategic Plan Stationary.
TOTAL			\$ 456.23	\$ 45.62	\$ 501.85				

TOTAL PURCHASES FOR THE ABOVE PERIOD \$ 15,663.72

**12.2 CHRISTMAS CLOSURE 2020/21**

**File Number:** 4150 - Meeting Procedures  
**Author:** Carlie McCulloch, Executive Services Coordinator  
**Responsible Officer:** Amanda O'Halloran, Chief Executive Officer  
**Authority/Discretion:** Administrative

**SUMMARY**

For Council to approve the closure of the Shire’s operations over the Christmas and New Year period for 2020/21. To cover the days in addition to public holidays during the closure recommended in this report, employees will be required to take leave. The arrangement allows staff to travel to spend the festive season with loved ones if they are able to, assists with the ongoing management of staff leave liability and has been generally well accepted by the community.

**DISCLOSURE OF ANY INTEREST**

The Chief Executive Officer and Executive Services Coordinator are subject to the proposed closure.

**BACKGROUND**

In rural Local Governments where there are fewer staff it is accepted practice for the staff to all take annual leave at Christmas and to shut the offices to all but essential services for the period of leave. The Senior Management Group will develop a contingency plan to ensure essential services are still adequately delivered to the community and suitable notice to the public regarding closures will be provided to minimise any inconvenience.

Council is obliged to pay staff for Public Holidays and any additional days can be taken as Annual Leave, if a member of staff does not have sufficient Annual Leave accrued the period can either be taken as Time in Lieu or Leave Without Pay. The employee may only return to work to carry out set tasks as negotiated with the CEO.

The Derby and Fitzroy Crossing waste management facilities managed by a third party are closed on Christmas Day and no kerbside collection occurs, this is a contractual arrangement.

**POLICY IMPLICATIONS**

Nil.

**FINANCIAL IMPLICATIONS**

Nil – staff will be required to take leave to cover payment of wages on days that are not public holidays.

**STRATEGIC IMPLICATIONS**

GOAL	OUTCOME	STRATEGY
Goal 4: Good governance and an effective organisation	Outcome 4.5: Skilled, committed and professional staff in a supportive environment	Strategy 4.4: Promote cohesiveness and teamwork across the organisation

**RISK MANAGEMENT CONSIDERATIONS**

<b>RISK</b>	<b>LIKELIHOOD</b>	<b>CONSEQUENCE</b>	<b>RISK ANALYSIS</b>	<b>MITIGATION</b>
<b>Business Interruption:</b> Ability to respond to unplanned event.	Possible	Moderate	Low	Advertise closure to the community.  A roster and contact details for critical staff will be developed to ensure resources are available if required.

**CONSULTATION**

Consultation was undertaken with Managers responsible for service areas.

Adequate notice of closure will be provided to the public to further minimise any disruptions. This will include advertising on the door of the Administration Building, Shire Notice Boards, Shire Facebook Page, Shire Website and in the local papers in the months leading up to the Christmas closure period including alternative options for Department of Transport Licencing services.

**COMMENT**

The success of previous Christmas closures have occurred as key contact lists for critical staff in the event of an emergency have been developed. An informal rostering of key personnel occurs ensuring there are staff available in town should they be required, with a skeleton works crew undertaking essential services. It is recommended that the Shire close all non-essential operations or reduce opening hours over the 2020/21 Christmas period as outlined in Table 1 below.

**Table 1**

<b>Derby and Fitzroy Crossing Administration Centres (including Fitzroy Crossing Visitors Centre and Library)</b>	
<b>Derby and Fitzroy Crossing Works Depots</b>	
<b>Derby Youth Centre</b>	
<b>Derby Library</b>	
<b>Date</b>	<b>Action</b>
Monday 21 December 2020	OPEN for normal business
Tuesday 22 December 2020	OPEN for normal business
Wednesday 23 December 2020	CLOSED (Annual Leave)
Thursday 24 December 2020	CLOSED (Annual Leave)
Friday 25 December 2019	CLOSED (Christmas Day Public Holiday)
Saturday 26 December 2020	CLOSED (Weekend)
Sunday 27 December 2020	CLOSED (Weekend)
Monday 28 December 2020	CLOSED (Boxing Day Public Holiday)
Tuesday 29 December 2020	CLOSED (Annual Leave)

Wednesday 30 December 2020	CLOSED (Annual Leave)
Thursday 31 December 2020	CLOSED (Annual Leave)
Friday 1 January 2021	CLOSED (New Years Day Public Holiday)
Saturday 2 January 2021	CLOSED (Weekend)
Sunday 3 January 2021	CLOSED (Weekend)
Monday 4 January 2021	OPEN for normal business

**Derby Memorial Pool**

Monday 21 December 2020	OPEN for normal business
Tuesday 22 December 2020	OPEN for normal business
Wednesday 23 December 2020	OPEN for normal business
Thursday 24 December 2020	OPEN (close at 4pm)
Friday 25 December 2019	CLOSED (Christmas Day Public Holiday)
Saturday 26 December 2020	OPEN for normal business
Sunday 27 December 2020	OPEN for normal business
Monday 28 December 2020	OPEN for normal business
Tuesday 29 December 2020	OPEN for normal business
Wednesday 30 December 2020	OPEN for normal business
Thursday 31 December 2020	OPEN for normal business (close at 4pm)
Friday 1 January 2021	CLOSED (New Years Day Public Holiday)
Saturday 2 January 2021	OPEN for normal business
Sunday 3 January 2021	OPEN for normal business
Monday 4 January 2021	OPEN for normal business

**VOTING REQUIREMENT**

Simple majority

**ATTACHMENTS**

Nil

**RESOLUTION 163/20****Moved: Cr Chris Kloss****Seconded: Cr Steve Ross****That Council:**

- 1. Endorse the proposed Christmas closure from Wednesday 23 December 2020 to Sunday 3 January 2021 as outlined in Table 1 of this report.**
- 2. Notes the Derby and Fitzroy Crossing waste management sites are closed and no kerbside collection will occur on the Christmas Day public holiday.**
- 3. Notes the Derby Memorial Pool Closing Times.**
- 4. Acknowledges that employees will utilise annual or accrued leave for the above periods which are not public holidays; and**
- 5. Notes the above closures are subject to a contingency plan outlining staff required to ensure essential services continue to be provided to the public.**

**In Favour:** Crs Geoff Haerewa, Geoff Davis, Chris Kloss, Andrew Twaddle, Steve Ross, Rowena Mouda and Keith Bedford

**Against:** Nil

**CARRIED 7/0**

**12.3 STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 31 AUGUST 2020****File Number: 5152****Author: Mark Willis, Accountant****Responsible Officer: Amanda O'Halloran, 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 July 2020.

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

**POLICY IMPLICATIONS**

AF14 – Significant Accounting Policies

AF18 – Sundry Debtors Collection

AF19 – Outstanding Rates Collection

FM4 – Reserve Accounts

FM7 – Cashflow Management

FM8 – Investments

**FINANCIAL IMPLICATIONS**

Expenditure for the period ending has been incurred in accordance with the 2020/21 Annual Budget as adopted by Council at its meeting held 30 July 2020 (Minute No. 125/20 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	OUTCOME	STRATEGY
4: Good Governance and an effective organisation	4.1: Effective Governance and Leadership	4.1.4: Ensure governance policies and procedures are in accordance with

Leadership that provides strategic direction for the community, supported by efficient and effective service delivery		legislative requirements
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**RISK MANAGEMENT CONSIDERATIONS**

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

**CONSULTATION**

Internal consultation within the Corporate Services Department.

External consultation with Moore Stephens.

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

**COMMENT**

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

Attached to the Agenda is a copy of:

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

Notes related to –

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

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

At the time of preparing the attached financials the Annual Financial Report has not been finalised and therefore the surplus of \$5,293,692 displayed may change due to year end and audit adjustments.

**VOTING REQUIREMENT**

Simple majority

**ATTACHMENTS**

1. **Monthly Financial Report for 31 August 2020** 

**RESOLUTION 164/20**

**Moved:** Cr Rowena Mouda

**Seconded:** Cr Andrew Twaddle

**That Council RECEIVES the Monthly Financial Management Report incorporating the Statement of Financial Activity for the period ending 31 August 2020.**

**In Favour:** Crs Geoff Haerewa, Geoff Davis, Chris Kloss, Andrew Twaddle, Steve Ross, Rowena Mouda and Keith Bedford

**Against:** Nil

<b>CARRIED 7/0</b>
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**Moore Australia**

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11 September 2020

Ms Amanda O'Halloran  
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 August 2020. 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', written over a light blue horizontal line.

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

Moore Australia (WA) Pty Ltd trading as agent – ABN 99 433 544 961.  
An independent member of Moore Global Network Limited - members in principal cities throughout the world.  
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11 September 2020

Ms Amanda O'Halloran  
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 AUGUST 2020**

We advise that we have completed the compilation of your Statutory Monthly Statement of Financial Activity (by Statutory Reporting Program) for the month ended 31 August 2020 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 that 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 15 – Major Variations 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 ▲.

We noted no other 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', written over a light blue horizontal line.

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

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

Period Ending  
31 August 2020

Topic	Item	First Identified	Explanation	Action Required	Priority
Operating expenditure	Allocations	July 2020	<p>Plant operating costs are under allocated by \$22,427. Public works overheads are under allocated by \$104,416. Admin are under allocated by \$476,527.</p> <p>Salaries and wages are under allocated by \$70,188.</p>	<p>The admin allocations journal has not been processed.</p> <p>We recommend the overhead allocations be reviewed and adjusted (where appropriate) regularly for POC and PWOH.</p> <p>We also recommend reconciling the gross salary and wages to allocated salaries and wages account.</p>	<b>High</b>
Balance sheet	Liabilities	August 2020	<p>There is a suspense account with unallocated funds of a total amount being \$476,664 as of 31 August 2020.</p> <p>This amount relates to insurance premiums paid.</p>	<p>We recommend items be allocated to their correct accounts immediately to ensure the accuracy of the financial statements.</p> <p>The insurance payments held in the suspense account should be reallocated to their appropriate expense accounts.</p>	<b>High</b>
Capital income	Proceeds on disposal	August 2020	<p>There has been proceeds received for the sale of a fixed asset, but the asset register has not been updated.</p>	<p>We recommend the processing of fixed asset disposals be updated in the asset register once they occur.</p>	<b>High</b>
Subsidiary ledgers	Outstanding	August 2020	<p>Although we acknowledge a significant provision for impairment of exists, the debtors aged trial balance includes invoices totalling \$300,919 outstanding for over 90 days, and debtors with credit balances totalling \$78,023.</p>	<p>We recommend reviewing overdue debtor's 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.</p>	<b>Medium</b>

Approval:  RUSSELL BARNES, Director

**SHIRE OF DERBY-WEST KIMBERLEY**

**MONTHLY FINANCIAL REPORT  
(Containing the Statement of Financial Activity)  
For the period ending 31 August 2020**

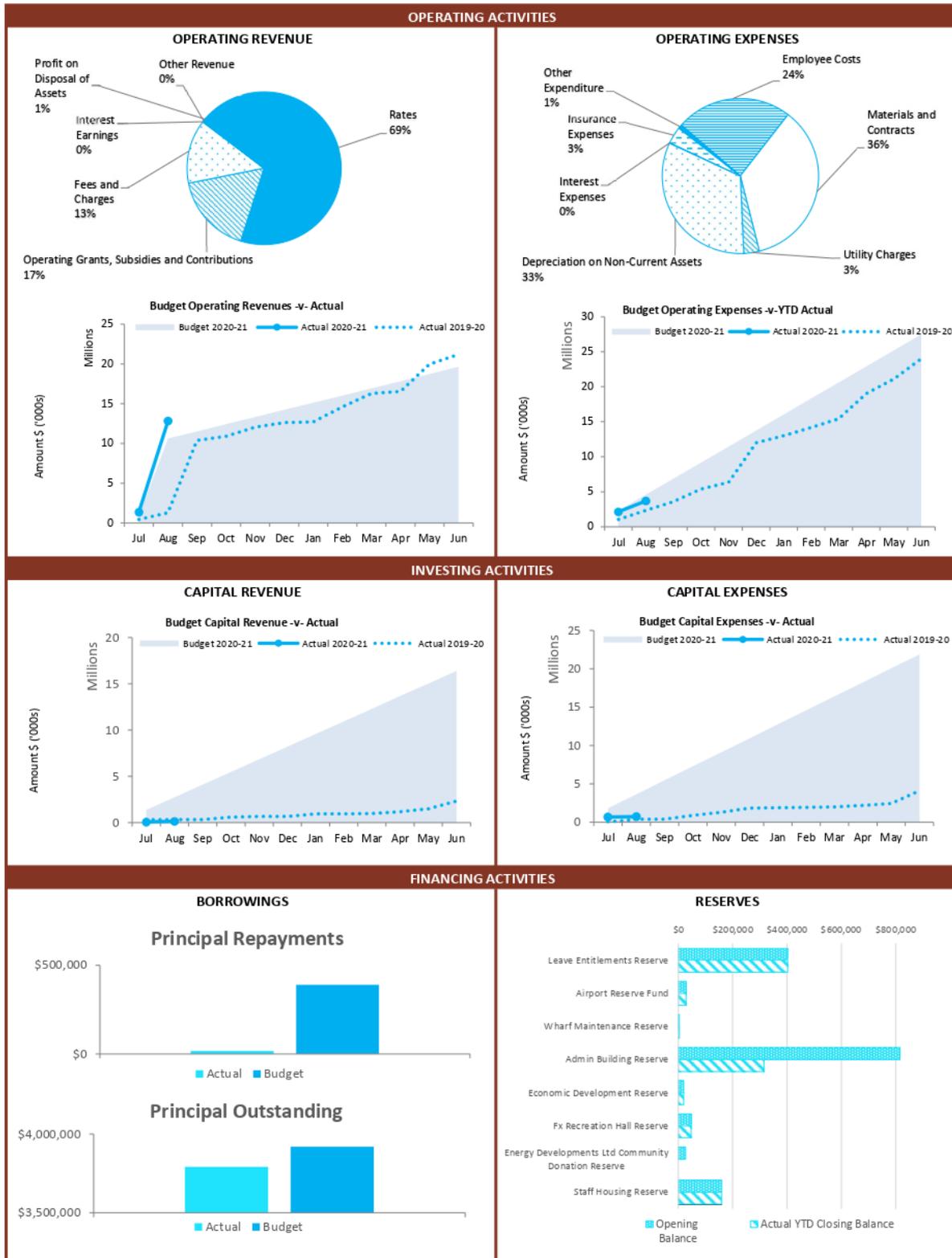
**LOCAL GOVERNMENT ACT 1995  
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

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**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 AUGUST 2020**

**SUMMARY INFORMATION - GRAPHS**



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

**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 AUGUST 2020**

**EXECUTIVE SUMMARY**

Funding surplus / (deficit) Components				
<b>Funding surplus / (deficit)</b>				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$5.29 M	\$5.29 M	\$4.16 M	(\$1.14 M)
Closing	\$0.00 M	\$12.18 M	\$14.35 M	\$2.17 M
Refer to Statement of Financial Activity				
<b>Cash and cash equivalents</b>			<b>Payables</b>	
	\$6.84 M	% of total	\$1.57 M	% Outstanding
Unrestricted Cash	\$5.86 M	85.7%	Trade Payables	\$0.80 M
Restricted Cash	\$0.98 M	14.3%	Over 30 Days	25.2%
			Over 90 Days	0.5%
Refer to Note 2 - Cash and Financial Assets			Refer to Note 5 - Payables	
			<b>Receivables</b>	
			\$11.32 M	% Collected
			Rates Receivable	\$10.67 M
			Trade & Other Receivable	\$0.65 M
			Over 30 Days	51.1%
			Over 90 Days	36.8%
			Refer to Note 3 - Receivables	
Key Operating Activities				
<b>Amount attributable to operating activities</b>				
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	
(\$0.39 M)	\$7.27 M	\$10.26 M	\$3.00 M	
Refer to Statement of Financial Activity				
<b>Rates Revenue</b>		<b>Operating Grants and Contributions</b>		<b>Fees and Charges</b>
YTD Actual	\$8.79 M	% Variance	YTD Actual	\$2.18 M
YTD Budget	\$8.80 M	(0.1%)	YTD Budget	\$1.20 M
			% Variance	81.2%
			YTD Actual	\$1.73 M
			YTD Budget	\$0.56 M
			% Variance	210.1%
Refer to Note 6 - Rate Revenue		Refer to Note 12 - Operating Grants and Contributions		Refer to Statement of Financial Activity
Key Investing Activities				
<b>Amount attributable to investing activities</b>				
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	
(\$5.46 M)	(\$0.89 M)	(\$0.58 M)	\$0.31 M	
Refer to Statement of Financial Activity				
<b>Proceeds on sale</b>		<b>Asset Acquisition</b>		<b>Capital Grants</b>
YTD Actual	\$0.08 M	%	YTD Actual	\$0.73 M
Adopted Budget	\$0.17 M	46.1%	Adopted Budget	\$21.86 M
			% Spent	3.3%
			YTD Actual	\$0.07 M
			Adopted Budget	\$16.23 M
			% Received	0.4%
Refer to Note 7 - Disposal of Assets		Refer to Note 8 - Capital Acquisition		Refer to Note 8 - Capital Acquisition
Key Financing Activities				
<b>Amount attributable to financing activities</b>				
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	
\$0.55 M	\$0.51 M	\$0.51 M	\$0.00 M	
Refer to Statement of Financial Activity				
<b>Borrowings</b>		<b>Reserves</b>		
Principal repayments	\$0.02 M	Reserves balance	\$0.98 M	
Interest expense	\$0.00 M	Interest earned	\$0.00 M	
Principal due	\$3.79 M			
Refer to Note 9 - Borrowings		Refer to Note 10 - Cash Reserves		

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

**KEY TERMS AND DESCRIPTIONS  
FOR THE PERIOD ENDED 31 AUGUST 2020**

**STATUTORY REPORTING PROGRAMS**

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

**PROGRAM NAME AND OBJECTIVES**

**ACTIVITIES**

**GOVERNANCE**

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

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

**GENERAL PURPOSE FUNDING**

To collect revenue to allow for the provision of services.

Rates, general purpose government grants and interest revenue.

**LAW, ORDER, PUBLIC SAFETY**

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

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

**HEALTH**

To provide an operational framework for environmental and community health.

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

**EDUCATION AND WELFARE**

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

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

**HOUSING**

Help ensure adequate housing.

Management and maintenance of staff and rental housing.

**COMMUNITY AMENITIES**

To provide services required by the community.

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

**RECREATION AND CULTURE**

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

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

**TRANSPORT**

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

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

**ECONOMIC SERVICES**

To help promote the Shire and its economic well being.

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

**OTHER PROPERTY AND SERVICES**

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

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

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2020**

**STATUTORY REPORTING PROGRAMS**

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	1(c)	5,293,692	5,293,692	4,155,482	(1,138,210)	(21.50%)	▼
<b>Revenue from operating activities</b>							
Governance		21,050	3,506	5,177	1,671	47.66%	
General purpose funding - general rates	6	8,795,965	8,795,965	8,790,120	(5,845)	(0.07%)	
General purpose funding - other		3,299,472	549,898	787,624	237,726	43.23%	▲
Law, order and public safety		51,971	8,650	4,855	(3,795)	(43.87%)	
Health		737,679	122,940	182,332	59,392	48.31%	▲
Education and welfare		512,114	85,350	196,857	111,507	130.65%	▲
Housing		70,560	11,760	99,614	87,854	747.06%	▲
Community amenities		1,949,138	324,846	1,546,933	1,222,087	376.21%	▲
Recreation and culture		357,628	59,590	19,509	(40,081)	(67.26%)	▼
Transport		3,724,762	620,786	1,173,782	552,996	89.08%	▲
Economic services		87,600	14,596	11,731	(2,865)	(19.63%)	
Other property and services		62,919	10,482	9,476	(1,006)	(9.60%)	
		<b>19,670,858</b>	<b>10,608,369</b>	<b>12,828,010</b>	<b>2,219,641</b>		
<b>Expenditure from operating activities</b>							
Governance		(1,689,431)	(281,520)	(127,832)	153,688	54.59%	▲
General purpose funding		(440,346)	(73,368)	(3,682)	69,686	94.98%	▲
Law, order and public safety		(413,635)	(68,874)	(45,787)	23,087	33.52%	
Health		(889,031)	(148,122)	(84,455)	63,667	42.98%	▲
Education and welfare		(1,041,379)	(173,510)	(57,539)	115,971	66.84%	▲
Housing		(349,637)	(58,174)	(51,429)	6,745	11.59%	
Community amenities		(3,752,806)	(625,414)	(312,768)	312,646	49.99%	▲
Recreation and culture		(5,425,114)	(903,908)	(412,220)	491,688	54.40%	▲
Transport		(12,597,591)	(2,099,496)	(1,859,757)	239,739	11.42%	▲
Economic services		(1,031,276)	(171,850)	(66,126)	105,724	61.52%	▲
Other property and services		(44,177)	(7,284)	(673,823)	(666,539)	(9150.73%)	▼
		<b>(27,674,423)</b>	<b>(4,611,520)</b>	<b>(3,695,418)</b>	<b>916,102</b>		
Non-cash amounts excluded from operating activities	1(a)	7,616,932	1,269,416	1,128,795	(140,621)	(11.08%)	▼
<b>Amount attributable to operating activities</b>		<b>(386,633)</b>	<b>7,266,265</b>	<b>10,261,387</b>	<b>2,995,122</b>		
<b>Investing Activities</b>							
Proceeds from non-operating grants, subsidies and contributions	13	16,233,630	2,705,600	67,333	(2,638,267)	(97.51%)	▼
Proceeds from disposal of assets	7	167,000	85,000	76,912	(8,088)	(9.52%)	
Payments for property, plant and equipment and infrastructure	8	(21,860,268)	(3,681,699)	(725,868)	2,955,831	80.28%	▲
<b>Amount attributable to investing activities</b>		<b>(5,459,638)</b>	<b>(891,099)</b>	<b>(581,623)</b>	<b>309,476</b>		
<b>Financing Activities</b>							
Proceeds from new debentures	9	500,000	0	0	0	0.00%	
Transfer from reserves	10	526,853	526,853	526,853	0	0.00%	
Repayment of debentures	9	(389,274)	(16,791)	(16,791)	0	0.00%	
Transfer to reserves	10	(85,000)	0	0	0	0.00%	
<b>Amount attributable to financing activities</b>		<b>552,579</b>	<b>510,062</b>	<b>510,062</b>	<b>0</b>		
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>0</b>	<b>12,178,920</b>	<b>14,345,308</b>			

**KEY INFORMATION**

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to threshold. Refer to Note 15 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2020-21 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.

## KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 31 AUGUST 2020

### 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.

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2020**

**BY NATURE OR TYPE**

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	1(c)	5,293,692	5,293,692	<b>4,155,482</b>	(1,138,210)	(21.50%)	▼
<b>Revenue from operating activities</b>							
Rates	6	8,795,965	8,795,965	<b>8,790,120</b>	(5,845)	(0.07%)	
Operating grants, subsidies and contributions	12	7,205,732	1,200,920	<b>2,175,884</b>	974,964	81.18%	▲
Fees and charges		3,356,473	559,380	<b>1,734,525</b>	1,175,145	210.08%	▲
Interest earnings		253,005	42,164	<b>15,236</b>	(26,928)	(63.86%)	
Other revenue		18,425	3,066	<b>35,333</b>	32,267	1052.41%	▲
Profit on disposal of assets	7	41,258	6,874	<b>76,912</b>	70,038	1018.88%	▲
		<b>19,670,858</b>	<b>10,608,369</b>	<b>12,828,010</b>	2,219,641		
<b>Expenditure from operating activities</b>							
Employee costs		(7,325,883)	(1,220,714)	<b>(889,597)</b>	331,117	27.12%	▲
Materials and contracts		(10,051,182)	(1,674,824)	<b>(1,316,762)</b>	358,062	21.38%	▲
Utility charges		(1,015,601)	(169,178)	<b>(118,870)</b>	50,308	29.74%	▲
Depreciation on non-current assets		(7,454,631)	(1,242,366)	<b>(1,205,707)</b>	36,659	2.95%	
Interest expenses		(191,085)	(31,840)	<b>(4,556)</b>	27,284	85.69%	
Insurance expenses		(1,094,727)	(182,394)	<b>(130,019)</b>	52,375	28.72%	▲
Other expenditure		(337,755)	(56,280)	<b>(29,907)</b>	26,373	46.86%	
Loss on disposal of assets	7	(203,559)	(33,924)	<b>0</b>	33,924	100.00%	▲
		<b>(27,674,423)</b>	<b>(4,611,520)</b>	<b>(3,695,418)</b>	916,102		
Non-cash amounts excluded from operating activities	1(a)	7,616,932	1,269,416	<b>1,128,795</b>	(140,621)	(11.08%)	▼
<b>Amount attributable to operating activities</b>		<b>(386,633)</b>	<b>7,266,265</b>	<b>10,261,387</b>	2,995,122		
<b>Investing activities</b>							
Proceeds from non-operating grants, subsidies and contributions	13	16,233,630	2,705,600	<b>67,333</b>	(2,638,267)	(97.51%)	▼
Proceeds from disposal of assets	7	167,000	85,000	<b>76,912</b>	(8,088)	(9.52%)	
Payments for property, plant and equipment and infrastructure	8	(21,860,268)	(3,681,699)	<b>(725,868)</b>	2,955,831	80.28%	▲
<b>Amount attributable to investing activities</b>		<b>(5,459,638)</b>	<b>(891,099)</b>	<b>(581,623)</b>	309,476		
<b>Financing Activities</b>							
Proceeds from new debentures	9	500,000	0	<b>0</b>	0	0.00%	
Transfer from reserves	10	526,853	526,853	<b>526,853</b>	0	0.00%	
Repayment of debentures	9	(389,274)	(16,791)	<b>(16,791)</b>	0	0.00%	
Transfer to reserves	10	(85,000)	0	<b>0</b>	0	0.00%	
<b>Amount attributable to financing activities</b>		<b>552,579</b>	<b>510,062</b>	<b>510,062</b>	0		
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>0</b>	<b>12,178,920</b>	<b>14,345,308</b>	2,166,388		

**KEY INFORMATION**

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

Refer to Note 15 for an explanation of the reasons for the variance.

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

## MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDED 31 AUGUST 2020

## BASIS OF PREPARATION

### BASIS OF PREPARATION

#### REPORT PURPOSE

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996*, Regulation 34. Note: The statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

#### BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which 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 (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards. Regulation 16 prohibits a local government from recognising as assets Crown land that is a public thoroughfare, such as land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or recreational facility of State or regional significance. Consequently, some assets, including land under roads acquired on or after 1 July 2008, have not been recognised in this financial report. This is not in accordance with the requirements of *AASB 1051 Land Under Roads paragraph 15* and *AASB 116 Property, Plant and Equipment paragraph 7*.

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 report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

#### PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 08 September 2020

### SIGNIFICANT ACCOUNTING POLICES

#### CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

#### 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.

#### 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.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2020**

**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	Adopted Budget	YTD Budget (a)	YTD Actual (b)
<b>Non-cash items excluded from operating activities</b>				
		\$	\$	\$
<b>Adjustments to operating activities</b>				
Less: Profit on asset disposals	7	(41,258)	(6,874)	(76,912)
Add: Loss on asset disposals	7	203,559	33,924	0
Add: Depreciation on assets		7,454,631	1,242,366	1,205,707
<b>Total non-cash items excluded from operating activities</b>		<b>7,616,932</b>	<b>1,269,416</b>	<b>1,128,795</b>

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

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

		Last Year Closing 30 June 2020	This Time Last Year 31 August 2019	Year to Date 31 August 2020
<b>Adjustments to net current assets</b>				
Less: Reserves - restricted cash	10	(1,502,652)	(1,552,652)	(975,799)
Add: Borrowings	9	281,244	5,492,957	264,453
Add: Provisions - employee		558,741	752,496	558,741
<b>Total adjustments to net current assets</b>		<b>(662,667)</b>	<b>4,692,801</b>	<b>(152,605)</b>

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

<b>Current assets</b>				
Cash and cash equivalents	2	6,235,955	4,569,452	6,837,942
Rates receivables	3	2,899,374	1,945,869	10,668,553
Receivables	3	1,186,134	1,702,295	649,135
Other current assets	4	54,679	93,370	54,679
<b>Less: Current liabilities</b>				
Payables	5	(3,401,897)	(2,739,936)	(1,573,091)
Borrowings	9	(281,244)	(5,492,957)	(264,453)
Contract liabilities	11	(1,316,111)	0	(1,316,111)
Provisions	11	(558,741)	(752,496)	(558,741)
<b>Less: Total adjustments to net current assets</b>	1(b)	<b>(662,667)</b>	<b>4,692,801</b>	<b>(152,605)</b>
<b>Closing funding surplus / (deficit)</b>		<b>4,155,482</b>	<b>4,018,398</b>	<b>14,345,308</b>

**CURRENT AND NON-CURRENT CLASSIFICATION**

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2020

OPERATING ACTIVITIES  
NOTE 2  
CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$				
<b>Cash on hand</b>								
Municipal Bank Account	Cash and cash equivalents	2,452,388	0	2,452,388	0	ANZ	Variable	Nil
Cash On Hand	Cash and cash equivalents	1,750	0	1,750	0	Cash on hand	Nil	Nil
CBA Bank Acc - Fitzroy Deposits	Cash and cash equivalents	48,263	0	48,263	0	CBA	Nil	Nil
Municipal Investment Account	Cash and cash equivalents	2,333,941	0	2,333,941	0	ANZ	Variable	Nil
Term Deposit Investments	Cash and cash equivalents	1,025,800	0	1,025,800	0	ANZ	0.80%	Oct-20
Reserve Bank Account	Cash and cash equivalents	0	975,800	975,800	0	ANZ	Variable	Nil
Trust Cash at Bank	Cash and cash equivalents	0	0	0	295,981	ANZ	Nil	Nil
<b>Total</b>		<b>5,862,142</b>	<b>975,800</b>	<b>6,837,942</b>	<b>295,981</b>			
<b>Comprising</b>								
Cash and cash equivalents		5,862,142	975,800	6,837,942	295,981			
		<u>5,862,142</u>	<u>975,800</u>	<u>6,837,942</u>	<u>295,981</u>			

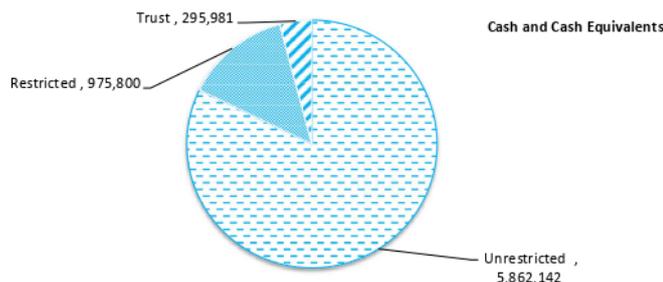
KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments 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.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2020**

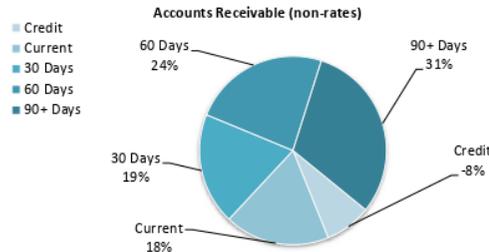
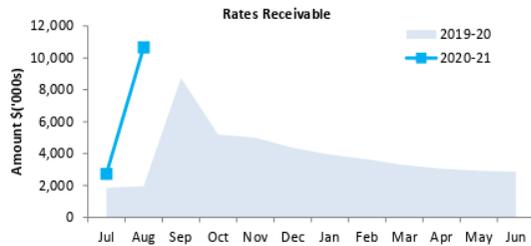
**OPERATING ACTIVITIES  
NOTE 3  
RECEIVABLES**

Rates receivable	30 Jun 2020	31 Aug 2020
	\$	\$
Opening arrears previous years	2,784,435	2,899,374
Rates, instalment charges and interest levied	7,342,404	8,790,120
Less - collections to date	(7,227,465)	(1,020,941)
Equals current outstanding	<b>2,899,374</b>	<b>10,668,553</b>
<b>Net rates collectable</b>	<b>2,899,374</b>	<b>10,668,553</b>
% Collected	71.4%	8.7%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(78,023)	176,830	186,810	231,490	300,919	818,026
Percentage	(9.5%)	21.6%	22.8%	28.3%	36.8%	
<b>Balance per trial balance</b>						
Sundry receivable						818,026
GST receivable						275,743
Allowance for impairment of receivables						(464,765)
Rates pensioner rebates						20,131
<b>Total receivables general outstanding</b>						<b>649,135</b>
<b>Amounts shown above include GST (where applicable)</b>						

**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.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2020**

**OPERATING ACTIVITIES  
NOTE 4  
OTHER CURRENT ASSETS**

	Opening Balance 1 July 2020	Asset Increase	Asset Reduction	Closing Balance 31 August 2020
<b>Other current assets</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Inventory</b>				
Fuel, oil and materials on hand	54,679	0	0	54,679
<b>Total other current assets</b>	<b>54,679</b>	<b>0</b>	<b>0</b>	<b>54,679</b>

**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.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2020**

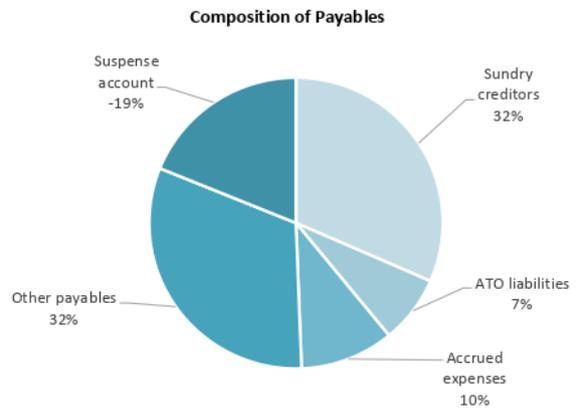
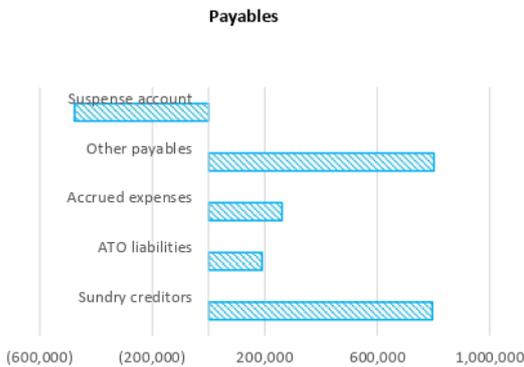
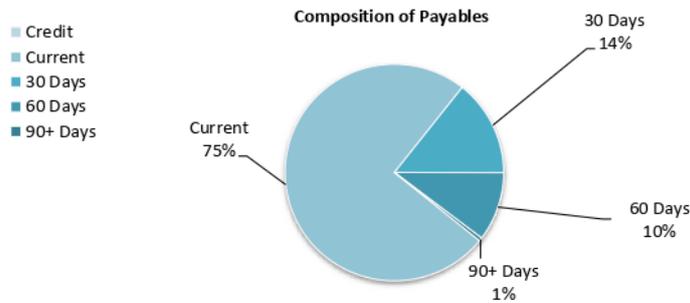
**OPERATING ACTIVITIES  
NOTE 5  
Payables**

<b>Payables - general</b>	<b>Credit</b>	<b>Current</b>	<b>30 Days</b>	<b>60 Days</b>	<b>90+ Days</b>	<b>Total</b>
	\$	\$	\$	\$	\$	\$
Payables - general	0	595,832	114,547	82,246	3,997	796,622
Percentage	0%	74.8%	14.4%	10.3%	0.5%	
<b>Balance per trial balance</b>						
Sundry creditors						796,622
ATO liabilities						190,054
Accrued expenses						260,825
Other payables						802,254
Suspense account						(476,664)
<b>Total payables general outstanding</b>						<b>1,573,091</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

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



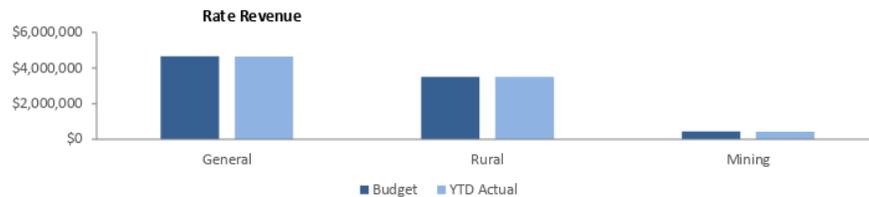
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2020**

**OPERATING ACTIVITIES  
NOTE 6  
RATE REVENUE**

General rate revenue	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
<b>RATE TYPE</b>				\$	\$	\$	\$	\$	\$	\$	\$
<b>Gross rental value</b>											
General	0.125750	1,493	37,015,848	4,654,583	0	0	4,654,583	4,643,970	5,236	0	4,649,206
<b>Unimproved value</b>											
Rural	0.060370	47	57,911,187	3,496,272	0	0	3,496,272	3,496,272	0	0	3,496,272
Mining	0.120750	105	3,542,997	427,803	5,000	5,000	437,803	425,652	0	(354)	425,298
<b>Sub-Total</b>		<b>1,645</b>	<b>98,470,032</b>	<b>8,578,658</b>	<b>5,000</b>	<b>5,000</b>	<b>8,588,658</b>	<b>8,565,894</b>	<b>5,236</b>	<b>(354)</b>	<b>8,570,776</b>
<b>Minimum payment</b>	<b>Minimum \$</b>										
<b>Gross rental value</b>											
General	1,027	181	766,156	185,887	0	0	185,887	185,887	0	0	185,887
<b>Unimproved value</b>											
Rural	1,027	10	90,580	10,270	0	0	10,270	8,216	0	0	8,216
Mining	630	105	169,500	66,150	0	0	66,150	61,110	0	0	61,110
<b>Sub-total</b>		<b>296</b>	<b>1,026,236</b>	<b>262,307</b>	<b>0</b>	<b>0</b>	<b>262,307</b>	<b>255,213</b>	<b>0</b>	<b>0</b>	<b>255,213</b>
Discount							(55,000)				(35,869)
<b>Total general rates</b>							<b>8,795,965</b>				<b>8,790,120</b>

**KEY INFORMATION**

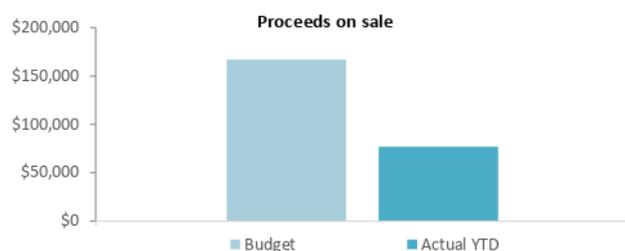
Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2020 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability 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.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2020**

**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)
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Buildings</b>								
668	Kingsound Close	285,000	85,000	0	(200,000)	0	76,912	76,912	0
	<b>Plant and equipment</b>								
	<b>Governance</b>								
5039	Prado 01KW P201	14,527	25,000	10,473	0	0	0	0	0
	<b>Law, order, public safety</b>								
5000	Ranger vehicle	1,329	10,000	8,671	0	0	0	0	0
	<b>Recreation and culture</b>								
4966	Kubota 3680 F Deck Mower P1827	4,514	3,000	0	(1,514)	0	0	0	0
	<b>Transport</b>								
5077	Hilux 1EAD762 - P106	2,331	10,000	7,669	0	0	0	0	0
4967	Kubota 3680 F Deck Mower P166	5,045	3,000	0	(2,045)	0	0	0	0
	<b>Other property and services</b>								
5015	Prado 8KW P58	5,017	18,000	12,983	0	0	0	0	0
5055	Holden Commodore 9KW P140	9,625	10,000	375	0	0	0	0	0
4999	Kubota Z Turn Mower P847	1,913	3,000	1,087	0	0	0	0	0
		<b>329,301</b>	<b>167,000</b>	<b>41,258</b>	<b>(203,559)</b>	<b>0</b>	<b>76,912</b>	<b>76,912</b>	<b>0</b>



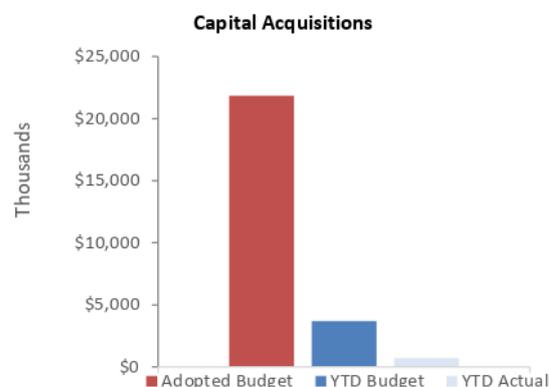
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2020**

**INVESTING ACTIVITIES  
NOTE 8  
CAPITAL ACQUISITIONS**

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	1,148,830	191,468	14,818	(176,650)
Plant & Equipment	587,500	97,912	0	(97,912)
Infrastructure Roads	16,700,871	2,783,479	710,140	(2,073,339)
Infrastructure Footpaths	190,000	31,666	0	(31,666)
Infrastructure Parks & Ovals	1,610,000	306,666	0	(306,666)
Infrastructure Other	1,623,067	270,508	910	(269,598)
<b>Payments for Capital Acquisitions</b>	<b>21,860,268</b>	<b>3,681,699</b>	<b>725,868</b>	<b>(2,955,831)</b>
<b>Total Capital Acquisitions</b>	<b>21,860,268</b>	<b>3,681,699</b>	<b>725,868</b>	<b>(2,955,831)</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	16,233,630	2,705,600	67,333	(2,638,267)
Borrowings	500,000	0	0	0
Other (disposals & C/Fwd)	167,000	85,000	76,912	(8,088)
Cash backed reserves				
Admin Building Reserve	500,000	500,000	500,000	0
Energy Developments Ltd Community Donation Reserve	26,853	26,853	26,853	0
Contribution - operations	4,432,785	364,246	54,770	(309,476)
<b>Capital funding total</b>	<b>21,860,268</b>	<b>3,681,699</b>	<b>725,868</b>	<b>(2,955,831)</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2020

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	Adopted			Variance (Under)/Over
	Current Budget	Year to Date Budget	Year to Date Actual	
<b>Capital Expenditure</b>				
<b>Buildings</b>				
4040110 MEMBERS - Building (Capital)	162,000	27,000	3,805	(23,195)
4080310 FAMILIES - Building (Capital)	28,000	4,667	0	(4,667)
4090110 STF HOUSE - Building (Capital)	121,000	20,167	0	(20,167)
4090210 OTH HOUSE - Building (Capital)	30,000	5,000	0	(5,000)
4110110 HALLS - Building (Capital)	106,830	17,805	0	(17,805)
4110210 SWIM AREAS - Building (Capital)	0	0	591	591
4110310 REC - Other Rec Facilities Building (Capital)	39,000	6,500	0	(6,500)
4110510 LIBRARY - Library Building (Capital)	25,000	4,166	0	(4,166)
4110610 HERITAGE - Building (Capital)	250,000	41,666	0	(41,666)
4120610 AERO - Building (Capital)	72,500	12,082	0	(12,082)
4120710 WATER - Building (Capital)	220,000	36,666	8,472	(28,194)
4130210 TOUR - Building (Capital)	30,000	5,000	0	(5,000)
4140210 ADMIN - Building (Capital)	64,500	10,750	1,950	(8,800)
<b>Buildings Total</b>	<b>1,148,830</b>	<b>191,468</b>	<b>14,818</b>	<b>(176,650)</b>
<b>Plant &amp; Equipment</b>				
4040130 MEMBERS - Plant & Equipment (Capital)	105,000	17,500	0	(17,500)
4050230 ANIMAL - Plant & Equipment (Capital)	70,000	11,666	0	(11,666)
4110530 LIBRARY - Plant & Equipment (Capital)	20,000	3,332	0	(3,332)
4110730 OTH CUL - Plant & Equipment (Capital)	49,000	8,166	0	(8,166)
4140230 ADMIN - Plant and Equipment (Capital)	199,000	33,166	0	(33,166)
4140330 PWO - Plant and Equipment (Capital)	144,500	24,082	0	(24,082)
<b>Plant &amp; Equipment Total</b>	<b>587,500</b>	<b>97,912</b>	<b>0</b>	<b>(97,912)</b>
<b>Infrastructure Other</b>				
4050390 OLOPS - Infrastructure Other (Capital)	0	0	585	585
4080790 WELFARE - Infrastructure Other (Capital)	113,067	18,845	0	(18,845)
4110590 LIBRARY - Infrastructure Other (Capital)	25,000	4,166	0	(4,166)
4110690 HERITAGE - Infrastructure Other (Capital)	350,000	58,332	0	(58,332)
4110790 OTH CUL - Infrastructure Other (Capital)	120,000	20,000	0	(20,000)
4120190 ROADC - Infrastructure Other (Capital)	170,000	28,333	0	(28,333)
4120690 AERO - Infrastructure Other (Capital) - Aerodromes	40,000	6,666	0	(6,666)
4120790 WATER - Infrastructure Other (Capital)	210,000	35,000	325	(34,675)
4130290 TOUR - Infrastructure Other (Capital)	540,000	90,000	0	(90,000)
4140290 ADMIN - Infrastructure Other (Capital)	55,000	9,166	0	(9,166)
<b>Infrastructure Other Total</b>	<b>1,623,067</b>	<b>270,508</b>	<b>910</b>	<b>(269,598)</b>
<b>Infrastructure Parks &amp; Ovals</b>				
4100770 COM AMEN - Infrastructure Parks & Ovals (Capital)	310,000	90,000	0	(90,000)
4110370 REC - Infrastructure Parks & Gardens (Capital)	1,300,000	216,666	0	(216,666)
<b>Infrastructure Parks &amp; Ovals Total</b>	<b>1,610,000</b>	<b>306,666</b>	<b>0</b>	<b>(306,666)</b>
<b>Infrastructure Roads</b>				
4120140 ROADC - Roads Built Up Area - Council Funded	287,264	47,877	45,843	(2,034)
4120142 ROADC - Roads Outside BUA - Gravel - Council Funded	295,317	49,220	0	(49,220)
4120144 ROADC - Roads Built Up Area - Roads to Recovery	205,080	34,180	0	(34,180)
4120145 ROADC - Roads Outside BUA - Sealed - Roads to Recovery	23,900	3,983	0	(3,983)
4120146 ROADC - Roads Outside BUA - Gravel - Roads to Recovery	340,554	56,759	290,985	234,226
4120148 ROADC - Roads Built Up Area - Regional Road Group	96,520	16,087	0	(16,087)
4120150 ROADC - Roads Outside BUA - Gravel - Regional Road Group	500,070	83,345	373,312	289,967
4120152 ROADC - Roads Built Up Area - Black Spot	367,250	61,208	0	(61,208)
4120158 ROADC - Roads Outside BUA - Gravel - Flood Damage	14,584,916	2,430,819	0	(2,430,819)
<b>Infrastructure Roads Total</b>	<b>16,700,871</b>	<b>2,783,479</b>	<b>710,140</b>	<b>(2,073,338)</b>
<b>Infrastructure Footpaths</b>				
4120170 ROADC - Footpaths and Cycleways (Capital)	190,000	31,666	0	(31,666)
<b>Infrastructure Footpaths Total</b>	<b>190,000</b>	<b>31,666</b>	<b>0</b>	<b>(31,666)</b>
<b>Grand Total</b>	<b>21,860,268</b>	<b>3,681,699</b>	<b>725,868</b>	<b>(2,955,830)</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2020**

**FINANCING ACTIVITIES  
NOTE 9  
BORROWINGS**

**Repayments - borrowings**

Information on borrowings Particulars	Loan No.	Principal	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		1 July 2020	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Housing</b>										
Staff housing	136	97,298	0	0	0	22,023	97,298	75,275	(581)	5,935
Staff housing	146	610,251	0	0	0	45,371	610,251	564,880	(9,972)	37,922
Staff housing	148	280,734	0	0	0	18,112	280,734	262,622	(69)	12,404
<b>Recreation and culture</b>										
Civic centre renovations	135	16,791	0	0	16,791	16,791	0	0	5	447
<b>Transport</b>										
Wharf fenders and boat ramp	145	218,673	0	0	0	25,277	218,673	193,396	(140)	14,596
Refinance Derby airport infrastructure and wharf	152	326,001	0	0	0	186,455	326,001	139,546	(45)	32,205
Fitzroy airport infrastructure	151	1,907,970	0	0	0	36,605	1,907,970	1,871,365	0	9,571
Loan	153	0	0	500,000	0	16,000	0	484,000	0	22,500
<b>Economic services</b>										
Derby visitor centre	149	350,918	0	0	0	22,640	350,918	328,278	13,694	15,505
<b>Total</b>		<b>3,808,636</b>	<b>0</b>	<b>500,000</b>	<b>16,791</b>	<b>389,274</b>	<b>3,791,845</b>	<b>3,919,362</b>	<b>2,892</b>	<b>151,085</b>
Current borrowings		389,274					264,453			
Non-current borrowings		3,419,362					3,527,392			
		<b>3,808,636</b>					<b>3,791,845</b>			

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 AUGUST 2020**

**OPERATING ACTIVITIES  
NOTE 10  
CASH RESERVES**

**Cash backed reserve**

<b>Reserve name</b>	<b>Opening Balance</b>	<b>Budget Interest Earned</b>	<b>Actual Interest Earned</b>	<b>Budget Transfers In (+)</b>	<b>Actual Transfers In (+)</b>	<b>Budget Transfers Out (-)</b>	<b>Actual Transfers Out (-)</b>	<b>Budget Closing Balance</b>	<b>Actual YTD Closing Balance</b>
	\$	\$	\$	\$	\$	\$	\$	\$	\$
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	814,510	0	0	0	0	(500,000)	(500,000)	314,510	314,510
Economic Development Reserve	19,935	0	0	0	0	0	0	19,935	19,935
Fx Recreation Hall Reserve	46,771	0	0	0	0	0	0	46,771	46,771
Energy Developments Ltd Community Donations	26,853	0	0	0	0	(26,853)	(26,853)	0	0
Staff Housing Reserve	159,965	0	0	85,000	0	0	0	244,965	159,965
	<b>1,502,652</b>	<b>0</b>	<b>0</b>	<b>85,000</b>	<b>0</b>	<b>(526,853)</b>	<b>(526,853)</b>	<b>1,060,799</b>	<b>975,799</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2020**

**OPERATING ACTIVITIES  
NOTE 11  
OTHER CURRENT LIABILITIES**

<b>Other current liabilities</b>	<b>Note</b>	<b>Opening Balance 1 July 2020</b>	<b>Liability Increase</b>	<b>Liability Reduction</b>	<b>Closing Balance 31 August 2020</b>
		\$	\$	\$	\$
<b>Contract liabilities</b>					
Unspent grants, contributions and reimbursements					
- operating	12	505,635	0	0	505,635
- non-operating	13	810,476	0	0	810,476
<b>Total unspent grants, contributions and reimbursements</b>		<b>1,316,111</b>	<b>0</b>	<b>0</b>	<b>1,316,111</b>
<b>Provisions</b>					
Annual leave		271,713			271,713
Long service leave		287,028			287,028
<b>Total Provisions</b>		<b>558,741</b>	<b>0</b>	<b>0</b>	<b>558,741</b>
<b>Total other current assets</b>		<b>1,874,852</b>	<b>0</b>	<b>0</b>	<b>1,874,852</b>
<b>Amounts shown above include GST (where applicable)</b>					

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

**KEY INFORMATION**

**Provisions**

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

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

**Employee benefits**

**Short-term employee benefits**

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

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

**Other long-term employee benefits**

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

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

**Contract liabilities**

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2020**

**NOTE 12**

**OPERATING GRANTS AND CONTRIBUTIONS**

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability 1 July 2020	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Aug 2020	Current Liability 31 Aug 2020	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Operating grants and subsidies</b>								
<b>Governance</b>								
MEMBERS - Reimbursements	0	0	0	0	0	100	16	5,122
OTH GOV - Reimbursements	0	0	0	0	0	16,500	2,750	0
Unspent Grants, Subsidies & Contributions	21,440	0	0	21,440	21,440	0	0	0
<b>General purpose funding</b>								
RATES - Reimbursement of Debt Collection Costs	0	0	0	0	0	5,000	832	0
GEN PUR - Financial Assistance Grant - General	0	0	0	0	0	2,064,104	344,016	523,190
GEN PUR - Financial Assistance Grant - Roads	0	0	0	0	0	622,546	103,756	161,030
GEN PUR - Financial Assistance Grant - Aboriginal Access Roads	0	0	0	0	0	336,667	56,110	84,167
<b>Law, order, public safety</b>								
ANIMAL - Reimbursements	0	0	0	0	0	1,000	166	0
ESL BFB - Operating Grant	0	0	0	0	0	8,000	1,332	0
ESL SES - Operating Grant	0	0	0	0	0	10,000	1,666	0
<b>Health</b>								
HEALTH - Reimbursements	0	0	0	0	0	10,000	1,666	0
PEST - Grants	0	0	0	0	0	9,275	1,544	0
OTH HEALTH - Reimbursements	0	0	0	0	0	2,080	346	582
OTH HEALTH - Grants	0	0	0	0	0	682,324	113,720	167,289
Unspent Grants, Subsidies & Contributions	186,316	0	0	186,316	186,316	0	0	0
<b>Education and welfare</b>								
FAMILIES - Reimbursements	0	0	0	0	0	20,000	3,332	0
WELFARE - Reimbursements	0	0	0	0	0	1,000	166	0
WELFARE - Grants	0	0	0	0	0	491,114	81,852	196,858
Unspent Grants, Subsidies & Contributions	284,614	0	0	284,614	284,614	0	0	0
<b>Community amenities</b>								
PLAN - Reimbursements	0	0	0	0	0	1,000	166	0

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2020**

**NOTE 12**

**OPERATING GRANTS AND CONTRIBUTIONS**

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability 1 July 2020	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Aug 2020	Current Liability 31 Aug 2020	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Recreation and culture</b>								
REC - Reimbursements - Other Recreation	0	0	0	0	0	130,000	21,666	6,069
REC - Grants	0	0	0	0	0	2,500	416	0
REC - Grants - EveryClub	0	0	0	0	0	20,000	3,332	0
REC - Grants - Regional Talent Program	0	0	0	0	0	10,000	1,666	0
LIBRARY - Reimbursements Lost Books	0	0	0	0	0	660	110	0
LIBRARY - Grant - Regional Library Services	0	0	0	0	0	3,500	582	0
OTH CUL - Contributions & Donations - Other Culture	0	0	0	0	0	45,000	7,500	0
OTH CUL - Reimbursements - Other Culture	0	0	0	0	0	5,500	916	0
OTH CUL - Grants - Other Culture	0	0	0	0	0	35,000	5,832	0
Unspent Grants, Subsidies & Contributions	20,000	0	0	20,000	20,000	0	0	0
<b>Transport</b>								
ROADC - Regional Road Group Grants (MRWA)	0	0	0	0	0	870,772	145,128	538,552
ROADC - Roads to Recovery Grant	0	0	0	0	0	878,346	146,390	199,604
ROADM - Street Lighting Subsidy	0	0	0	0	0	19,000	3,166	0
ROADM - Road Contribution Income	0	0	0	0	0	246,644	41,106	0
ROADM - Direct Road Grant (MRWA)	0	0	0	0	0	290,000	48,332	283,630
LICENSING - Transport Licensing Commission	0	0	0	0	0	60,000	10,000	0
AERO - Other Income Relating to Aerodromes	0	0	0	0	0	200,000	33,332	100
WATER - Reimbursements	0	0	0	0	0	40,000	6,666	2,946
<b>Economic services</b>								
TOUR - Project Other (Souvenir Sales)	0	0	0	0	0	100	16	785
ECON DEV - Grants	0	0	0	0	0	25,000	4,166	0
ECON DEV - Other Income	0	0	0	0	0	5,000	832	0
<b>Other property and services</b>								
PRIVATE - Private Works Income	0	0	0	0	0	20,000	3,332	0
ADMIN - Reimbursements	0	0	0	0	0	0	0	518
PWO - Long Service Leave Recoup	0	0	0	0	0	0	0	5,442
POC - Reimbursements	0	0	0	0	0	10,000	1,666	0
POC - Fuel Tax Credits Grant Scheme	0	0	0	0	0	8,000	1,332	0
	<b>512,370</b>	<b>0</b>	<b>0</b>	<b>512,370</b>	<b>512,370</b>	<b>7,205,732</b>	<b>1,200,920</b>	<b>2,175,884</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2020**

**NOTE 13**

**NON-OPERATING GRANTS AND CONTRIBUTIONS**

Provider	Unspent non operating grants, subsidies and contributions liability					Non operating grants, subsidies and contributions revenue		
	Liability 1 July 2020	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Aug 2020	Current Liability 31 Aug 2020	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual (b)
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Non-operating grants and subsidies</b>								
<b>Governance</b>								
Unspent Grants, Subsidies & Contributions	25,000	0	0	25,000	25,000	0	0	0
<b>General purpose funding</b>								
GEN PUR - Grant Funding	0	0	0	0	0	3,125,000	520,833	0
GEN PUR - Grant Funding	0	0	0	0	0	741,830	123,638	0
<b>Law, order, public safety</b>								
OLOPS - Grants	0	0	0	0	0	231,000	38,500	0
<b>Transport</b>								
ROADC - Black Spot Grant	0	0	0	0	0	151,800	25,300	0
ROADC - Other Grants - Aboriginal Roads	0	0	0	0	0	216,560	36,092	67,333
ROADC - Other Grants - Flood Damage	0	0	0	0	0	11,746,000	1,957,665	0
ROADC - Other Contrib & Donations - Roads/Streets	0	0	0	0	0	21,440	3,572	0
Unspent Grants, Subsidies & Contributions	778,740	0	0	778,740	778,740	0	0	0
Unspent Grants, Subsidies & Contributions	6,736	0	0	6,736	6,736	0	0	0
	<b>810,476</b>	<b>0</b>	<b>0</b>	<b>810,476</b>	<b>810,476</b>	<b>16,233,630</b>	<b>2,705,600</b>	<b>67,333</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2020**

**NOTE 14  
TRUST FUND**

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance 1 July 2020	Amount Received	Amount Paid	Closing Balance 31 Aug 2020
	\$	\$	\$	\$
Public Open Spaces	295,981	0	0	295,981
	<b>295,981</b>	<b>0</b>	<b>0</b>	<b>295,981</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2020**

**NOTE 15  
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 2020-21 year is \$30,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
<b>Revenue from operating activities</b>				
General purpose funding - other	237,726	43.23%	▲ Timing	This variance is due to the timing of grants received.
Health	59,392	48.31%	▲ Timing	Received Health grant earlier than anticipated.
Education and welfare	111,507	130.65%	▲ Permanent	Received Sports Fusion 2020 Grant of \$164,000 not budgeted for. Will create a budget amendment at the next budget review.
Housing	87,854	747.06%	▲ Timing	This variance is due to timing of Sale of King Sound close.
Community amenities	1,222,087	376.21%	▲ Timing	This variance is due to the timing of rubbish charges received.
Recreation and culture	(40,081)	(67.26%)	▼ Timing	Received less fees and charges than anticipated across the whole programmes.
Transport	552,996	89.08%	▲ Timing	Received Road grant earlier than anticipated
<b>Expenditure from operating activities</b>				
Governance	153,688	54.59%	▲ Timing	Admin Allocations yet to be done and underspent in various accounts. No savings anticipated to occur.
General purpose funding	69,686	94.98%	▲ Timing	Admin Allocations yet to be done and underspent in various accounts. No savings anticipated to occur.
Health	63,667	42.98%	▲ Timing	Admin Allocations yet to be done and underspent in various accounts. No savings anticipated to occur.
Education and welfare	115,971	66.84%	▲ Timing	Admin Allocations yet to be done and underspent in various accounts. No savings anticipated to occur.
Community amenities	312,646	49.99%	▲ Timing	Admin Allocations yet to be done and underspent in various accounts. No savings anticipated to occur.
Recreation and culture	491,688	54.40%	▲ Timing	Admin Allocations yet to be done and underspent in various accounts. No savings anticipated to occur.
Transport	239,739	11.42%	▲ Timing	Admin Allocations yet to be done and underspent in various accounts. No savings anticipated to occur.
Economic services	105,724	61.52%	▲ Timing	Admin Allocations yet to be done and underspent in various accounts. No savings anticipated to occur.
Other property and services	(666,539)	(9150.73%)	▼ Timing	Overhead allocations to be completed over September
<b>Investing activities</b>				
Proceeds from non-operating grants, subsidies and contributions	(2,638,267)	(97.51%)	▼ Timing	Timing of Anticipated Grants such as Flood Damage and other Roads not received yet.
Payments for property, plant and equipment and infrastructure	2,955,831	80.28%	▲ Timing	Timing of Anticipated Grants such as Flood Damage and other Roads not expended yet.



**Shire of Derby /  
West Kimberley**

**Management Information Report  
Period Ending 31 August 2020**

MANAGEMENT COMMENTS

Issue	Priority	Management Comments
Plant operating costs are under allocated by \$22,427. Public works overheads are under allocated by \$104,416. Admin are under allocated by \$476,527. Salaries and wages are under allocated by \$70,188.	<b>High</b>	All Allocation Journals will be processed over the month of September. Management has identified that Indirect cost will be project for the Finance team to work on over the next six months.
There is a suspense account with unallocated funds of a total amount being \$476,664 as at 31 August 2020. This amount relates to insurance premiums paid.	<b>High</b>	In order to ensure that the Shire's insurance payments were paid on time, all insurance payments were posted to the Suspense Account. The finance team will journal these amounts to the correct General ledger accounts over September.
There has been proceeds received for the sale of a fixed asset, but the asset register has not been updated.	<b>High</b>	Management notes this and advises that disposal of asset in the asset register will occur in September.
The debtors aged trial balance includes invoices totaling \$300,919 outstanding for over 90 days, and debtors with credit balances totaling \$78,023.	<b>Medium</b>	Management notes this and advises that the finance team are taking steps to improve processes and are being more proactive with debt collection. For example we are looking to taken steps to write-off of small and minor uncollectable debt. Once things return to normal post Covid-19 we will be looking to use a Debt Collection Agency to collect hard core overdue amounts. Also a new report for Outstanding Debt has been presented to the Audit Committee. This report will become a standing report and will advise council every month of action taken by the Finance Team. The credit balances has arisen from a company who uses an administrative agency JLL to pay there invoices but then also pays the debt themselves.

**Derby**

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 sdwk@sdwk.wa.gov.au | PO Box 94, Derby WA 6728

**Fitzroy Crossing**

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[www.sdwk.wa.gov.au](http://www.sdwk.wa.gov.au)



**Shire of Derby /  
West Kimberley**

		Finance are working with the company to reduce credits.
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APPENDIX

FOR THE PERIOD ENDED 31 AUGUST 2020

DETAILS OF VARIANCES

Account Description		YTD Budget	YTD Actual	Variance (Under)/Over
Operating Income				
General purpose funding				
3030120	RATES - Instalment Admin Fee Received	(2,000.00)	(2,655.00)	(655.00)
3030121	RATES - Account Enquiry Charges	(832.00)	(1,318.17)	(486.17)
3030122	RATES - Reimbursement of Debt Collection Costs	(832.00)	0.00	832.00
3030123	RATES - Special Payment Arrangement	(82.00)	0.00	82.00
3030130	RATES - Rates Levied - Synergy	(1,472,660.00)	(8,821,106.59)	(7,348,446.59)
3030131	RATES - Rates Levied - Interim	(832.00)	(5,235.97)	(4,403.97)
3030132	RATES - Rates Levied - Back Rated	(832.00)	353.56	1,185.56
3030138	RATES - Discount on Rates Levied	8,332.00	35,869.00	27,537.00
3030145	RATES - Penalty Interest Received	(33,332.00)	(9,595.48)	23,736.52
3030146	RATES - Instalment Interest Received	(3,000.00)	(2,467.17)	532.83
3030210	GEN PUR - Financial Assistance Grant - General	(344,016.00)	(523,190.00)	(179,174.00)
3030211	GEN PUR - Financial Assistance Grant - Roads	(103,756.00)	(161,030.00)	(57,274.00)
3030214	GEN PUR - Grant Funding	(644,470.00)	0.00	644,470.00
3030215	GEN PUR - Financial Assistance Grant - Aboriginal Access Roads	(56,110.00)	(84,166.75)	(28,056.75)
3030220	GEN PUR - Charges - Photocopying / Faxing	(8.00)	0.00	8.00
3030221	GEN PUR - Charges - Sale Of Electoral Rolls, Minutes, Local Laws	(8.00)	(27.27)	(19.27)
3030223	GEN PUR - Special Payment Arrangement Fee	(82.00)	0.00	82.00
3030235	GEN PUR - Other Income	(8.00)	0.00	8.00
3030246	GEN PUR - Interest Earned - Municipal Funds	(5,832.00)	(3,173.71)	2,658.29
General purpose funding Total		(2,660,360.00)	(9,577,743.55)	(6,917,383.55)
Governance				
3040101	MEMBERS - Reimbursements	(16.00)	(5,122.45)	(5,106.45)
3040201	OTH GOV - Reimbursements	(2,750.00)	0.00	2,750.00
3040220	OTH GOV - Fees & Charges	(374.00)	0.00	374.00
3040235	OTH GOV - Other Income	(366.00)	(54.54)	311.46
Governance Total		(3,506.00)	(5,176.99)	(1,670.99)
Law, order, public safety				
3050102	FIRE - Commissions	(666.00)	0.00	666.00
3050120	FIRE - Charges - Fire Prevention	(16.00)	0.00	16.00
3050140	FIRE - Fines and Penalties	(250.00)	0.00	250.00
3050201	ANIMAL - Reimbursements	(166.00)	0.00	166.00
3050220	ANIMAL - Pound Fees	(832.00)	0.00	832.00
3050221	ANIMAL - Animal Registration Fees	(1,332.00)	(3,047.50)	(1,715.50)
3050235	ANIMAL - Other Fees & Charges	(666.00)	(1,807.34)	(1,141.34)
3050240	ANIMAL - Fines and Penalties	(82.00)	0.00	82.00
3050290	ANIMAL - Profit on Disposal of Assets	(1,444.00)	0.00	1,444.00
3050310	OLOPS - Grants	(38,500.00)	0.00	38,500.00
3050335	OLOPS - Other Income	(32.00)	0.00	32.00
3050340	OLOPS - Impounded Vehicles Fees	(166.00)	0.00	166.00
3050510	ESL BFB - Operating Grant	(1,332.00)	0.00	1,332.00
3050610	ESL SES - Operating Grant	(1,666.00)	0.00	1,666.00
Law, order, public safety Total		(47,150.00)	(4,854.84)	42,295.16
Health				
3070401	HEALTH - Reimbursements	(1,666.00)	0.00	1,666.00
3070420	HEALTH - Health Regulatory Fees & Charges	(332.00)	0.00	332.00
3070421	HEALTH - Health Regulatory Licenses	(5,000.00)	(14,461.00)	(9,461.00)
3070422	HEALTH - Health Officer Services Charged Out	(332.00)	0.00	332.00
3070510	PEST - Grants	(1,544.00)	0.00	1,544.00
3070701	OTH HEALTH - Reimbursements	(346.00)	(581.84)	(235.84)
3070710	OTH HEALTH - Grants	(113,720.00)	(167,289.23)	(53,569.23)
Health Total		(122,940.00)	(182,332.07)	(59,392.07)
Education and welfare				
3080301	FAMILIES - Reimbursements	(3,332.00)	0.00	3,332.00
3080701	WELFARE - Reimbursements	(166.00)	0.00	166.00
3080710	WELFARE - Grants	(81,852.00)	(196,857.52)	(115,005.52)
Education and welfare Total		(85,350.00)	(196,857.52)	(111,507.52)

APPENDIX

FOR THE PERIOD ENDED 31 AUGUST 2020

DETAILS OF VARIANCES

Account Description		YTD Budget	YTD Actual	Variance (Under)/Over
<b>Housing</b>				
3090101	STF HOUSE - Staff Rental Reimbursements	(11,760.00)	(10,942.85)	817.15
3090220	OTH HOUSE - Fees & Charges	0.00	(473.92)	(473.92)
3090235	OTH HOUSE - Other Income	0.00	(11,284.84)	(11,284.84)
Housing Total		(11,760.00)	(22,701.61)	(10,941.61)
<b>Community amenities</b>				
3100120	SAN - Domestic Refuse Collection Charges	(171,410.00)	(979,430.93)	(808,020.93)
3100121	SAN - Domestic Services (Additional)	(40,332.00)	(151,994.02)	(111,662.02)
3100200	SAN OTH - Commercial Collection Charge	(38,332.00)	(183,697.00)	(145,365.00)
3100201	SAN OTH - Commercial Collection Charge (Additional)	(3,416.00)	(81,818.13)	(78,402.13)
3100202	SAN OTH - Commercial Tipping Charge	(62,112.00)	(143,973.92)	(81,861.92)
3100207	SAN OTH - Commercial Additional Pick Up	(5,832.00)	0.00	5,832.00
3100601	PLAN - Reimbursements	(166.00)	0.00	166.00
3100620	PLAN - Planning Application Fees	(832.00)	(692.00)	140.00
3100640	PLAN - Fines & Penalties	(82.00)	0.00	82.00
3100720	COM AMEN - Cemetery Fees (Burial)	(2,332.00)	(5,327.20)	(2,995.20)
Community amenities Total		(324,846.00)	(1,546,933.20)	(1,222,087.20)
<b>Recreation and culture</b>				
3110120	HALLS - Town Hall Hire	0.00	(3,138.18)	(3,138.18)
3110121	HALLS - Local Hall Hire	(832.00)	(360.00)	472.00
3110135	HALLS - Other Income	0.00	(825.46)	(825.46)
3110220	SWIM AREAS - Admissions	(10,832.00)	(2,401.83)	8,430.17
3110221	SWIM AREAS - Kiosk Income	(832.00)	(152.26)	679.74
3110235	SWIM AREAS - Other Income	0.00	(76.36)	(76.36)
3110301	REC - Reimbursements - Other Recreation	(21,666.00)	(6,068.55)	15,597.45
3110310	REC - Grants	(416.00)	0.00	416.00
3110311	REC - Grants - EveryClub	(3,332.00)	0.00	3,332.00
3110312	REC - Grants - Regional Talent Program	(1,666.00)	0.00	1,666.00
3110320	REC - Fees & Charges	(750.00)	(5,306.99)	(4,556.99)
3110321	REC - Sport Leases and Rentals	(1,750.00)	0.00	1,750.00
3110322	REC - Oval/Reserve Hire	(50.00)	(381.82)	(331.82)
3110323	REC - Annual Sporting Group Hire	(82.00)	0.00	82.00
3110501	LIBRARY - Reimbursements Lost Books	(110.00)	81.33	191.33
3110510	LIBRARY - Grant - Regional Library Services	(582.00)	0.00	582.00
3110520	LIBRARY - Fees & Charges	0.00	(878.60)	(878.60)
3110540	LIBRARY - Fines & Penalties	(832.00)	0.00	832.00
3110700	OTH CUL - Contributions & Donations - Other Culture	(7,500.00)	0.00	7,500.00
3110701	OTH CUL - Reimbursements - Other Culture	(916.00)	0.00	916.00
3110710	OTH CUL - Grants - Other Culture	(5,832.00)	0.00	5,832.00
3110735	OTH CUL - Other Income	(332.00)	0.00	332.00
3110790	OTH CUL - Profit on Disposal of Assets	(1,278.00)	0.00	1,278.00
Recreation and culture Total		(59,590.00)	(19,508.72)	40,081.28
<b>Transport</b>				
3120110	ROADC - Regional Road Group Grants (MRWA)	(145,128.00)	(538,552.00)	(393,424.00)
3120111	ROADC - Roads to Recovery Grant	(146,390.00)	(199,604.00)	(53,214.00)
3120112	ROADC - Black Spot Grant	(25,300.00)	0.00	25,300.00
3120117	ROADC - Other Grants - Aboriginal Roads	(36,092.00)	(67,333.20)	(31,241.20)
3120130	ROADC - Other Grants - Flood Damage	(1,957,666.00)	0.00	1,957,666.00
3120133	ROADC - Other Contrib & Donations - Roads/Streets	(3,572.00)	0.00	3,572.00
3120200	ROADM - Street Lighting Subsidy	(3,166.00)	0.00	3,166.00
3120201	ROADM - Road Contribution Income	(41,106.00)	0.00	41,106.00
3120210	ROADM - Direct Road Grant (MRWA)	(48,332.00)	(283,630.00)	(235,298.00)
3120502	LICENSING - Transport Licensing Commission	(10,000.00)	(13,773.48)	(3,773.48)
3120620	AERO - Airport Landing Fees & Charges	(20,000.00)	(11,716.64)	8,283.36
3120635	AERO - Other Income Relating to Aerodromes	(33,332.00)	(3,452.01)	29,879.99
3120701	WATER - Reimbursements	(6,666.00)	(2,945.60)	3,720.40
3120720	WATER - Fees & Charges	(166,666.00)	(86,324.61)	80,341.39
3120735	WATER - Other Income	0.00	(33,783.64)	(33,783.64)

APPENDIX

FOR THE PERIOD ENDED 31 AUGUST 2020

DETAILS OF VARIANCES

Account Description	YTD Budget	YTD Actual	Variance (Under)/Over
Transport Total	(2,643,416.00)	(1,241,115.18)	1,402,300.82
Economic services			
3130201 TOUR - Project Other (Souvenir Sales)	(16.00)	(7,296.24)	(7,280.24)
3130202 TOUR - Commission	0.00	(1,424.84)	(1,424.84)
3130220 TOUR - Fees & Charges	(6,666.00)	(143.64)	6,522.36
3130235 TOUR - Other Income Relating to Tourism & Area Promotion	(1,666.00)	0.00	1,666.00
3130320 BUILD - Fees & Charges (Licences)	(1,250.00)	(2,851.80)	(1,601.80)
3130335 BUILD - Other Income	0.00	(15.00)	(15.00)
3130610 ECON DEV - Grants	(4,166.00)	0.00	4,166.00
3130635 ECON DEV - Other Income	(832.00)	0.00	832.00
Economic services Total	(14,596.00)	(11,731.52)	2,864.48
Other property and services			
3140120 PRIVATE - Private Works Income	(3,332.00)	(1,202.72)	2,129.28
3140201 ADMIN - Reimbursements	0.00	(518.19)	(518.19)
3140220 ADMIN - Fees & Charges	0.00	(181.82)	(181.82)
3140290 ADMIN - Profit on Disposal of Assets	(1,808.00)	0.00	1,808.00
3140300 PWO - Long Service Leave Recoup	0.00	(5,442.28)	(5,442.28)
3140390 PWO - Profit on Disposal of Assets	(2,344.00)	0.00	2,344.00
3140401 POC - Reimbursements	(1,666.00)	0.00	1,666.00
3140410 POC - Fuel Tax Credits Grant Scheme	(1,332.00)	(920.00)	412.00
3140602 BUS - Commission	0.00	(1,210.84)	(1,210.84)
Other property and services Total	(10,482.00)	(9,475.85)	1,006.15
<b>Operating Income Total</b>	<b>(5,983,996.00)</b>	<b>(12,818,431.05)</b>	<b>(6,834,435.05)</b>
Operating Expenditure			
General purpose funding			
2030112 RATES - Valuation Expenses	416.00	(3.62)	(419.62)
2030113 RATES - Title/Company Searches	82.00	0.00	(82.00)
2030114 RATES - Debt Collection Expenses	832.00	0.00	(832.00)
2030115 RATES - Printing and Stationery	82.00	0.00	(82.00)
2030116 RATES - Postage and Freight	82.00	0.00	(82.00)
2030117 RATES - Doubtful Debts Expense	82.00	0.00	(82.00)
2030118 RATES - Rates Write Off	4,166.00	0.00	(4,166.00)
2030121 RATES - Information Technology	54.00	0.00	(54.00)
2030140 RATES - Advertising & Promotion	82.00	0.00	(82.00)
2030141 RATES - Subscriptions & Memberships	82.00	0.00	(82.00)
2030152 RATES - Consultants	3,332.00	0.00	(3,332.00)
2030185 RATES - Legal Expenses (not recoverable)	832.00	0.00	(832.00)
2030186 RATES - Expensed Minor Asset Purchases	250.00	1,271.82	1,021.82
2030187 RATES - Other Expenses Relating To Rates	40.00	750.00	710.00
2030199 RATES - Administration Allocated	31,472.00	0.00	(31,472.00)
2030211 GEN PUR - Bank Fees & Charges	13,332.00	1,663.93	(11,668.07)
2030213 GEN PUR - Interest on Overdraft	3,332.00	0.00	(3,332.00)
2030218 GEN PUR - Write-offs	832.00	0.00	(832.00)
2030299 GEN PUR - Administration Allocated	13,986.00	0.00	(13,986.00)
General purpose funding Total	73,368.00	3,682.13	(69,685.87)
Governance			
2040103 MEMBERS - Uniforms	166.00	0.00	(166.00)
2040104 MEMBERS - Training & Development	1,666.00	975.98	(690.02)
2040109 MEMBERS - Members Travel and Accommodation	5,832.00	3,317.77	(2,514.23)
2040110 MEMBERS - Motor Vehicle Expenses	1,000.00	0.00	(1,000.00)
2040111 MEMBERS - Mayors/Presidents Allowance	10,832.00	5,227.25	(5,604.75)
2040112 MEMBERS - Deputy Mayors/Presidents Allowance	2,500.00	1,306.81	(1,193.19)
2040113 MEMBERS - Members Sitting Fees	24,750.00	12,843.75	(11,906.25)
2040114 MEMBERS - Communications Allowance	1,000.00	0.00	(1,000.00)
2040115 MEMBERS - Printing and Stationery	82.00	0.00	(82.00)
2040116 MEMBERS - Election Expenses	3,500.00	0.00	(3,500.00)
2040120 MEMBERS - Communication Expenses	324.00	0.00	(324.00)

APPENDIX

FOR THE PERIOD ENDED 31 AUGUST 2020

DETAILS OF VARIANCES

Account Description		YTD Budget	YTD Actual	Variance (Under)/Over
2040121	MEMBERS - Information Systems	832.00	0.00	(832.00)
2040129	MEMBERS - Donations to Community Groups	5,500.00	0.00	(5,500.00)
2040130	MEMBERS - Members - Insurance	4,900.00	0.00	(4,900.00)
2040140	MEMBERS - Advertising & Promotions	82.00	0.00	(82.00)
2040141	MEMBERS - Subscriptions & Publications	14,166.00	31,379.46	17,213.46
2040152	MEMBERS - Consultants	3,332.00	0.00	(3,332.00)
2040165	MEMBERS - Maintenance/Operations	3,670.00	795.77	(2,874.23)
2040185	MEMBERS - Legal Expenses	250.00	0.00	(250.00)
2040186	MEMBERS - Expensed Minor Asset Purchases	250.00	0.00	(250.00)
2040187	MEMBERS - Other Expenses	82.00	3,600.00	3,518.00
2040188	MEMBERS - Chambers Operating Expenses	6,828.00	1,477.04	(5,350.96)
2040189	MEMBERS - Chambers Building Maintenance	1,248.00	0.00	(1,248.00)
2040192	MEMBERS - Depreciation	1,260.00	0.00	(1,260.00)
2040199	MEMBERS - Administration Allocated	104,906.00	0.00	(104,906.00)
2040200	OTH GOV - Employee Costs	0.00	4,484.64	4,484.64
2040211	OTH GOV - Civic Functions, Refreshments & Receptions	5,162.00	735.10	(4,426.90)
2040212	OTH GOV - Public Relations Expense	82.00	0.00	(82.00)
2040213	OTH GOV - Indigenous Affairs	832.00	0.00	(832.00)
2040215	OTH GOV - Printing and Stationery	832.00	180.82	(651.18)
2040221	OTH GOV - Information Systems	3,332.00	0.00	(3,332.00)
2040223	OTH GOV - LGIS Risk Expenditure	4,326.00	0.00	(4,326.00)
2040230	OTH GOV - Insurance	13,862.00	41,700.00	27,838.00
2040240	OTH GOV - Advertising & Promotion	82.00	0.00	(82.00)
2040241	OTH GOV - Subscriptions & Memberships	5,666.00	0.00	(5,666.00)
2040250	OTH GOV - Consultancy - Statutory	3,332.00	0.00	(3,332.00)
2040251	OTH GOV - Consultancy - Strategic	5,000.00	10,030.17	5,030.17
2040252	OTH GOV - Other Consultancy	11,666.00	3,190.50	(8,475.50)
2040265	OTH GOV - Maintenance/Operations	738.00	0.00	(738.00)
2040284	OTH GOV - Audit Fees	13,332.00	0.00	(13,332.00)
2040285	OTH GOV - Legal Expenses	82.00	0.00	(82.00)
2040287	OTH GOV - Other Expenses	250.00	6,475.48	6,225.48
2040292	OTH GOV - Depreciation	0.00	111.92	111.92
2040299	OTH GOV - Administration Allocated	13,986.00	0.00	(13,986.00)
Governance Total		281,520.00	127,832.46	(153,687.54)
Law, order, public safety				
2050100	FIRE - Employee Costs	11,780.00	5,337.97	(6,442.03)
2050103	FIRE - Uniforms	40.00	0.00	(40.00)
2050104	FIRE - Training & Development	400.00	0.00	(400.00)
2050105	FIRE - Recruitment	532.00	0.00	(532.00)
2050106	FIRE - Fringe Benefits Tax (FBT)	266.00	0.00	(266.00)
2050110	FIRE - Motor Vehicle Expenses	916.00	0.00	(916.00)
2050115	FIRE - Printing and Stationery	40.00	0.00	(40.00)
2050116	FIRE - Postage and Freight	332.00	0.00	(332.00)
2050117	FIRE - Relief Ranger Services	3,000.00	0.00	(3,000.00)
2050120	FIRE - Communication Expenses	250.00	0.00	(250.00)
2050130	FIRE - Insurance	352.00	2,125.00	1,773.00
2050165	FIRE - Maintenance/Operations	0.00	22,922.50	22,922.50
2050192	FIRE - Depreciation - Fire Prevention	3,496.00	3,190.60	(305.40)
2050199	FIRE - Administration Allocated	3,496.00	0.00	(3,496.00)
2050200	ANIMAL - Employee Costs	14,726.00	8,010.34	(6,715.66)
2050203	ANIMAL - Uniforms	50.00	0.00	(50.00)
2050204	ANIMAL - Training & Development	500.00	0.00	(500.00)
2050205	ANIMAL - Recruitment	666.00	0.00	(666.00)
2050206	ANIMAL - Fringe Benefits Tax (FBT)	332.00	0.00	(332.00)
2050209	ANIMAL - Travel & Accommodation	416.00	0.00	(416.00)
2050210	ANIMAL - Motor Vehicle Expenses	1,082.00	47.73	(1,034.27)
2050212	ANIMAL - Animal Destruction	374.00	95.40	(278.60)
2050215	ANIMAL - Printing and Stationery	40.00	0.00	(40.00)
2050216	ANIMAL - Relief Ranger Services	3,750.00	0.00	(3,750.00)
2050220	ANIMAL - Communication Expenses	50.00	0.00	(50.00)
2050265	ANIMAL - Maintenance/Operations	666.00	1,052.05	386.05

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Account Description		YTD Budget	YTD Actual	Variance (Under)/Over
2050285	ANIMAL - Legal Expenses	416.00	0.00	(416.00)
2050286	ANIMAL - Expensed Minor Asset Purchases	250.00	0.00	(250.00)
2050287	ANIMAL - Other Expenditure	82.00	0.00	(82.00)
2050288	ANIMAL - Animal Pound Operations	82.00	132.61	50.61
2050289	ANIMAL - Animal Pound Maintenance	378.00	0.00	(378.00)
2050292	ANIMAL - Depreciation	76.00	78.56	2.56
2050299	ANIMAL - Administration Allocated	6,992.00	0.00	(6,992.00)
2050300	OLOPS - Employee Costs	2,944.00	0.00	(2,944.00)
2050303	OLOPS - Uniforms	10.00	0.00	(10.00)
2050304	OLOPS - Training & Development	100.00	0.00	(100.00)
2050305	OLOPS - Recruitment	132.00	0.00	(132.00)
2050306	OLOPS - Fringe Benefits Tax (FBT)	66.00	0.00	(66.00)
2050307	OLOPS - Protective Clothing	16.00	0.00	(16.00)
2050310	OLOPS - Motor Vehicle Expenses	416.00	0.00	(416.00)
2050311	OLOPS - CCTV Maintenance	832.00	0.00	(832.00)
2050314	OLOPS - Crime Prevention Strategies	82.00	0.00	(82.00)
2050315	OLOPS - Printing and Stationery	40.00	0.00	(40.00)
2050317	OLOPS - Relief Ranger Services	750.00	0.00	(750.00)
2050386	OLOPS - Expensed Minor Asset Purchases	82.00	0.00	(82.00)
2050387	OLOPS - Other Expenditure	832.00	600.00	(232.00)
2050392	OLOPS - Depreciation	2,358.00	1,085.04	(1,272.96)
2050399	OLOPS - Administration Allocated	698.00	0.00	(698.00)
2050530	ESL BFB - Insurances	1,040.00	0.00	(1,040.00)
2050565	ESL BFB - Maintenance Plant & Equipment	82.00	0.00	(82.00)
2050566	ESL BFB - Maintenance Vehicles/Trailers/Boats	82.00	0.00	(82.00)
2050587	ESL BFB - Other Goods and Services	16.00	0.00	(16.00)
2050588	ESL BFB - Utilities, Rates & Taxes	0.00	136.28	136.28
2050589	ESL BFB - Maintenance Land & Buildings	108.00	431.85	323.85
2050599	ESL BFB - Administration Allocated	698.00	0.00	(698.00)
2050630	ESL SES - Insurances	940.00	0.00	(940.00)
2050666	ESL SES - Maintenance Vehicles/Trailers/Boats	58.00	0.00	(58.00)
2050687	ESL SES - Other Goods and Services	582.00	0.00	(582.00)
2050688	ESL SES - Utilities, Rates & Taxes	0.00	540.82	540.82
2050689	ESL SES - Maintenance Land & Buildings	82.00	0.00	(82.00)
Law, order, public safety Total		68,874.00	45,786.75	(23,087.25)
Health				
2070400	HEALTH - Employee Costs	17,538.00	40,681.42	23,143.42
2070403	HEALTH - Uniforms	50.00	0.00	(50.00)
2070404	HEALTH - Training & Development	832.00	0.00	(832.00)
2070406	HEALTH - Fringe Benefits Tax (FBT)	582.00	0.00	(582.00)
2070407	HEALTH - Protective Clothing	166.00	0.00	(166.00)
2070408	HEALTH - Other Employee Expenses	16.00	0.00	(16.00)
2070409	HEALTH - Travel & Accommodation	832.00	0.00	(832.00)
2070410	HEALTH - Motor Vehicle Expenses	1,666.00	0.00	(1,666.00)
2070412	HEALTH - Analytical Expenses	1,798.00	0.00	(1,798.00)
2070413	HEALTH - Control Expenses	250.00	0.00	(250.00)
2070415	HEALTH - Printing and Stationery	100.00	0.00	(100.00)
2070420	HEALTH - Communication Expenses	250.00	47.78	(202.22)
2070421	HEALTH - Information Technology	166.00	0.00	(166.00)
2070440	HEALTH - Advertising & Promotion	82.00	0.00	(82.00)
2070441	HEALTH - Subscriptions & Memberships	100.00	0.00	(100.00)
2070465	HEALTH - Maintenance/Operations	2,052.00	302.95	(1,749.05)
2070485	HEALTH - Legal Expenses	166.00	0.00	(166.00)
2070486	HEALTH - Expensed Minor Asset Purchases	388.00	0.00	(388.00)
2070487	HEALTH - Other Expenses	100.00	0.00	(100.00)
2070492	HEALTH - Depreciation	4,360.00	919.38	(3,440.62)
2070498	HEALTH - Staff Housing Costs Allocated	3,504.00	0.00	(3,504.00)
2070499	HEALTH - Administration Allocated	3,496.00	0.00	(3,496.00)
2070553	PEST - Pest Control Programs	416.00	31.82	(384.18)
2070565	PEST - Maintenance/Operations	2,052.00	0.00	(2,052.00)
2070586	PEST - Expensed Minor Asset Purchases	400.00	0.00	(400.00)

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Account Description		YTD Budget	YTD Actual	Variance (Under)/Over
2070599	PEST - Administration Allocated	698.00	0.00	(698.00)
2070700	OTH HEALTH - Employee Costs	65,764.00	38,930.08	(26,833.92)
2070703	OTH HEALTH - Uniforms	200.00	0.00	(200.00)
2070704	OTH HEALTH - Training & Development	1,332.00	0.00	(1,332.00)
2070706	OTH HEALTH - Fringe Benefits Tax (FBT)	1,582.00	0.00	(1,582.00)
2070707	OTH HEALTH - Protective Clothing	82.00	0.00	(82.00)
2070708	OTH HEALTH - Other Employee Expenses	16.00	0.00	(16.00)
2070709	OTH HEALTH - Travel & Accommodation	1,664.00	0.00	(1,664.00)
2070710	OTH HEALTH - Motor Vehicle Expenses	3,050.00	181.80	(2,868.20)
2070715	OTH HEALTH - Printing and Stationery	82.00	246.02	164.02
2070720	OTH HEALTH - Communication Expenses	616.00	8.02	(607.98)
2070721	OTH HEALTH - Information Technology	1,572.00	0.00	(1,572.00)
2070741	OTH HEALTH - Subscriptions & Membership	16.00	0.00	(16.00)
2070765	OTH HEALTH - Maintenance/Operations	7,750.00	248.37	(7,501.63)
2070785	OTH HEALTH - Legal Expenses	166.00	0.00	(166.00)
2070786	OTH HEALTH - Expensed Minor Asset Purchases	106.00	0.00	(106.00)
2070787	OTH HEALTH - Other Expenses	532.00	0.00	(532.00)
2070792	OTH HEALTH - Depreciation	2,736.00	2,857.20	121.20
2070798	OTH HEALTH - Staff Housing Costs Allocated	4,810.00	0.00	(4,810.00)
2070799	OTH HEALTH - Administration Allocated	13,986.00	0.00	(13,986.00)
Health Total		148,122.00	84,454.84	(63,667.16)
Education and welfare				
2080300	FAMILIES - Employee Costs	4,602.00	0.00	(4,602.00)
2080303	FAMILIES - Uniforms	14.00	0.00	(14.00)
2080304	FAMILIES - Training & Development	140.00	0.00	(140.00)
2080306	FAMILIES - Fringe Benefits Tax (FBT)	82.00	0.00	(82.00)
2080365	FAMILIES - Maintenance/Operations	1,078.00	0.00	(1,078.00)
2080388	FAMILIES - Building Operations	5,332.00	2,698.15	(2,633.85)
2080389	FAMILIES - Building Maintenance	416.00	0.00	(416.00)
2080392	FAMILIES - Depreciation	2,964.00	3,397.26	433.26
2080399	FAMILIES - Administration Allocated	698.00	0.00	(698.00)
2080600	AGED OTHER - Employee Costs	4,602.00	0.00	(4,602.00)
2080603	AGED OTHER - Uniforms	14.00	0.00	(14.00)
2080604	AGED OTHER - Training & Development	140.00	0.00	(140.00)
2080606	AGED OTHER - Fringe Benefits Tax (FBT)	82.00	0.00	(82.00)
2080688	AGED OTHER - Building Operations	832.00	1,458.08	626.08
2080692	AGED OTHER - Depreciation	2,544.00	2,590.40	46.40
2080699	AGED OTHER - Administration Allocated	698.00	0.00	(698.00)
2080700	WELFARE - Employee Costs	43,512.00	35,501.88	(8,010.12)
2080703	WELFARE - Uniforms	250.00	0.00	(250.00)
2080704	WELFARE - Training & Development	1,000.00	0.00	(1,000.00)
2080706	WELFARE - Fringe Benefits Tax (FBT)	500.00	0.00	(500.00)
2080707	WELFARE - Protective Clothing	24.00	0.00	(24.00)
2080710	WELFARE - Motor Vehicle Expenses	250.00	0.00	(250.00)
2080711	WELFARE - DAIP	1,666.00	0.00	(1,666.00)
2080712	WELFARE - Youth Services	8,332.00	3,818.20	(4,513.80)
2080715	WELFARE - Printing and Stationery	166.00	0.00	(166.00)
2080720	WELFARE - Communication Expenses	166.00	0.00	(166.00)
2080740	WELFARE - Advertising & Promotion	82.00	0.00	(82.00)
2080754	WELFARE - Other Programs	25,832.00	0.00	(25,832.00)
2080765	WELFARE - Maintenance/Operations	3,446.00	1,058.84	(2,387.16)
2080787	WELFARE - Other Expenses	31,286.00	0.00	(31,286.00)
2080788	WELFARE - Building Operations	9,630.00	3,996.18	(5,633.82)
2080789	WELFARE - Building Maintenance	998.00	0.00	(998.00)
2080792	WELFARE - Depreciation	3,336.00	3,019.78	(316.22)
2080798	WELFARE - Staff Housing Costs Allocated	4,810.00	0.00	(4,810.00)
2080799	WELFARE - Administration Allocated	13,986.00	0.00	(13,986.00)
Education and welfare Total		173,510.00	57,538.77	(115,971.23)
Housing				
2090165	STF HOUSE - Maintenance/Operations	14,358.00	0.00	(14,358.00)

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Account Description		YTD Budget	YTD Actual	Variance (Under)/Over
2090170	STF HOUSE - Loan Interest Repayments	9,376.00	(10,621.74)	(19,997.74)
2090186	STF HOUSE - Expensed Minor Asset Purchases	1,666.00	4,595.88	2,929.88
2090188	STF HOUSE - Staff Housing Building Operations	24,186.00	11,290.16	(12,895.84)
2090189	STF HOUSE - Staff Housing Building Maintenance	38,242.00	13,135.02	(25,106.98)
2090191	STF HOUSE - Loss on Disposal of Assets	33,332.00	0.00	(33,332.00)
2090192	STF HOUSE - Depreciation	27,820.00	29,330.28	1,510.28
2090198	STF HOUSE - Staff Housing Costs Recovered	(115,344.00)	0.00	115,344.00
2090199	STF HOUSE - Administration Allocated	13,986.00	0.00	(13,986.00)
2090288	OTH HOUSE - Building Operations	3,020.00	557.91	(2,462.09)
2090289	OTH HOUSE - Building Maintenance	6,834.00	120.06	(6,713.94)
2090292	OTH HOUSE - Depreciation	0.00	3,021.42	3,021.42
2090299	OTH HOUSE - Administration Allocated	698.00	0.00	(698.00)
Housing Total		58,174.00	51,428.99	(6,745.01)
Community amenities				
2100111	SAN - Waste Collection	100,000.00	151,722.49	51,722.49
2100113	SAN - Waste Recycling	8,332.00	0.00	(8,332.00)
2100117	SAN - General Tip Maintenance	21,830.00	132.94	(21,697.06)
2100120	SAN - Communication Expenses	120.00	0.00	(120.00)
2100121	SAN - Information Technology	2,750.00	0.00	(2,750.00)
2100130	SAN - Insurance (Other Than Buildings)	66.00	0.00	(66.00)
2100187	SAN - Other Expenses	8.00	0.00	(8.00)
2100192	SAN - Depreciation	4,284.00	37.36	(4,246.64)
2100199	SAN - Administration Allocated	17,484.00	0.00	(17,484.00)
2100211	SAN OTH - Waste Collection	58,058.00	16,529.60	(41,528.40)
2100212	SAN OTH - Waste Disposal	166.00	0.00	(166.00)
2100265	SAN OTH - Maintenance/Operations	227,500.00	0.00	(227,500.00)
2100287	SAN OTH - Other Expenses	8.00	0.00	(8.00)
2100292	SAN OTH - Depreciation	2,392.00	4,326.06	1,934.06
2100299	SAN OTH - Administration Allocated	13,986.00	0.00	(13,986.00)
2100411	STORM - Stormwater Drainage Maintenance	0.00	7,601.45	7,601.45
2100492	STORM - Depreciation - Stormwater Drainage	111,882.00	113,265.26	1,383.26
2100499	STORM - Administration Allocated	3,496.00	0.00	(3,496.00)
2100599	ENVIRON - Administration Allocated	1,748.00	0.00	(1,748.00)
2100652	PLAN - Consultants	13,332.00	1,771.00	(11,561.00)
2100665	PLAN - Maintenance/Operations	0.00	127.26	127.26
2100685	PLAN - Legal Expenses	832.00	0.00	(832.00)
2100699	PLAN - Administration Allocated	1,748.00	0.00	(1,748.00)
2100711	COM AMEN - Cemetery Maintenance/Operations	15,212.00	9,571.55	(5,640.45)
2100752	COM AMEN - Consultants	832.00	0.00	(832.00)
2100765	COM AMEN - Maintenance/Operations	1,902.00	0.00	(1,902.00)
2100788	COM AMEN - Public Conveniences Operations	5,296.00	2,846.48	(2,449.52)
2100789	COM AMEN - Public Conveniences Maintenance	1,660.00	2,636.77	976.77
2100792	COM AMEN - Depreciation	0.00	2,199.46	2,199.46
2100799	COM AMEN - Administration Allocated	10,490.00	0.00	(10,490.00)
Community amenities Total		625,414.00	312,767.68	(312,646.32)
Recreation and culture				
2110100	HALLS - Employee Costs	4,602.00	0.00	(4,602.00)
2110103	HALLS - Uniforms	14.00	0.00	(14.00)
2110104	HALLS - Training & Development	140.00	0.00	(140.00)
2110106	HALLS - Fringe Benefits Tax (FBT)	82.00	0.00	(82.00)
2110152	HALLS - Consultants	25,000.00	0.00	(25,000.00)
2110165	HALLS - Maintenance/Operations	866.00	0.00	(866.00)
2110170	HALLS - Loan Interest Repayments	74.00	4.91	(69.09)
2110186	HALLS - Expensed Minor Asset Purchases	832.00	0.00	(832.00)
2110188	HALLS - Town Halls and Public Bldg Operations	25,496.00	0.00	(25,496.00)
2110189	HALLS - Town Halls and Public Bldg Maintenance	3,328.00	3,410.30	82.30
2110192	HALLS - Depreciation	16,440.00	16,741.18	301.18
2110199	HALLS - Administration Allocated	10,490.00	0.00	(10,490.00)
2110200	SWIM AREAS - Salaries	35,956.00	30,896.89	(5,059.11)
2110203	SWIM AREAS - Uniforms	200.00	0.00	(200.00)

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Account Description		YTD Budget	YTD Actual	Variance (Under)/Over
2110204	SWIM AREAS - Training & Conferences	1,198.00	159.00	(1,039.00)
2110206	SWIM AREAS- Fringe Benefits Tax (FBT)	332.00	0.00	(332.00)
2110207	SWIM AREAS - Protective Clothing	90.00	0.00	(90.00)
2110208	SWIM AREAS - Other Employee Costs	500.00	0.00	(500.00)
2110209	SWIM AREAS - Travel & Accommodation	1,664.00	0.00	(1,664.00)
2110210	SWIM AREAS - Motor Vehicle Expenses	748.00	0.00	(748.00)
2110215	SWIM AREAS - Printing and Stationery	82.00	0.00	(82.00)
2110216	SWIM AREAS - Postage and Freight	208.00	0.00	(208.00)
2110220	SWIM AREAS - Communication Expenses	166.00	0.00	(166.00)
2110240	SWIM AREAS - Advertising & Promotion	82.00	0.00	(82.00)
2110241	SWIM AREAS - Subscriptions & Memberships	1,000.00	0.00	(1,000.00)
2110251	SWIM AREAS - Kiosk Expenses	832.00	207.60	(624.40)
2110252	SWIM AREAS - Consultants	600.00	0.00	(600.00)
2110265	SWIM AREAS - Grounds Maintenance/Operations	14,940.00	797.71	(14,142.29)
2110286	SWIM AREAS - Expensed Minor Asset Purchases	332.00	0.00	(332.00)
2110287	SWIM AREAS - Other Expenses	82.00	459.94	377.94
2110288	SWIM AREAS - Building Operations	17,288.00	9,156.49	(8,131.51)
2110289	SWIM AREAS - Building Maintenance	3,664.00	2,660.45	(1,003.55)
2110292	SWIM AREAS - Depreciation	20,512.00	20,886.82	374.82
2110298	SWIM AREAS - Staff Housing Costs Recovered	4,810.00	0.00	(4,810.00)
2110299	SWIM AREAS - Administration Allocated	34,968.00	0.00	(34,968.00)
2110300	REC - Employee Costs	18,266.00	37,949.50	19,683.50
2110303	REC - Uniforms	50.00	0.00	(50.00)
2110304	REC - Training & Conferences	332.00	0.00	(332.00)
2110306	REC - Fringe Benefits Tax (FBT)	124.00	0.00	(124.00)
2110307	REC - Protective Clothing	8.00	0.00	(8.00)
2110310	REC - Motor Vehicle Expenses	582.00	0.00	(582.00)
2110311	REC - EveryClub	5,000.00	125.08	(4,874.92)
2110315	REC - Printing and Stationery	82.00	0.00	(82.00)
2110320	REC - Communication Expenses	166.00	0.00	(166.00)
2110330	REC - Insurance Premiums	1,658.00	(7,337.56)	(8,995.56)
2110353	REC - Programs	0.00	875.81	875.81
2110354	REC - School Holiday Programs	0.00	185.00	185.00
2110364	REC - Trails & Tracks Maintenance/Operations	3,828.00	230.00	(3,598.00)
2110365	REC - Parks & Gardens Maintenance/Operations	228,488.00	126,245.16	(102,242.84)
2110366	REC - Town Oval Maintenance/Operations	54,548.00	11,771.02	(42,776.98)
2110367	REC - Sundry Dry Parks/Reserves Maintenance/Operations	1,634.00	67,569.54	65,935.54
2110368	REC - Playground Equipment Mtce	500.00	0.00	(500.00)
2110387	REC - Other Expenses	8.00	820.95	812.95
2110388	REC - Other Rec Facilities Building Operations	36,956.00	15,071.25	(21,884.75)
2110389	REC - Other Rec Facilities Building Maintenance	3,414.00	1,783.73	(1,630.27)
2110392	REC - Depreciation - Other Recreation	96,896.00	30,033.48	(66,862.52)
2110399	REC - Administration Allocated	34,968.00	0.00	(34,968.00)
2110430	TV RADIO - Insurance Premiums	82.00	0.00	(82.00)
2110488	TV RADIO - Other TV RADIO Facilities Building Operations	832.00	3,602.27	2,770.27
2110499	TV RADIO - Administration Allocated	698.00	0.00	(698.00)
2110500	LIBRARY - Employee Costs	34,586.00	27,820.26	(6,765.74)
2110503	LIBRARY - Uniforms	100.00	0.00	(100.00)
2110504	LIBRARY - Training & Development	500.00	0.00	(500.00)
2110506	LIBRARY - Fringe Benefits Tax (FBT)	458.00	0.00	(458.00)
2110509	LIBRARY - Travel & Accommodation	832.00	0.00	(832.00)
2110511	LIBRARY - Office Equipment Maintenance	116.00	0.00	(116.00)
2110512	LIBRARY - Book Purchases	1,400.00	0.00	(1,400.00)
2110513	LIBRARY - Lost Books	50.00	0.00	(50.00)
2110514	LIBRARY - Local History	132.00	0.00	(132.00)
2110515	LIBRARY - Printing and Stationery	100.00	67.00	(33.00)
2110516	LIBRARY - Postage and Freight	182.00	0.00	(182.00)
2110517	LIBRARY - Event Catering	50.00	0.00	(50.00)
2110541	LIBRARY - Subscriptions & Memberships	832.00	0.00	(832.00)
2110560	LIBRARY - General Office Expenses	166.00	3,679.93	3,513.93
2110587	LIBRARY - Other Expenses	332.00	0.00	(332.00)
2110588	LIBRARY - Library Building Operations	4,414.00	2,539.49	(1,874.51)

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Account Description		YTD Budget	YTD Actual	Variance (Under)/Over
2110589	LIBRARY - Library Building Maintenance	832.00	0.00	(832.00)
2110592	LIBRARY - Depreciation	3,780.00	2,567.16	(1,212.84)
2110599	LIBRARY - Administration Allocated	13,986.00	0.00	(13,986.00)
2110600	HERITAGE - Employee Costs	4,602.00	0.00	(4,602.00)
2110603	HERITAGE - Uniforms	14.00	0.00	(14.00)
2110604	HERITAGE - Training & Conferences	140.00	0.00	(140.00)
2110606	HERITAGE - Fringe Benefits Tax (FBT)	82.00	0.00	(82.00)
2110652	HERITAGE - Consultants	832.00	0.00	(832.00)
2110665	HERITAGE - Maintenance/Operations	954.00	0.00	(954.00)
2110687	HERITAGE - Other Expenses	8.00	0.00	(8.00)
2110688	HERITAGE - Building Operations	1,614.00	271.32	(1,342.68)
2110689	HERITAGE - Building Maintenance	2,332.00	181.00	(2,151.00)
2110699	HERITAGE - Administration Allocated	830.00	0.00	(830.00)
2110700	OTH CUL - Employee Costs	27,632.00	0.00	(27,632.00)
2110703	OTH CUL - Uniforms	90.00	0.00	(90.00)
2110704	OTH CUL - Training & Conferences	850.00	0.00	(850.00)
2110706	OTH CUL - Fringe Benefits Tax (FBT)	500.00	0.00	(500.00)
2110710	OTH CUL - Motor Vehicle Expenses	2,932.00	0.00	(2,932.00)
2110715	OTH CUL - Printing and Stationery	82.00	0.00	(82.00)
2110725	OTH CUL - Festival & Events	15,654.00	0.00	(15,654.00)
2110730	OTH CUL - Insurance	34.00	0.00	(34.00)
2110741	OTH CUL - Subscriptions & Memberships	250.00	0.00	(250.00)
2110744	OTH CUL - Other Grant Expenditure	26,476.00	0.00	(26,476.00)
2110752	OTH CUL - Consultants	2,666.00	0.00	(2,666.00)
2110787	OTH CUL - Other Expenses	8.00	0.00	(8.00)
2110792	OTH CUL - Depreciation	772.00	787.72	15.72
2110799	OTH CUL - Administration Allocated	34,968.00	0.00	(34,968.00)
Recreation and culture Total		903,908.00	412,220.40	(491,687.60)
Transport				
2120211	ROADM - Road Maintenance - Built Up Areas	238,928.00	25,766.67	(213,161.33)
2120213	ROADM - Road Maintenance - Gravel Outside BUA	226,128.00	581,449.80	355,321.80
2120217	ROADM - Ancillary Maintenance - Built Up Areas	47,196.00	1,744.24	(45,451.76)
2120231	ROADM - Litter Control	66,230.00	31,840.01	(34,389.99)
2120234	ROADM - Street Lighting	29,166.00	32,349.43	3,183.43
2120235	ROADM - Traffic Signs/Equipment (Safety)	10,508.00	0.00	(10,508.00)
2120236	ROADM - Street Tree Maintenance	11,136.00	9,764.71	(1,371.29)
2120252	ROADM - Consultants	0.00	2,250.00	2,250.00
2120265	ROADM - Maintenance/Operations	20,070.00	20,629.95	559.95
2120286	ROADM - Workshop/Depot Expensed Equipment	2,082.00	0.00	(2,082.00)
2120287	ROADM - Other Expenses	82.00	0.00	(82.00)
2120288	ROADM - Depot Building Operations	2,216.00	2,777.57	561.57
2120289	ROADM - Depot Building Maintenance	1,000.00	754.29	(245.71)
2120292	ROADM - Depreciation - Roads, Bridges & Depots	595,084.00	575,945.04	(19,138.96)
2120299	ROADM - Administration Allocated	139,876.00	0.00	(139,876.00)
2120599	LICENSING - Administration Allocated	20,980.00	0.00	(20,980.00)
2120600	AERO - Employee Costs	74,056.00	22,927.37	(51,128.63)
2120604	AERO - Training & Development	1,666.00	0.00	(1,666.00)
2120620	AERO - Communication Expenses	1,008.00	72.72	(935.28)
2120641	AERO - Subscriptions & Memberships	100.00	0.00	(100.00)
2120665	AERO - Airstrip & Grounds Maintenance/Operations	16,258.00	245.11	(16,012.89)
2120670	AERO - Loan Interest Repayments	4,814.00	(98.89)	(4,912.89)
2120686	AERO - Expensed Minor Asset Purchases	166.00	0.00	(166.00)
2120687	AERO - Other Expenses Relating To Aerodromes	23,678.00	0.00	(23,678.00)
2120688	AERO - Building Operations	43,416.00	147,804.90	104,388.90
2120689	AERO - Building Maintenance	3,992.00	2,169.59	(1,822.41)
2120692	AERO - Depreciation - Aerodromes	232,040.00	223,453.02	(8,586.98)
2120699	AERO - Administration Allocated	27,974.00	0.00	(27,974.00)
2120700	WATER - Employee Costs	74,018.00	15,799.26	(58,218.74)
2120730	WATER - Insurance	61,166.00	0.00	(61,166.00)
2120752	WATER - Consultants	25,000.00	0.00	(25,000.00)
2120765	WATER - Maintenance/Operations	3,582.00	101,895.01	98,313.01

APPENDIX

FOR THE PERIOD ENDED 31 AUGUST 2020

DETAILS OF VARIANCES

Account Description		YTD Budget	YTD Actual	Variance (Under)/Over
2120770	WATER - Loan Interest Repayments	8,328.00	(86.15)	(8,414.15)
2120787	WATER - Other Expenses	1,000.00	0.00	(1,000.00)
2120788	WATER - Building Operations	10,898.00	12,022.67	1,124.67
2120789	WATER - Building Maintenance	6,664.00	6,812.48	148.48
2120792	WATER - Depreciation - Water	41,016.00	41,468.16	452.16
2120799	WATER - Administration Allocated	27,974.00	0.00	(27,974.00)
Transport Total		2,099,496.00	1,859,756.96	(239,739.04)
Economic services				
2130200	TOUR - Employee Costs	28,738.00	26,299.86	(2,438.14)
2130203	TOUR - Uniforms	100.00	0.00	(100.00)
2130204	TOUR - Training & Development	332.00	0.00	(332.00)
2130206	TOUR - Fringe Benefits Tax (FBT)	666.00	0.00	(666.00)
2130209	TOUR - Travel & Accommodation	832.00	0.00	(832.00)
2130210	TOUR - Motor Vehicle Expenses	250.00	0.00	(250.00)
2130211	TOUR - Visitor Centre Contribution	6,666.00	13,780.42	7,114.42
2130215	TOUR - Printing and Stationery	82.00	0.00	(82.00)
2130216	TOUR - Postage and Freight	250.00	0.00	(250.00)
2130220	TOUR - Communication Expenses	890.00	0.00	(890.00)
2130221	TOUR - Information Technology	1,632.00	0.00	(1,632.00)
2130230	TOUR - Insurance	0.00	(7,404.90)	(7,404.90)
2130240	TOUR - Public Relations & Area Promotion	832.00	0.00	(832.00)
2130241	TOUR - Subscriptions & Memberships	6.00	87.00	81.00
2130242	TOUR - Festivals & Events	332.00	0.00	(332.00)
2130252	TOUR - Consultants	16,666.00	0.00	(16,666.00)
2130265	TOUR - Maintenance/Operations	314.00	12,818.41	12,504.41
2130270	TOUR - Loan Interest Repayments	2,584.00	(86.10)	(2,670.10)
2130287	TOUR - Other Expenses	5,832.00	488.85	(5,343.15)
2130288	TOUR - Building Operations	15,330.00	140.19	(15,189.81)
2130289	TOUR - Building Maintenance	2,330.00	644.42	(1,685.58)
2130292	TOUR - Depreciation	18,816.00	18,903.58	87.58
2130299	TOUR - Administration Allocated	27,974.00	0.00	(27,974.00)
2130341	BUILD - Subscriptions & Memberships	266.00	0.00	(266.00)
2130350	BUILD - Contract Building Services	1,666.00	0.00	(1,666.00)
2130365	BUILD - Maintenance/Operations	0.00	454.72	454.72
2130399	BUILD - Administration Allocated	17,484.00	0.00	(17,484.00)
2130699	ECON DEV - Administration Allocated	20,980.00	0.00	(20,980.00)
Economic services Total		171,850.00	66,126.45	(105,723.55)
Other property and services				
2140187	PRIVATE - Private Works Expenses	3,168.00	9,263.75	6,095.75
2140199	PRIVATE - Administration Allocated	4,192.00	0.00	(4,192.00)
2140200	ADMIN - Employee Costs	353,662.00	259,483.05	(94,178.95)
2140203	ADMIN - Uniforms	1,050.00	0.00	(1,050.00)
2140204	ADMIN - Training & Development	7,080.00	0.00	(7,080.00)
2140205	ADMIN - Recruitment	2,500.00	622.73	(1,877.27)
2140206	ADMIN - Fringe Benefits Tax (FBT)	9,790.00	0.00	(9,790.00)
2140207	ADMIN - Protective Clothing	82.00	0.00	(82.00)
2140208	ADMIN - Other Employee Expenses	658.00	0.00	(658.00)
2140209	ADMIN - Travel & Accommodation	5,832.00	4,487.84	(1,344.16)
2140210	ADMIN - Motor Vehicle Expenses	6,582.00	0.00	(6,582.00)
2140215	ADMIN - Printing and Stationery	924.00	563.20	(360.80)
2140216	ADMIN - Postage and Freight	2,500.00	0.00	(2,500.00)
2140219	ADMIN - Information Technology Contract Services	48,332.00	0.00	(48,332.00)
2140220	ADMIN - Communication Expenses	4,098.00	3,024.52	(1,073.48)
2140221	ADMIN - Information Technology Other	59,582.00	122,760.26	63,178.26
2140226	ADMIN - Office Equipment Mtce	1,666.00	340.91	(1,325.09)
2140227	ADMIN - Records Management	1,666.00	0.00	(1,666.00)
2140230	ADMIN - Insurances (Other than Bld and W/Comp)	5,922.00	25,036.79	19,114.79
2140240	ADMIN - Advertising and Promotion	1,332.00	512.66	(819.34)
2140241	ADMIN - Subscriptions and Memberships	1,332.00	168.18	(1,163.82)
2140252	ADMIN - Consultants	46,666.00	0.00	(46,666.00)

APPENDIX

FOR THE PERIOD ENDED 31 AUGUST 2020

DETAILS OF VARIANCES

Account Description		YTD Budget	YTD Actual	Variance (Under)/Over
2140265	ADMIN - Maintenance/Operations	3,150.00	22,151.37	19,001.37
2140285	ADMIN - Legal Expenses	5,000.00	314.04	(4,685.96)
2140286	ADMIN - Expensed Minor Asset Purchases	832.00	0.00	(832.00)
2140287	ADMIN - Other Expenses	82.00	1,000.00	918.00
2140288	ADMIN - Building Operations	27,844.00	17,650.47	(10,193.53)
2140289	ADMIN - Building Maintenance	3,328.00	756.19	(2,571.81)
2140292	ADMIN - Depreciation	10,138.00	8,655.20	(1,482.80)
2140298	ADMIN - Admin Staff Housing Costs Allocated	88,402.00	0.00	(88,402.00)
2140299	ADMIN - Administration Overheads Recovered	(700,084.00)	0.00	700,084.00
2140300	PWO - Employee Costs	14,336.00	62,204.52	47,868.52
2140303	PWO - Uniforms	2,182.00	684.55	(1,497.45)
2140304	PWO - Training & Development	7,416.00	0.00	(7,416.00)
2140305	PWO - Recruitment	2,500.00	0.00	(2,500.00)
2140306	PWO - Fringe Benefits Tax (FBT)	13,582.00	0.00	(13,582.00)
2140308	PWO - Other Employee Expenses	0.00	229.27	229.27
2140309	PWO - Travel & Accommodation	666.00	0.00	(666.00)
2140310	PWO - Motor Vehicle Expenses	9,164.00	0.00	(9,164.00)
2140315	PWO - Printing and Stationery	500.00	0.00	(500.00)
2140320	PWO - Communication Expenses	2,350.00	265.82	(2,084.18)
2140323	PWO - Sick Pay	10,832.00	9,415.61	(1,416.39)
2140324	PWO - Annual Leave	35,000.00	17,614.84	(17,385.16)
2140325	PWO - Public Holidays	10,832.00	0.00	(10,832.00)
2140326	PWO - Long Service Leave	3,332.00	2,963.28	(368.72)
2140327	PWO - RDO's	(16.00)	1,139.92	1,155.92
2140328	PWO - Supervision	134,934.00	139,008.06	4,074.06
2140352	PWO - Consultants	7,500.00	0.00	(7,500.00)
2140365	PWO - Maintenance/Operations	6,666.00	4,059.60	(2,606.40)
2140371	PWO Bldg Mtce - Employee Costs	28,634.00	0.00	(28,634.00)
2140386	PWO - Expensed Minor Asset Purchases	1,666.00	0.00	(1,666.00)
2140387	PWO - Other Expenses	8.00	0.00	(8.00)
2140391	PWO - Loss on Disposal of Assets	592.00	0.00	(592.00)
2140392	PWO - Depreciation	15,256.00	29,748.14	14,492.14
2140393	PWO - Less - Allocated to Works (PWO's)	(325,220.00)	(162,917.69)	162,302.31
2140398	PWO - Staff Housing Costs Allocated	9,006.00	0.00	(9,006.00)
2140399	PWO - Administration Allocated	8,260.00	0.00	(8,260.00)
2140400	POC - Internal Plant Repairs - Wages & O/Head	19,850.00	21,797.40	1,947.40
2140411	POC - External Parts & Repairs	2,000.00	28,098.66	26,098.66
2140412	POC - Fuels and Oils	25,000.00	1,985.06	(23,014.94)
2140413	POC - Tyres and Tubes	4,166.00	0.00	(4,166.00)
2140416	POC - Licences/Registrations	16,666.00	0.00	(16,666.00)
2140417	POC - Insurance	15,000.00	0.00	(15,000.00)
2140418	POC - Expendable Tools / Consumables	1,250.00	0.00	(1,250.00)
2140492	POC - Depreciation	22,108.00	0.00	(22,108.00)
2140494	POC - LESS Plant Operation Costs Allocated to Works	(106,042.00)	(29,453.72)	76,588.28
2140500	SAL - Gross Salary and Wages	0.00	766,869.34	766,869.34
2140501	SAL - Less Salaries & Wages Allocated	0.00	(696,681.01)	(696,681.01)
Other property and services Total		7,284.00	673,822.81	666,538.81
<b>Operating Expenditure Total</b>		<b>4,611,520.00</b>	<b>3,695,418.24</b>	<b>(916,101.76)</b>
Capital Income				
Law, order, public safety				
5050250	ANIMAL - Proceeds on Disposal of Assets	(1,666.00)	0.00	1,666.00
Law, order, public safety Total		(1,666.00)	0.00	1,666.00
Housing				
5090150	STF HOUSE - Proceeds on Disposal of Assets	(14,166.00)	(76,911.77)	(62,745.77)
Housing Total		(14,166.00)	(76,911.77)	(62,745.77)
Recreation and culture				
5110750	OTH CUL - Proceeds on Disposal of Assets	(1,666.00)	0.00	1,666.00
Recreation and culture Total		(1,666.00)	0.00	1,666.00

**APPENDIX  
FOR THE PERIOD ENDED 31 AUGUST 2020**

**DETAILS OF VARIANCES**

Account Description	YTD Budget	YTD Actual	Variance (Under)/Over
Other property and services			
5140250    ADMIN - Proceeds on Disposal of Assets	(5,832.00)	0.00	5,832.00
5140350    PWO - Proceeds on Disposal of Assets	(4,500.00)	0.00	4,500.00
Other property and services Total	(10,332.00)	0.00	10,332.00
<b>Capital Income Total</b>	<b>(27,830.00)</b>	<b>(76,911.77)</b>	<b>(49,081.77)</b>
<b>Grand Total</b>	<b>(1,400,306.00)</b>	<b>(9,199,924.58)</b>	<b>(7,799,618.58)</b>

**12.4 COVID-19 RELIEF – MARINE PRODUCE AUSTRALIA AND DELEGATION OF AUTHORITY****File Number: 9010.13.5****Author: Neil Hartley, Strategic Business Manager****Responsible Officer: Amanda O'Halloran, Chief Executive Officer****Authority/Discretion: Administrative****SUMMARY**

To recommend that Council not provide rental relief to Marine Produce Australia, consistent with the *"Mandatory Code of Conduct for Commercial Tenancies"*. Also, to adopt a procedure to enable the expeditious implementation of future requested waivers/deferrals of rental payments through a delegate to the Chief Executive Officer.

**DISCLOSURE OF ANY INTEREST**

Nil.

**BACKGROUND**

The state and federal governments have worked together to implement a *"Mandatory Code of Conduct for Commercial Tenancies"*, to enable relief to be provided to businesses leasing premises during the COVID-19 period. Landlords (including the Shire of Derby/West Kimberley) must comply with the code and where applications meet the conditions of the Code, then landlords must provide rental/lease relief in accordance with that Code. Putting in place a process to have those applications assessed quickly will ensure that businesses have certainty on their future rental/lease payments for the period of the COVID-19 pandemic.

Council has made provision in its 2020/21 budget and has authorised several lease/rental reductions based on the Code over recent months for the period of the current WA State of Emergency (which has recently been announced as having been extended from 29 September 2020, to 28 March 2021). The present maximum period that rent relief can be applied for is for the emergency period from 30 March to 29 September 2020. After this date, when the current arrangements were due to end, WA's commercial tenancies (COVID-19) legislation will be refined to offer assistance to small businesses that continue to experience financial hardship resulting from the pandemic and qualify for JobKeeper (or their loss in turnover is more than 30 per cent). These changes will be achieved through regulations, which are currently being drafted.

Marine Produce Australia (MPA) has recently lodged an application for consideration of COVID-19 relief on its rental payments. MPA lease two Area's at the Derby Jetty (Area 2 and Area 3).

Marine Produce Australia advised in its application, that the rental reduction request was due to a reduction in its sales to the food services sector. MPA has provided evidence of its revenue in the form of monthly Business Activity Statements for the period March to August of 2019 and 2020 (so that a comparison can be made). The difference in sales revenue (year on year but measured monthly) for the above six months was -37%; -54%; -14%; followed by increases of +6%; +19%, and

+7% giving an average of reduction of 21% over the April/June quarter (and -20% of revenue over the six months). This is below the 30% eligibility minimum set under the Mandatory Code of Conduct for Commercial Tenancies when measured against the “decline in turnover test” of the Federal Government’s Coronavirus Economic Response Package (Payments and Benefits) Rules 2020.

MPS’s current lease/rentals are:

Lease Premises	Monthly Rent (exclusive of GST)
Area 2	\$2,009.03
Area 3	\$986.87
Total	\$2,995.90

MPA can reapply for relief if its revenues reduce again and it meets the Code’s requirements for a waiver/deferral (e.g. having its staff on the Job-Keeper program). Irrespective of any waiver provided, a lessee is still obliged to continue to meet all other outgoings as outlined in its Lease (like utilities, Emergency Services Levy; and Shire rates).

MPA is entitled to refer the matter to mediation if it chooses, and also to the State Administrative Tribunal, for determination.

**STATUTORY ENVIRONMENT**

- Commercial Tenancies (COVID-19 Response) Act 2020
- The State Government is extending the emergency period under WA’s Commercial Tenancies (COVID-19 Response) Act 2020 until March 28, 2021.
- Coronavirus Economic Response Package (Payments and Benefits) Rules 2020 (Federal)

**S8 Decline in turnover test**

(7) For the purposes of this section:

(a) the turnover test period must be:

- (i) a calendar month that ends after 30 March 2020 and before 1 October 2020; or
- (ii) a quarter that starts on 1 April 2020 or 1 July 2020; and

(b) the relevant comparison period must be the period in 2019 that corresponds to the turnover test period.

**POLICY IMPLICATIONS**

- A35 – Establishment of Lease and User Agreements

**FINANCIAL IMPLICATIONS**

Waived rent is rent that will not be recovered and will therefore need to be written off. The 2020/21 budget made provision for lower rental receipts for the 2020/21 financial year.

Deferred rent is monies still owed to the Shire by the MPA and will need to be paid at some future point in time, generally at the conclusion of the state of emergency period. “Normal rent” levels would then reapply.

The Shire is already accommodating MPA with for example, an agreed payment arrangement for one of its 2017/18 electricity accounts. MPA pays \$5,000/month on a currently this outstanding

June 2018 electricity account (balance of \$45,668). Otherwise, MPA is presently meeting its invoice payments within acceptable timelines.

**STRATEGIC IMPLICATIONS**

<b>GOAL</b>	<b>OUTCOME</b>	<b>STRATEGY</b>
4. Good Governance and an effective organisation	4.1 Effective governance and leadership	4.1.1 provide leadership in balancing the needs of the community, government, industry and the environment

**RISK MANAGEMENT CONSIDERATIONS**

<b>RISK</b>	<b>LIKELIHOOD</b>	<b>CONSEQUENCE</b>	<b>RISK ANALYSIS</b>	<b>MITIGATION</b>
<b>Reputation:</b> Shire seen as unduly harsh in the COVID-19 environment	Unlikely	Moderate	Low	Ensure MPA understand how the assessment was undertaken

**CONSULTATION**

Simon Godfroy (external Leasing Consultant).

**COMMENT**

As the situation is continuously changing (both business conditions and government activity/policy) and the period of COVID-19’s impact, and the need therefore to accommodate the Mandatory Code of Conduct for Commercial Tenancies, is unknown (but is now expected to be in place longer than originally anticipated) it is recommended that Council confirm to its Lessees/Tenants that:

1. All COVID-19 relief is to be provided consistently with the Mandatory Code of Conduct for Commercial Tenancies;
2. All provisions of relief provided under the Mandatory Code of Conduct for Commercial Tenancies is to be regularly reviewed (period to be dependent on the individual circumstances); and
3. In order for applications to be promptly assessed and applicants quickly advised of the outcome, and for regular reviews to be undertaken and dealt with, that the CEO be provided with temporary Delegation of Authority to enable all future COVID-19 assessments to be undertaken. Delegation to be conditional on:
  - a. all relief provided remaining consistent with the Mandatory Code of Conduct for Commercial Tenancies;
  - b. all waivers and/or deferrals of rent must be supported by suitable documented evidence of the percentage reduction in income suffered (e.g. Business Activity Statements); and
  - c. all other obligations under the lease to continue to apply (e.g. tenants will still be required to undertake general maintenance and upkeep of the building and to meet all other outgoings as required by the Lease). Also, that the Shire continue to meet its obligations under the lease, such as significant maintenance and other conditions.

**VOTING REQUIREMENT**

Absolute majority

**ATTACHMENTS**

1. Letter - MPA COVID-19 Relief - 28 August 2020  
2. COVID-19 - WA Code of Conduct for Small Commercial Leases  

**RESOLUTION 165/20****Moved:** Cr Rowena Mouda**Seconded:** Cr Steve Ross**That Council**

1. Advises Marine Produce Australia (MPA) that it does not meet the minimum Mandatory Code of Conduct for Commercial Tenancies revenue loss requirements to require the Shire to waive/defer rental charges for its leases (Jetty Area 2 and Area 3);
2. Confirms that MPA is still responsible for all other lease terms (e.g. outgoings, cleaning, etc.).
3. Provides the CEO with temporary Delegation of Authority (for the period that the Mandatory Code of Conduct for Commercial Tenancies is in place) to enable all future COVID-19 rental/lease assessments to be promptly assessed and applicants quickly advised of the outcome, and for regular reviews to be undertaken and dealt with, conditional on:
  - a) all relief provided remaining consistent with the Mandatory Code of Conduct for Commercial Tenancies;
  - b) all waivers and/or deferrals of rent must be supported by suitable documented evidence of the percentage reduction in income suffered (e.g. Business Activity Statements); and
  - c) all other obligations under the relevant lease (by all relevant parties) to continue to apply.

**In Favour:** Crs Geoff Haerewa, Geoff Davis, Chris Kloss, Andrew Twaddle, Steve Ross, Rowena Mouda and Keith Bedford

**Against:** Nil

**CARRIED 7/0**



OUR REF: 0471  
 YOUR REF:  
 DATE: 28 August 2020

Helen Chow  
 CFO Marine Produce Australia  
 Marine Produce Australia

Dear Helen

**MPA FISH FARMS PTY LTD – COVID-19 Relief**

The Shire of Derby/West Kimberley would like to apologise for the delay in responding to MPA Fish Farms request for COVID-19 relief.

Based upon the BAS statement MPA issued to us, turnover has dropped 54%. The Shire will need MPA to provide the BAS statements for each month so that the **below** table can be worked out on a month by month basis.

MPA will need to provide BAS statements for the following months April – September 2019 and BAS for April to September 2020, when they become available (Should be available within 14 days from the end of the month) so that we can compare the loss in turnover and work out the %. We then can apply the formula to each month.

Premises	Annual Rent	Monthly Rent	Year on Year Decline	Waived Rent	Deferred Rent
Area A	\$24,108.40	\$2,009.03	54%	\$542.44	\$542.44
Area B	\$11,842.47	\$986.87	54%	\$266.46	\$266.46
<b>Total</b>	<b>\$35,950.87</b>	<b>\$2,995.90</b>	<b>54%</b>	<b>\$808.90</b>	<b>\$808.90</b>

Note these figures are exclusive of GST.

The above can then be referred to the next available Council Meeting for its consideration.

Should you require any assistance in respect providing the relevant information please do not hesitate to contact Sarah Smith on 08 9191 0999 or [sarah.smith@sdwk.wa.gov.au](mailto:sarah.smith@sdwk.wa.gov.au).

Yours sincerely

Amanda O'Halloran  
 Chief Executive Officer

**Derby**

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

**Fitzroy Crossing**

(08) 9191 5355 | Flynn Drive  
 sdwk@sdwk.wa.gov.au | PO Box 101, Fitzroy Crossing

ABN: 99 934 203 062

[www.sdwk.wa.gov.au](http://www.sdwk.wa.gov.au)

## COVID-19

### WA Code of Conduct for Small Commercial Leases

The WA Code of Conduct (**WA Code**) was adopted under the regulations to the Commercial Tenancies (COVID-19 Response) Act 2020 (WA) on 30 May 2020.

#### Summary

The WA Code:

- allows eligible tenants to make requests for rent relief during the **'emergency period'** (30 March 2020 until 29 September 2020, unless otherwise prescribed by the WA Government);
- requires landlords to offer rent relief to eligible tenants;
- provides a framework for negotiations between landlords and tenants; and
- sets out other principles that apply to small commercial leases during the COVID-19 pandemic.

#### What does the WA Code apply to?

The WA Code only applies if:

- the lease is a **'small commercial lease'**; and
- the tenant is an **'eligible tenant'**.

#### What is a 'small commercial lease'?

A 'small commercial lease' is:

- any **retail shop lease**
- any lease to a **small business** which is carried on at the premises

As defined in the Commercial Tenancy (Retail Shops) Agreements Act 1985 (WA).

A 'small business' is defined in the Small Business Development Corporation Act 1983 (WA), being a business which:

- is wholly owned and operated by an individual(s) or by a company;
- has a relatively small share of the market in which it competes;
- is managed personally by the owner(s) or directors; and
- is not a subsidiary or part of a larger business or enterprise.

Any lease to an incorporated association – As defined in the Associations Incorporation Act 2015 (WA).

Any other lease prescribed by the regulations – As at the date of this publication, none are prescribed.

#### What is an 'eligible tenant'?

An 'eligible tenant' is a tenant under a small commercial lease who:

- has a turnover of less than \$50 million in the 2018-2019 financial year;

The turnover is the turnover of the business conducted by the tenant (including any tenant that is a franchisee) from the premises.

However, if the tenant is a member of a corporate group (ie, it is a subsidiary or a holding company), then the turnover is the turnover of the entire group

and either:

- qualifies for the JobKeeper Scheme; or

As set out in section 7 of the Coronavirus Economic Response Package (Payments and Benefits) Rules 2020 (Cth) (JobKeeper Rules).

Note the tenant only needs to qualify for JobKeeper. They are not required to have applied for it.

- at any time during the emergency period, satisfies the 'decline in turnover test'

As set out in section 8 of the JobKeeper Rules.

### **What is the rent relief process?**

Tenant's request for rent relief

An eligible tenant may request rent relief from the landlord. The tenant's request must be:

- made during the emergency period;
- in writing;
- accompanied by a statement (and sufficient and accurate information to show) that the lease is a small commercial lease and the tenant is an eligible tenant; and
- accompanied by sufficient and accurate information that shows the reduction in the tenant's turnover that:
  - is associated with the business conducted at the premises; and
  - the tenant has experienced during the emergency period.

See below for comments on what may be 'sufficient and accurate' information for these purposes.

### **Landlord's offer of rent relief**

Unless the parties otherwise agree, the landlord must offer rent relief within 14 days after receiving a valid request. That is, the landlord is not bound to offer relief and the 14 days does not start until the tenant has made a request that complies with the requirements described above.

A landlord's offer must be:

- in writing; and
- in accordance with the principles prescribed by the WA Code (see below).



**Principles prescribed by the WA Code**

The following principles apply:

**Principle****Proportionality**

The rent relief offered must be at least proportionate to the reduction in the tenant's turnover that:

- is associated with the business conducted at the premises; and
- the tenant has experienced during the emergency period.

***Commentary / Considerations***

For example, if the tenant has experienced a 60% reduction in turnover, the rent relief offered should be at least 60% of the rent payable. The reduction in turnover must be calculated using the 'decline in turnover test' under the JobKeeper Rules (including any relevant alternative decline in turnover test).

There is no requirement for the decline in turnover to be a direct result of the COVID-19 pandemic.

New tenants and new assignees may find it difficult to become eligible for rent relief if, for example, they commenced business from the premises after

1 March 2020, and:

- previously carried on the business from another premises; or
- did not previously carry on the business.

In that case, the tenant will not be able to show a decline in turnover that is associated with the business conducted from the premises for the purposes of the WA Code.

**Relief by Waiver**

Unless otherwise agreed, at least 50% of the rent reduction amount must be by waiver.

More than 50% of the rent reduction amount must be waived if:

- failure to do so would compromise the tenant's capacity to meet its lease obligations; and
- the landlord has the financial capacity to do so.

***Commentary / Considerations***

It is now clear that regard must be had to the landlord's financial capacity when determining whether to give more than a 50% waiver.

**Relief by Deferral**

If part of the rent relief includes rent deferral, then (unless otherwise agreed):

- A tenant is not required to start repaying deferred rent until the earlier of the:
  - end of the emergency period;

- end of the current lease term.
- The tenant must be permitted to repay the deferred rent by amortization over the greater of:
  - at least 24 months; and
  - the balance of the current lease term.

***Commentary / Considerations***

These requirements can be modified if the parties agree.

The parties need to agree on the method of the amortisation.

A landlord cannot charge interest on deferred rent.

Consider whether any agreement should require the immediate repayment of all outstanding deferred rent if the lease is validly terminated or assigned.

**Extension of Term**

If rent is deferred, the landlord must offer to extend the lease term by the same period as the rent deferral period.

***Commentary / Considerations***

The requirement does not apply if:

- the rent relief does not include a deferral component; or
- the extension would be inconsistent with another agreement with a third party that the landlord has already entered into (eg, another new lease); or
- the small commercial lease is a sub-lease and the extension would be inconsistent with the head lease.

**How does the WA Code affect existing agreements? Agreements made before the WA Code was adopted**

If:

- the landlord and tenant entered into an agreement for rent relief before 30 May 2020; and
- the tenant believes that rent relief is less favourable than the rent relief that might be provided to the tenant under the WA Code.

the tenant may make a request for rent relief under the WA Code and the landlord and tenant must follow the process set out in the WA Code in relation to that request.

**Agreements made after the WA Code was adopted**

If:

- the landlord and tenant reach an agreement for rent relief after 30 May 2020; and
- the financial circumstances of the tenant materially change after that time,

the tenant may make a further request for rent relief under the WA Code and the landlord and tenant must follow the process set out in the WA Code in relation to that further request.

### **Outgoings**

Landlords must consider (in good faith) waiving recovery of outgoings for any part of the emergency period that the tenant is not able to conduct their business (as distinct from choosing not to conduct their business).

The landlord may cease to provide, or reduce, any service at the land or premises that is reasonable in the circumstances.

If any outgoings are reduced during the emergency period, the landlord must not require the tenant to pay more than the reduced amount. If the tenant has already paid more than the reduced outgoing, then the landlord must reimburse the tenant as soon as possible. That is, if it is possible to reimburse the tenant before the reconciliation of outgoings, then the landlord would be required to do so.

### **What is 'sufficient and accurate information'?**

The WA Code does not define what 'sufficient and accurate information' is. However, the overarching obligations require the parties to provide each other with sufficient and accurate information that is reasonable for them to provide in the circumstances for the purposes of the negotiations.

Examples may include:

- sales reports from the tenant's accounting system;
- copies of business activity statements (BAS); or
- a letter from the tenant's accountant or BAS agent.

Landlords should not insist on information that is unrelated to establishing the decline in turnover, such as a profit and loss statement or a balance sheet.

Notwithstanding the confidentiality provisions in the WA Code, some tenants may be hesitant to provide sensitive or detailed financial information to the landlord. In such circumstances, the parties may agree to an alternative arrangement, such as:

- a statutory declaration or signed certified letter from the tenant's accountant confirming the tenant's eligibility or decline in turnover; or
- provision of information to a jointly agreed independent third party who can review the information and confirm the tenant's eligibility and decline in turnover.

### **Dispute Resolution**

If the parties cannot reach an agreement under the WA Code, then a party may apply to the State Administrative Tribunal (SAT) to determine the dispute.

However, unless otherwise allowed by the regulations, an application cannot be made to SAT unless:

- all parties to the dispute agree to the application; or
- the Small Business Commissioner has issued a certificate to say that the dispute is unlikely to be resolved by alternative dispute resolution (ADR), that it is not reasonable to commence ADR in the circumstances or that ADR has failed.

**Documenting relief**

The WA Code does not mandate how rent relief agreements should be documented and the parties are free to agree on who bears the cost of any documentation.

However, landlords and tenants should be careful when documenting any agreement, including to:

- avoid any unnecessary subsequent dispute as to the operation of any relief arrangement;
- ensure that any variations are properly made and do not have unintended consequences (such as giving the tenant a right of termination if a disclosure statement is required but not given);
- ensure that the arrangement is executed correctly and is binding; and
- ensure that all relevant issues are considered (and not missed) which could lead to major problems in the future. For example, considering:
  - whether there is to be a retrospective reconciliation process to cater for any changes in turnover during the emergency period;
  - whether relief is given on a monthly or fixed term basis;
  - how repayment of deferred rent will be dealt with if the lease is terminated or if tenant assigns the lease; and
  - whether any additional security or other arrangements are required to better secure any deferred rent payments.

**13 TECHNICAL SERVICES****13.1 HORIZON POWER SOLAR/STREETLIGHT PROJECT****File Number: 2212****Author: Philip Gehrmann, Project Manager****Responsible Officer: Wayne Neate, Director Technical and Development Services****Authority/Discretion: Information****SUMMARY**

This report is for Council to consider noting the status and potential sites of the Horizon Power Solar and Streetlight Project.

**DISCLOSURE OF ANY INTEREST**

Nil

**BACKGROUND**

In August 2020 the State Government announced it would invest \$5.21 million in renewable energy projects across Derby and the West Kimberley community. The project is part of the WA State Government's Kimberley Recovery Plan and the State response to the economic impact of the COVID-19 pandemic.

Prior to that announcement the Shire's Chief Executive Officer had undertaken an extensive process with Horizon Power and Price Waterhouse Cooper to work up a funding submission to the Building Stronger Regions fund for this project which included street lighting upgrades and solar to the various shire buildings. The main purpose of this paper was to assist police and have some definite social outcomes to the community as it was produced during the period of high youth crime throughout the community. That application did not get accepted as the funding stream then only became applicable to communities which were drought affected which did not include the Shire of Derby/West Kimberley.

Horizon Power kept this project 'in reserve' and as part of the State and Federal COVID-19 stimulus process submitted the project on the Shire's behalf and it was accepted and announced as a stimulus project by the State Government.

Horizon Power will work with Shire Administration over the next nine (9) months to facilitate the installation of solar panels at Shire locations, and smart streetlights across the Shire. The high level outcomes are anticipated to be reduced energy costs, and reduced antisocial behaviour in the community.

**STATUTORY ENVIRONMENT**

Nil – addition to asset register.

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Horizon Power anticipate the annual energy saving to the Shire will be \$168,060; being \$133,826 savings from the solar systems, and \$34,234 from the streetlights.

Horizon Power is providing and managing the budget for the project. Shire Administration will provide in-kind support to facilitate installation, however no external costs to the Shire are anticipated.

On completion of the installation, Horizon Power will transfer ownership of the solar systems to the Shire. The Shire will be responsible for ongoing operations and maintenance costs. Horizon Power has stated that “ongoing O&M for solar PV systems is typically minimal with panel cleaning and an installation audit occurring once a year”. The annual O&M cost is currently estimated at \$5000 per year, and will be funded by savings from reduced power bills.

**STRATEGIC IMPLICATIONS**

GOAL	OUTCOME	STRATEGY
1. Community Wellbeing	1.9 A safe and responsible community	1.9.4 Advocate for appropriate lighting in streets and public places
2. A balance between the natural and built environments	2.7 Access to renewable energy options	2.7.1 Investigate alternative energy sources for Shire facilities

**RISK MANAGEMENT CONSIDERATIONS**

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
<b>Financial:</b> Saved funds will be put to other programmes like youth services and not allow for replacement or maintenance of the infrastructure	Possible	Moderate	Medium	Some of the savings need to be placed into reserve for replacement of the infrastructure and maintenance costs.

**CONSULTATION**

Shire administration has worked with Horizon Power in producing the initial report and in working the best possible outcome for the Shire.

**COMMENT**

Shire Administration has worked with Horizon Power to optimise the solar panel distribution across Shire assets to maximise energy savings.

Planned sites, system sizes and estimated Year 1 energy savings are as follows:

Site	System Size (kWp)	Year 1 Customer Energy Bill Savings (ex GST) (\$)
Fitzroy Crossing Airport	10	3,479
Derby Recreation Centre	40	17,939
Fitzroy Crossing Oval	40	19,578
Derby Daycare	10	3,032
Fitzroy Crossing Visitor's Centre	25	11,129
Derby Airport	40	21,459
Derby Admin & Library	40	17,021
Derby Pool	40	16,940
Derby Development Services	25	9,788
Derby Depot	15	5,097
Derby Youth Centre	10	3,031
Derby Toy Library	6	2,000
Fitzroy Crossing Depot	10	3,332
<b>TOTAL</b>	<b>311</b>	<b>133,826</b>

**VOTING REQUIREMENT**

Simple majority

**ATTACHMENTS**

Nil

**RESOLUTION 166/20**

**Moved: Cr Andrew Twaddle**

**Seconded: Cr Steve Ross**

**That Council notes the information contained within the report regarding the status and potential sites of the Horizon Power Solar and Streetlight Project.**

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

Against: Nil

**CARRIED 7/0**

**14 DEVELOPMENT SERVICES****14.1 AUTHORISATION TO AFFIXING OF THE SHIRE OF DERBY/WEST KIMBERLEY COMMON SEAL TO NOTIFICATION UNDER SECTION 70A TRANSFER OF LAND ACT 1893 FOR LOT 500 (NO.33) SUTHERLAND STREET, DERBY: UNITING CHURCH HOMES****File Number:** 7060**Author:** Alan Lamb, Acting Director Technical and Development Services**Responsible Officer:** Amanda O'Halloran, Chief Executive Officer**Authority/Discretion:** Executive**SUMMARY**

For Council to approve the affixing of the Shire of Derby/West Kimberley common seal to the 'Notification under Section 70A, Transfer of Land Act 1893 for Lot 500 (No.33) Sutherland Street, Derby: Unit Church Homes'.

**DISCLOSURE OF ANY INTEREST**

Nil

**BACKGROUND**

Uniting Church Homes, Trading as Juniper, made application to the Shire of Derby/West Kimberley on 14 September 2016 for development of 15 staff accommodation units, comprising six one bedroom, eight two bedroom and one three bedroom single story dwellings, plus a private swimming pool and amenities area at Reserve 28992, Lot 500 Sutherland Street, Derby. At its meeting held 25 May 2017, Council resolved:

*That Council, BY AN ABSOLUTE MAJORITY, DELEGATES approval to the Chief Executive Officer to issue Development Approval to Juniper for the construction of fifteen dwellings on a portion of Reserve 28992 Lot 500 Sutherland Street, Derby in accordance with the application dated 14 September 2016 subject to the following conditions:*

- 1. A Bushfire Attack Level assessment is to be undertaken for the property in accordance with State Planning Policy 3.7 to determine the Bushfire Attack Level;*
- 2. Should the Bushfire Attack Level assessment required in Condition 1) above require a Bushfire Management Plan be prepared as per State Planning Policy 3.7, then that Plan will be referred by the Shire to the Department of Fire and Emergency Services for their review and endorsement;*
- 3. Upon the receipt of an endorsed Bushfire Management Plan if and as required under State Planning Policy 3.7, the Chief Executive Officer will issue the Development Approval subject to Conditions including but not limited to requiring the applicant to place a Notice on the Title to the Land in accordance with State Planning Policy 2.6 – VULNERABLE COASTAL AREA –This lot is located in an area likely to be subject to coastal erosion and/or inundation over the next 100 years.*

*CARRIED 7/0 BY AN ABSOLUTE MAJORITY*

Council's resolution authorised the CEO to issue Development Approval for the development subject to conditions including, but not limited to, notification being placed on the land title to alert future land holders that the land is located in an area likely to be subject to coastal erosion

and or inundation over the next 100 years. The need to have notification on the land title comes from WA Planning Commission Policy 2.6 (State Coastal Planning).

An integral part of the approval is a notification on the land title which requires the Shire’s Common Seal to be affixed to it. The seal’s affixing requires Council approval.

**STATUTORY ENVIRONMENT**

*Transfer of land Act 1893*

*Local Government Act 1995 S9.49A(2): The common seal of a local government is not to be affixed to any document except as authorised by the local government.*

*Shire of Derby/West Kimberley Standing Orders (cl.19.2 (The Local Government’s Common Seal): Requires the Council’s authority to apply the Common Seal.*

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

<b>GOAL</b>	<b>OUTCOME</b>	<b>STRATEGY</b>
Goal : 4 Good Governance and an effective organisation	Outcome 4.1: Effective governance and leadership.	Strategy 4.1.3: Ensure governance policies and procedures are in accordance with legislative requirements.

**RISK MANAGEMENT CONSIDERATIONS**

<b>RISK</b>	<b>LIKELIHOOD</b>	<b>CONSEQUENCE</b>	<b>RISK ANALYSIS</b>	<b>MITIGATION</b>
Legal and compliance	Possible	Moderate	Medium	Attention to process and procedure, awareness of legislation and vigilance.

**CONSULTATION**

Uniting Church Homes.

**COMMENT**

Resolution 049/2017 from 25 May 2017 authorised the CEO to issue Development Approval for the development. This was undertaken and conditions of approval included notification on the land title.

The notification on title process involves the owner and the entity both signing the relevant document (Form 70A). The Shire is the requiring entity and its signature includes the application of the Common Seal. Legislation provides that the Shire President and the Shire Chief Executive

Officer both witness the affixing of the Seal. The seal may not be affixed without prior approval of Council and so Council approval is now sought.

Simple majority

#### **ATTACHMENTS**

**Nil**

#### **RESOLUTION 167/20**

**Moved: Cr Chris Kloss**

**Seconded: Cr Rowena Mouda**

**That Council pursuant to section 9.49A of the Local Government Act 1995, authorises:**

- 1. The application of the Shire of Derby/West Kimberley Common Seal to a Notification Under Section 70A form, Transfer of Land Act 1893, as required by a condition of development approval for Lot 500 on Deposited Plan 76129 (Sutherland Street, Derby); and**
- 2. The execution of the required documents by the Shire President and Chief Executive Officer**

**In Favour:** Crs Geoff Haerewa, Geoff Davis, Chris Kloss, Andrew Twaddle, Steve Ross, Rowena Mouda and Keith Bedford

**Against:** Nil

**CARRIED 7/0 BY ABSOLUTE MAJORITY**

**15 COMMUNITY AND RECREATION SERVICES****15.1 COMMUNITY FUNDING SCHEME - POLICY REVIEW AND OPERATIONAL GUIDELINES****File Number:** 5137**Author:** Christie Mildenhall, Acting Manager Community Development**Responsible Officer:** Amanda O'Halloran, Chief Executive Officer**Authority/Discretion:** Legislative**SUMMARY**

For Council to endorse changes recommended to Policy AF34 - Community Funding Scheme following a review of the existing policy. For Council to approve the management guidelines established to outline the *Quick Grants*, *Community Grants* and *Development Grants* programs.

**DISCLOSURE OF ANY INTEREST**

Nil

**BACKGROUND**

Council last reviewed Policy AF34 - Community Funding Scheme, in February 2019 (Attachment 1). This policy incorporated the *Quick Grants*, *Community Grants* and *Development Grants* programs. The latter two programs were funded through a donation from EDL. These funds have now been exhausted, necessitating a review of the Shire's grants program, which are used to support local community organisations. It had also been identified that there is some confusion around the interpretation of the guidelines for the various grants programs. By reviewing the policy and creating management guidelines for each program, it is proposed to create a clear understanding of the intent and operation of each individual program, and to ensure the program is meeting community and organisational needs.

**STATUTORY ENVIRONMENT**

**Local Government Act S2.7 (Role of council)** outlines in (2) (b) that Council determines the local government's policies.

**POLICY IMPLICATIONS**

AF34- Community Funding Scheme (endorsed 28 February 2019)

**FINANCIAL IMPLICATIONS*****Implications of the Policy update-***

Under the reviewed policy, Council will consider the amount of funding to be allocated to the Community Funding Scheme on an annual basis. This will usually occur as part of the annual budget process. The amount allocated may vary from year to year.

The reviewed policy funding requests are to be considered by Council (or a Committee elected by Council) as specified in the management guidelines for each grants program.

***2020/21 Community Funding Scheme-***

Council provided \$33,000 in the 2020/21 budget for donations to community groups. This consisted of:

- \$7,000 for Quick Grants;
- \$16,000 for Community and Development Grants; and
- \$10,000 for other grants and donations (to be separately determined by Council).

To date up to \$5,450 (ex GST) has been allocated from the budget to Emama Nguda’s Night Patrol project (refer to Council decision 95/20). \$27,550 remains in the 2020/21 budget .

**STRATEGIC IMPLICATIONS**

GOAL	OUTCOME	STRATEGY
Goal 1: Community Wellbeing A diverse, caring and safe community providing opportunities for all its people.	Outcome 1.4: An inclusive and participative community.	Strategy 1.4.2: Actively promote and assist community groups and clubs.
Goal 1: Community Wellbeing A diverse, caring and safe community providing opportunities for all its people.	Outcome 1.8: Access to learning, cultural and arts opportunities that support community growth and diversity.	Strategy 1.8.4: Promote and support community and cultural events

**RISK MANAGEMENT CONSIDERATIONS**

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
<b>Community:</b> Failure to endorse a clear Community Funding Scheme Policy and subsequent grants programs may lead to the funding process not appearing to be transparent, understood or utilised by the community. Community activations may not occur.	Possible	Moderate	Medium	Adoption of reviewed policy. Implementation of a <i>Quick Grants</i> Programs.
<b>Financial:</b> Budgets allocated to fund community activities may be inadvertently misused or underutilised.	Likely	Moderate	High	Adoption of reviewed policy. Implementation of a <i>Quick Grants</i> Programs.
<b>Legal &amp; Compliance:</b>	Likely	Moderate	High	Adoption and monitoring

Failure to adhere to Council Policy and best practice				of reviewed policy. Implementation of a <i>Quick Grants</i> Programs.
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**CONSULTATION**

No specific external consultation was undertaken on the subject of this report. A desktop review of the community funding policies and programs of other local governments was undertaken and considered. Ad hoc information obtained through discussions with representatives of community organisations regarding funding and assistance requests were also considered.

**COMMENT**

Policies are intended to be high level statements outlining the Council’s intent and direction in relation to a particular subject. In reviewing the existing policy statement relating to the Community Funding Scheme, it was identified that the current policy contains unnecessary non-strategic operational content (and which was very specific to the individual funding programs). The layout of the document also meant there was often confusion for staff and community members about how the policy was implemented.

As a result, Policy AF34 has had a substantial review and the document restructured (Attachment 2). The intent of the policy has not changed, however:

- References to specific grants programs have been removed;
- Operational content in the policy has been removed (the operational content will be dealt with in Management Guidelines for each specific grant program);
- Funding is noted as also being available as a non-monetary, in-kind donation; and
- Change in layout to be consistent with more recent policies, including the addition of section headings and a document control box.

A review of the three Grants Programs were also undertaken at this time to ensure it is meeting the needs of the community. In line with the recommendations made in the policy, a Management Guideline has been created and attached for noting (Attachments 3, 4 and 5). This document largely consists of the operational information which is in the current policy. The intent of the grants program is largely the same. Changes which have been included are:

- A separate document for each of the three funding programs being made available (to make the guidelines for each program clearer);
- Applications for Quick Grants must be made at least eight weeks prior to the event (increased from six weeks);
- Clarifications have been made around items which the funding cannot be used for, including some additional exclusions;
- Funding available through the Community Grants program has been reduced to \$5,000 (this is to encourage greater distribution of funding across the community, rather than expending limited funding one or two large projects). Other funding amounts remain the same;
- Grant rounds to be held following the setting of the budget, rather than as part of the budget process, with the ability to hold multiple funding rounds throughout the year if the funds have not been exhausted; and

- The establishment of a Community Funding Scheme Working Group to oversee all grant programs (noting that the Working Group's recommendations for *QuickGrants* will be referred to CEO for prompt processing under Delegation of Authority).

These documents will be further supported by an internal procedure document and updated application forms, templates and other items relating to the grants program once the management guidelines have been endorsed.

The option of proposing that a formal Committee be established (instead of a Working Group) and that Council provide that Committee with Delegation of Authority was considered, but that option does not meet the decision time efficiency that community groups are seeking because it comes with the need to operate the Committee in the same manner as a Council Meeting (vis. meeting all of the requirements of the Local Government Act for formal meetings, like prior public advertising of every meeting time/date, and having a formal agenda publicised, etc.). The Working Group therefore has no delegation and all recommendations for grants will be referred to the CEO for final consideration through that officer's existing authorisation capacity to expend budgeted funds.

### VOTING REQUIREMENT

Absolute majority

### ATTACHMENTS

1. Policy AF34- Community Funding Scheme- Current policy (endorsed February 2019) [↓](#) 
2. Proposed Policy AF-34 Community Funding Scheme [↓](#) 
3. Quick Grants Guidelines [↓](#) 
4. Community Grants Guidelines [↓](#) 
5. Development Grants Guidelines [↓](#) 

### RESOLUTION 168/20

**Moved: Cr Andrew Twaddle**

**Seconded: Cr Steve Ross**

**That Council:**

1. **Adopts draft policy AF34- Community Funding Scheme as detailed in Attachment 2;**
2. **Endorses:**
  - a) **The Quick Grants Management Guidelines as detailed in Attachment 3;**
  - b) **The Community Grants Management Guidelines as detailed in Attachment 4; and**
  - c) **The Development Grants guidelines as detailed in Attachment 5;**
3. **Establishes a Community Funding Scheme Working Group to assist with the Shire's funded grant programs and appoints three Councillors (Crs Geoff Davis; Chris Kloss; and Rowena Mouda) the Chief Executive Officer, and Manager Community Development to the Group; and**
4. **Notes that the Community Funding Scheme Working Group's recommendations for grants will be referred to Council as the decision maker, however where time efficiency is warranted, the Working Group may make it's Quick Grant recommendations directly to the CEO to consider as the decision maker (utilising where required, existing delegation of**

**authority to allocate budgeted funds).**

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

Against: Nil

**CARRIED 7/0**



## AF34 – COMMUNITY FUNDING SCHEME

### OBJECTIVE

The objective of the Community Funding Scheme is to provide consistent and uniform funding opportunities for local organisations based upon the following priorities and principles:

This policy covers three different categories of funding and how it is accessed.

Quick Grants	Small \$500 grants that are quick and easy to access at any time of the year, subject to allocated funding.
Community Grants	Project grants that require supportive information from the applicant. Applications of up to \$10,000 will be considered.
Development Grants	Large scale projects over \$10,000 or recurrent funding up to an over \$10,000 will be considered. The applicant will be required to submit a project business plan.

### POLICY

1. Eligibility
  - 1.1 To be eligible for a grant an applicant must be:
    - An amateur sporting group or association
    - Incorporated not-for-profit organisation
    - Non Incorporated organisations seeking grant support through an incorporated, not-for-profit organization (auspicing)
    - A cultural group/organisation
    - Voluntary services
  - 1.2 The event/project must be based within the Shire of Derby/West Kimberley.
  - 1.3 Events/projects being held outside of the Shire that will include the involvement of Shire of Derby/West Kimberley community members and events which promote the Shire on a regional basis will also be considered.
  - 1.4 Groups which have not received funding through the Community Funding Scheme in the preceding financial year will be given priority for each particular grant category.
  - 1.5 Applications which can demonstrate the involvement of volunteers will be given priority.
  - 1.6 All applicants must include their ABN on their application or complete a Statement by Supplier form if they do not have an ABN.
  - 1.7 All grant applications must be submitted using the specified application form provided by the Shire of Derby/West Kimberley.
  - 1.8 The application must demonstrate clearly defined community outcomes.
  - 1.9 Applicants must be able to demonstrate the long term benefits to the community.

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## 2. Non Eligible Applicants

### **Applications will not be considered from the following:**

- 2.1 Community organizations or events where the grant funds are to promote political purposes, unethical or profit making purposes.
- 2.2 Community organizations or events where the primary purpose is to promote religious beliefs or where people are excluded on religious grounds.
- 2.3 Individuals (or sponsorship of cash prizes for individuals or teams).
- 2.4 Individuals personal living, education, medical or travel expenses.
- 2.5 Activities or events that are the responsibility of a state or federal government.
- 2.6 Organisations whose main purpose is to fund raise.
- 2.7 Commercial for-profit organisations.
- 2.8 Organisations that have not acquitted previous projects funded through the Shire of Derby/West Kimberley.
  - 2.9 Applicants that fail to address the criteria in their application.
  - 2.10 Applications that are received after the closing date.

## 3. Applying for a Grant

- 3.1 Grants will be promoted through advertisements in the local newspaper, community radio broadcasts and Shire of Derby/West Kimberley website.
- 3.2 Quick Grants can be accessed at any time of the year.
- 3.3 Community and Development Grant applications open on first working day of February and close on the last working day of March each year for assessment.

## 4. Funding Criteria

- 4.1 Events, projects and services that provide a positive social return to the community in the areas of art and culture, education, sport and recreation, youth, seniors, health and welfare, tourism and 'not for profit' business development.
- 4.2 That services are accessible and affordable for the community.
- 4.3 That community cultural activities and services are encouraged to assist in building identity within the Shire.
- 4.4 That the grant money is available across a wide range of projects and services to ensure diversity of activities across the Shire and region.
- 4.5 Funds may be provided to community groups and organizations as an in-kind contribution toward venue hire for community events and services.
- 4.6 Projects and services which can demonstrate the involvement of volunteers.
- 4.7 Funds may be allocated for equipment purchase where there is evidence that such equipment is vital to the ongoing viability or the quality of the service/program offered. For Community and

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- Development grants, applicants will be required to provide a budget estimate including two quotes.
- 4.8 Equity – The community should have a fair share of resources and equal opportunity, regardless of socio-economic status, gender, race, age, marital status, religion, political affiliation, social networks or ability.
  - 4.9 To ensure disadvantaged groups enjoy equal access and special programs targeting their needs as requested.
  - 4.10 Community Development – the performance of the Community Funding Scheme will be informed by Community Development principles and strategic planning.
  - 4.11 Recipients must recognize and promote the Shire of Derby/West Kimberley's financial contribution to the event, project or services.
  - 4.12 For Community and Development grants, a detailed business plan may be requested by Council in certain circumstances.
  - 4.13 Applicants for Development Grants are required to demonstrate that they have investigated funding opportunities from other funding providers.
  - 4.14 In circumstances when grants are auspiced by an incorporated organisation on behalf of a non-incorporated body, the responsibility for ensuring compliance with grant conditions rests with the auspicing body.
  - 4.15 In relation to Quick Grants, a limit of one per year per organisation. This may be consumed in up to two separate applications to an aggregated maximum value of \$500.
5. Assessment of Applications
- 5.1 Recommendations about which applications should receive a Quick Grant are made by the Chief Executive Officer.
  - 5.2 Initial recommendations relating to which applicants should receive a Community or Development Grant are made by the Shire of Derby/West Kimberley's Community Grants Working Group.
  - 5.3 the Working Group consists of:
    - Manager Community Services.
    - Chief Executive Officer.
    - 3 Councillors.
    - Other Shire staff invited at the discretion of the working group.
  - 5.4 These recommendations are then decided on by Council which sets an amount for the Community Funding Scheme in the annual budget. It is possible that Council will be asked for more funding than it is able to provide in any one year.
  - 5.5 All recommendations of the Community Grants Working Group will be presented to Council in April/May for a decision. 'In principle' support will then be given to those projects which are considered to meet the Council's priorities.
  - 5.6 Subject to funding being allocated in the budget, successful applicants will be notified in August of the new financial year.

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In accordance with the Local Government Act Section 5.60A and 5.60B, any Councillor or officer with a financial or proximity interest in an application must declare their interest and exclude themselves from the decision-making process for that application.

6. Unsuccessful Applications

The Shire of Derby/West Kimberley’s Community Development Officer will provide feedback to unsuccessful applicants.

7. Grant Claim and Variation

- 7.1 Successful grant applicants will receive a letter confirming the grant amount.
- 7.2 All grants must be claimed and expended within the specified period. If grants are not utilized within the given time, all funds allocated will be forfeited.
- 7.3 Request to vary or make changes to the purpose or proposed use of grant funds must be approved in full by Council. The applicant must also advise of any significant changes in the aims and objectives or management structure of the applicant group or organisation.

8. Grant Payment and Acquittal

- 8.1 All grant recipients are required to submit a funding acquittal within 3 months of the completion of the project/event or as otherwise advised by the Council.
- 8.2 Grant acquittal requires the applicant to demonstrate expenditure of the grant through the completion of an acquittal form.

Depending on the category of grant, the applicant may be asked to provide related information as follows:

- Financial summary of audited income and expenditure statement
- Reports and photographs
- Evaluation including project outcomes
- Evidence that demonstrates how the Shire of Derby/West Kimberley’s financial contribution was recognised
- Other grant conditions specified by the Shire of Derby/West Kimberley.

The Chief Executive Officer may waive daily fees or a bond for community based, non-profit organisations by making application via the community grants scheme.

**ADOPTION OF THIS POLICY**

<b>Relevant Legislation:</b>	
<b>Related Documents:</b>	<a href="#">Community Funding Scheme Guidelines</a>
	<a href="#">SDWK Community Grant Application Form</a>
	<a href="#">SDWK Community Funding Scheme Acquittal Report</a>
	<a href="#">SDWK Community Grant Evaluation Form</a>
<b>Related Local Law:</b>	
<b>Related Policies:</b>	
<b>Last Reviewed:</b>	28.02.2019
<b>Next Review Date:</b>	
<b>Adopted:</b>	28.02.2019

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## AF34 – COMMUNITY FUNDING SCHEME

### OBJECTIVE

To provide financial and non-monetary, in-kind assistance to community groups and not-for-profit organisations in a transparent, equitable and consistent manner. Support is provided as a contribution towards the delivery of services, activities and initiatives by community groups and not-for-profit organisations which enhance community participation and wellbeing.

### POLICY SCOPE

This policy applies to all requests from community groups and not-for-profit organisations to access financial or non-monetary, in-kind resources to support the delivery of activities and initiatives within the Shire of Derby / West Kimberley (the Shire) local government area.

This policy does not cover:

- Sponsorship arrangements whereby the Shire negotiates the right to associate the Shire's name with an event, service or activity;
- Partnership arrangements; and
- Lease agreements and approved waivers for Shire fees and charges.

### DEFINITIONS

**Non-monetary and in-kind assistance-** the provision of goods and services which do not involve a monetary transaction. This may include, but is not limited to, the use of Shire operated facilities, equipment or personnel.

**Not-for-profit organisations-** Organisations that provide services to the community and do not operate to make a profit for its members. All profits must go back into the services the organisations' provide and must not be distributed to members, even if the organisation winds-up. This includes registered charities, sporting and recreation clubs, community service organisations, professional and business associations, cultural and social societies and some Indigenous corporations (*Australian Tax Office definition*).

### POLICY STATEMENT

The Shire of Derby / West Kimberley acknowledges its role as a facilitator and partner in building the capacity, ownership and identity of the community. To support this role the Shire is committed to supporting community groups and not-for-profit organisations in the delivery of the activities, services and initiatives by making an annual allocation to the Community Funding Scheme (the Scheme). Funds allocated to this scheme can be accessed by community groups and not-for-profit organisations through grant programs or requests to Council and can include financial or non-monetary contributions from the Shire.

Activities funded through the Community Funding Scheme must address identified community priorities as outlined in the Shire's Strategic Community Plan. Generally the funded activities are to be delivered within the district of the Shire of Derby/West Kimberley. Exceptions may be made where it can be demonstrated the project has significant benefit to Shire residents or promotes the Shire on a regional basis. Priority is given to

groups that are based within the Shire district, however this does not preclude organisations who are based outside of the Shire area from obtaining funding.

The funding allocation to the individual grants programs to be administered under the Scheme will be determined annually by Council. Each grants program will have a management guideline which will, at a minimum, outline:

- Objectives of the grant program and types of projects to be funded;
- Eligibility criteria;
- Funding criteria;
- Terms and conditions of the grant;
- Application, assessment and approval process;
- Appeals process;
- Acquittal and reporting requirements; and
- How the Shire’s contribution should be acknowledged.

All other funding requests will be presented to Council, or as otherwise determined by Council, and outlined in the relevant program’s management guidelines.

**ADOPTION OF THIS POLICY**

<b>Document Control Box</b>							
<b>Document Responsibilities:</b>							
<b>Owner:</b>	Manager Community Development	<b>Owner Business Unit:</b>	Community Development				
<b>Reviewer:</b>	Manager Community Development	<b>Decision Maker:</b>	Council				
<b>Compliance Requirements:</b>							
<b>Legislation:</b>	NA						
<b>Industry:</b>	NA						
<b>Organisational:</b>	Council Policy No. AF06- Risk and Opportunity Management Strategic Community Plan Code of Conduct Record Keeping Procedure Quick Grants Management Guidelines Community Grants Management Guidelines Development Grants Management Guidelines						
<b>Document Management:</b>							
<b>Risk Rating:</b>	Low	<b>Review Frequency:</b>	Biennial	<b>Next Due:</b>	2022	<b>Records Ref:</b>	[CP####]
<b>Version #</b>	<b>Decision Reference:</b>		<b>Synopsis:</b>				
1.	28/02/2019- 005/2019		Most recent review of policy				
2.							



## About the Quick Grants Program

The Shire understands the important role community groups and not-for-profit organisations play in our community and the value placed on the programs, events, services and initiatives offered by these groups. Through the Community Funding Scheme, and the associated individual grants programs, the Shire seeks to provide financial and non-financial support to the community organisations to deliver their activities.

The Quick Grants program has been designed to provide responsive and easily accessible funding to community groups and not-for-profit organisations. The funding provided is seen as a contribution towards the delivery of an event or project. Small grants up to the value of \$500 (ex GST) per year (subject to funding availability) can be provided to for eligible organisations and activities. The support awarded to an organisation may consist of financial or in-kind contributions.

This guideline provides detailed information about this grants program.

## Eligibility Guidelines

### Eligible Organisations

Quick grants are intended to support local community groups and not-for-profit organisations. This includes charities, sporting and recreational groups, community services organisations, professional and business associations, cultural and social societies.

In order to be eligible for funding the applicant must be one of the following types of organisations;

- An incorporated not-for-profit community organisation,
- A registered charity,
- An unincorporated community group, whose application is being supported (auspiced) by an appropriate incorporated organisation (shared aims and common interests).

Where a grant is awarded to an organisation who is being auspiced by an incorporated organisation the responsibility for ensuring compliance with the grant conditions rests with the auspicing body.

Applications will not be considered from;

- Organisations that promote political, unethical or profit making purposes.
- Organisations whose primary purpose is to promote religious beliefs or where people are excluded on religious grounds.
- Organisations whose main purpose is to fund raise.
- Government agencies.
- Commercial for-profit organisations and businesses.
- Individuals.

Priority is given to applicants who are based within the Shire's boundaries, however this does not preclude organisations based outside the Shire's boundary from applying so long as the activity is based in the Shire or there is demonstrated substantial benefit to the Shire's residents. Groups who have not received funding through the programs administered under the Community Funding Scheme in the previous financial year are also given priority.

To be eligible to receive funding organisations must include the ABN in their application or complete a Statement by Supplier form if they do not have an ABN.

Organisations who have not acquitted previous funding from the Shire of Derby / West Kimberley will not be eligible for funding until those acquittal requirements have been met.

## Eligible Projects

Whilst Quick Grants are non-descriptive grants, the supported projects should enhance community participation and wellbeing and have demonstrated wide community benefit. Additionally they should also align with community priorities as identified in the Shire's Strategic Community Plan. Projects may fall into areas such as arts and culture, education, sport and recreation, youth, seniors, health and welfare, tourism and not-for-profit business development.

The funded projects must be accessible and affordable to community members and must take place within the Shire of Derby / West Kimberley. Projects held outside of the Shire may be considered if the applicant can suitably demonstrate the involvement of Shire residents or if it promotes the Shire on a regional basis.

Applications which can demonstrate a contribution from the applicant are preferred. This may include the involvement of volunteers.

Examples of funding uses may include, but are not limited to;

- Costs incurred relating to delivering shows, exhibitions, festivals, open days and other events.
- Equipment purchases for the delivery of events and programs or where it can be demonstrated that there is evidence the equipment is vital for the on-going viability or the quality of the service / program.
- Venue hire (note - if funds are being used for the hire of a Shire owned / operated facility this will be given as a cash payment to the organization, rather than as in-kind).
- Professional development and training – to provide learning opportunities for volunteers, officials and committee members.
- Accessing Council resources – including facility, personnel and equipment.

Funding cannot be used for;

- Projects which have already commenced or have been completed (retrospective funding).
- Cash prizes, awards or gifts.
- Recurrent operating expenses, eg: administrations costs, staff wages, and utilities.
- To service outstanding debts or loans.
- An individual's personal living, medical, education or travel expenses (note: travel expenses may be claimed where a person has been engaged specifically for the project, such as a facilitator, and the expenses relate to the delivery of that project)
- Activities or events that are the responsibility of a state or federal government.
- Purchasing or provision of alcohol, or the costs associated with meeting Liquor Licensing requirements.
- Political activities.
- Religious activities that could be perceived as being divisive.

Projects must be delivered and acquitted within twelve (12) months of being notified the outcome of the application.

## Funding Availability

Eligible organisations are entitled to access a total of \$500 (ex GST) per financial year through the scheme. Organisations may submit multiple applications throughout the year, however the total contribution awarded to the will not exceed \$500 (ex GST). Receipt of a grant earlier in the financial year does not guarantee subsequent applications will be successful.

## Application Process

### Submitting an application

Applications for funding under the Quick Grants program are accepted at any stage throughout the year, subject to funding being available, however must be submitted at least eight (8) weeks prior to the project occurring. Applications which are not submitted within this timeframe will not be considered.

All applications must be submitted using the specified application form provided by the Shire of Derby / West Kimberley. Applications received that do not use this form will not be considered. All questions on the application form must be completed. Applications must clearly demonstrate clearly defined community outcomes and should demonstrate benefits to the community.

Applicants must discuss their project with a member of the Community Development Team prior to submitting their application.

### Assessment of applications

In accordance with the *Local Government Act 1995* Section 5.60A and Section 5.60B any Councillor or Officer with a financial or proximity interest in an application must declare their interest and exclude themselves from the decision making process for that application.

Quick Grants applications are assessed for eligibility by the Community Development Team using the Quick Grants Eligibility Checklist. Recommendations relating to the awarding of the Quick Grant are made to the Shire of Derby / West Kimberley's Community Funding Scheme Working Group for consideration. The working group consists of:

- Three Councillors;
- Chief Executive Officer;
- Manager Community Development; and
- Other Shire staff invited at the discretion of the working group (non-voting).

The Working Group's recommendations are then decided on by Council at the next appropriate Ordinary Council Meeting, although in the case of Quick Grants (only), these may be decided by the Chief Executive Officer if provision of grant funding in a timelier manner is warranted.

The discussion to determine the outcome of the application can occur in person, via teleconference or email. The recommendation of the working group will then be referred to Council for decision.

All applicants will be notified of the outcome of their application in writing as a soon as practicable. Where an application has been unsuccessful feedback will be provided to the applicant by the Community Development Team.

### Grant Claim and Variation

Successful applicants will receive a letter confirming the grant amount, the purpose for which the funding was to be used and any other conditions relating to the grant. Applicants will be asked to sign an acknowledgement form accepting the grant and acknowledging the conditions under which the grant is provided.

Grants must be claimed and expended within twelve (12) months of being advised the outcome of the application. Funds not claimed or utilised within this period will be forfeited and where payment has been made the funds must be returned to the Shire of Derby / West Kimberley.

Requests to vary or make a change to the proposed use of the grant funds must be made in writing for the consideration of the Chief Executive Officer. The applicant must also advise of any significant changes in the aims and objectives or management structure of the organization or group.

## Grant Acquittal

All grant recipients are required to expend and acquit their grant within twelve months of being notified of the outcome of their application. Acquittals must be submitted on the designated form. Applicants will be requested to provide evidence as to how the funds were used, a brief evaluation of the project and evidence of the Shire’s contribution being acknowledged.

Failure to acquit the grant will result in the organisation being ineligible for future funding from the Shire of Derby / West Kimberley until such time as the acquittal has been completed.

Where funds have not been expended in accordance with the grant application or permission to vary the use of funding has not been obtained the Shire of Derby / West Kimberley reserves the right to request the return of allocated funds.

## Promotional Activities

### Promotion of funded activities

Applicants are strongly encouraged to consider how funded activities are promoted to ensure maximum reach to the community. The Shire will assist in the promotion of activities which have been funded through the Quick Grants program, but should not be the sole promotional strategy.

The Shire will use funded projects to promote the Community Funding Scheme. This includes, but is not limited to, making information about funded projects available via the Shire website.

### Acknowledgement of the Shire of Derby / West Kimberley’s contribution

The Shire of Derby / West Kimberley must be acknowledged as contributing to the funded activity. To assist in this successful applicants will be provided with the Shire’s logo along with information about the required use of the logo. Applicants will also have access to Shire banners where appropriate and available.

## Document Control

### Adoption of the Management Guideline

<b>Document Control Box</b>							
<b>Document Responsibilities:</b>							
<b>Owner:</b>	Manager Community Development	<b>Owner Unit:</b>	<b>Business</b>	Community Development			
<b>Reviewer:</b>	Manager Community Development	<b>Decision Maker:</b>	Council				
<b>Compliance Requirements:</b>							
<b>Legislation:</b>	NA						
<b>Industry:</b>	NA						
<b>Organisational:</b>	Council Policy No. AF34- Community Funding Scheme Strategic Community Plan Code of Conduct Quick Grants Administration Procedure						
<b>Document Management:</b>							
<b>Risk Rating:</b>	Low	<b>Review Frequency:</b>	Annual	<b>Next Due:</b>	2021	<b>Records Ref:</b>	[CP####]
<b>Version #</b>	<b>Decision Reference:</b>		<b>Synopsis:</b>				
1.							
2.							



## About the Community Grants Program

The Shire understands the important role community groups and not-for-profit organisations play in our community and the value placed on the programs, events, services and initiatives offered by these groups. Through the Community Funding Scheme, and the associated individual grants programs, the Shire seeks to provide financial and non-financial support to the community organisations to deliver their activities.

The Community Grants program has been designed to provide funding to support community based projects provide clearly defined community outcomes in line with the community priorities identified in the Shire's Strategic Community Plan. Funding requests are considered as part of a competitive process and one-off funding contributions of up to \$5,000 (ex GST) will be considered for each project.

This guideline provides detailed information about this grants program.

## Eligibility Guidelines

### Eligible Organisations

Community grants are intended to support local community groups and not-for-profit organisations. This includes charities, sporting and recreational groups, community services organisations, professional and business associations, cultural and social societies.

In order to be eligible for funding the applicant must be one of the following types of organisations;

- An incorporated, not-for-profit community organisation,
- A registered charity,
- An unincorporated community group, whose application is being supported (auspiced) by an appropriate incorporated organisation (shared aims and common interests).

Where a grant is awarded to an organisation who is being auspiced by an incorporated organisation the responsibility for ensuring compliance with the grant conditions rests with the auspicing body.

Applications will not be considered from;

- Organisations that promote political, unethical or profit making purposes.
- Organisations whose primary purpose is to promote religious beliefs or where people are excluded on religious grounds.
- Organisations whose main purpose is to fund raise.
- Government agencies.
- Commercial for-profit organisations and businesses.
- Individuals.

Priority is given to applicants who are based within the Shire's boundaries, however this does not preclude organisations based outside the Shire's boundary from applying so long as the activity is based in the Shire or there is demonstrated substantial benefit to the Shire's residents. Groups who have not received funding through the programs administered under the Community Funding Scheme in the previous financial year are also given priority.

To be eligible to receive funding organisations must include the ABN in their application or complete a Statement by Supplier form if they do not have an ABN.

Organisations who have not acquitted previous funding from the Shire of Derby / West Kimberley will not be eligible for funding until those acquittal requirements have been met.

## Eligible Projects

Projects supported through the Community Grants Scheme should enhance community participation and wellbeing and have demonstrated wide community benefit. Additionally they should also align with community priorities as identified in the Shire's Strategic Community Plan. The application must clearly demonstrate defined community outcomes and long term benefits to the community. Projects may fall into areas such as arts and culture, education, sport and recreation, youth, seniors, health and welfare, tourism and not-for-profit business development. Grant money is available across a wide range of projects and services to ensure diversity of activities within the Shire.

The funded projects must be accessible, equitable and affordable to community members and must take place within the Shire of Derby / West Kimberley. Projects held outside of the Shire may be considered if the applicant can suitably demonstrate the involvement of Shire residents or if it promotes the Shire on a regional basis.

Examples of funding uses may include, but are not limited to;

- Costs incurred relating to delivering shows, exhibitions, festivals, open days and other events.
- Equipment purchases for the delivery of events and programs or where it can be demonstrated that there is evidence the equipment is vital for the on-going viability or the quality of the service / program.
- Venue hire. Note- if funds are being used for the hire of a Shire owned / operated facility this will be given as a cash payment to the organization, rather than as in-kind.
- Professional development and training – to provide learning opportunities for volunteers, officials and committee members.
- Accessing Council resources – including facility, personnel and equipment.

Funding cannot be used for;

- Projects which have already commenced or have been completed (retrospective funding).
- Cash prizes, awards or gifts.
- Recurrent projects
- Operating expenses, eg: administrations costs, staff wages, and utilities.
- To service outstanding debts or loans.
- An individual's personal living, medical, education or travel expenses (note: travel expenses may be claimed where a person has been engaged specifically for the project, such as a facilitator, and the expenses relate to the delivery of that project)
- Activities or events that are the responsibility of a state or federal government.
- Purchasing or provision of alcohol, or the costs associated with meeting Liquor Licensing requirements.
- Political activities.
- Religious activities that could be perceived as being decisive.

Applications which can demonstrate a contribution from the applicant are preferred. The involvement of volunteers is encouraged.

Projects must be delivered within twelve (12) months of being notified the outcome of the application.

## Funding Availability

Each financial year, through the ordinary budgeting process, Council will determine a pool of money to be made available for Community Grants program. Following the endorsement of the budget applications will be sought for Community Grants, in which funds of up to \$5,000 (ex GST) are available for each project. It should be noted that whilst an application is deemed successful they may not receive the full amount of funding requested.

## Application Process

### Submitting an application

Applications for Community Grants funding will be accepted in specified funding rounds. If funds have been allocated for Community Grants the first of these grants round will occur shortly after the endorsement of the annual budget, running concurrently with the Development Grants program. Should the funding not be expended in the first round a subsequent funding round will be held, ensuring the assessment and fund distribution process is complete before the end of the current financial year.

Each funding round will have a specified closing date. Applications which are received after this closing date will not be considered. At least eight (8) weeks' notice will be given for the closing date of the grant round.

All applications must be submitted using the specified application form provided by the Shire of Derby / West Kimberley. Applications received that do not use this form will not be considered. All questions on the application form must be completed. Applications must clearly demonstrate how they achieve defined community outcomes and should demonstrate benefits to the community. Applications who do not address the criteria in their applications will not be considered.

Applicants must discuss their project with a member of the Community Development Team prior to submitting their application.

### Assessment of applications

In accordance with the *Local Government Act 1995* Section 5.60A and Section 5.60B any Councillor or Officer with a financial or proximity interest in an application must declare their interest and exclude themselves from the decision making process for that application.

Initial recommendations relating to the outcomes of applications are made by the Shire of Derby / West Kimberley's Community Funding Scheme Working Group. The working group consists of:

- Three Councillors as appointed by Council;
- Chief Executive Officer;
- Manager Community Development; and
- Other Shire staff invited at the discretion of the working group (non-voting).

These recommendations are then decided on by Council at the next appropriate Ordinary Council Meeting.

All applicants will be notified of the outcome of their application in writing as soon as practicable. Where an application has been unsuccessful feedback will be provided to the applicant by the Community Development Team.

### Grant Claim and Variation

Successful applicants will receive a letter confirming the grant amount, the purpose for which the funding is to be used and any other conditions relating to the grant. Applicants will be asked to sign an acknowledgement form accepting the grant and acknowledging the conditions under which the grant is provided.

Grants must be claimed within two months of being advised the outcome of the application. The grant must be expended within twelve months of being notified of the outcome of the application. Funds not claimed or utilised within this period will be forfeited and where payment has been made the unused funds must be returned to the Shire of Derby / West Kimberley.

Requests to vary or make a change to the proposed use of the grant funds must be made in writing for the consideration of Council. The applicant must also advise of any significant changes in the aims and objectives or management structure of the organization or group.

## Grant Acquittal

All grant recipients are required to acquit their grant within two months of the project completion date. Acquittals must be submitted on the designated form. Supporting documentation such as photographs and videos are strongly encouraged to accompany the acquittal form. Applicants will be requested to provide evidence as to how the funds were used, an evaluation of the project, evidence of the Shire’s contribution being acknowledged and evidence of other grant conditions being met.

Failure to acquit the grant will result in the organisation being ineligible for future funding from the Shire of Derby / West Kimberley until such time as the acquittal has been completed.

Where funds have not been expended in accordance with the grant application or permission to vary the use of funding has not been obtained the Shire of Derby / West Kimberley reserves the right to request the return of allocated funds.

## Promotional Activities

### Promotion of funded activities

Applicants are strongly encouraged to consider how funded activities are promoted to ensure maximum reach to the community. The Shire will assist in the promotion of activities which have been funded through the Community Grants program, but should not be the sole promotional strategy.

The Shire will use funded projects to promote the Community Funding Scheme. This includes, but is not limited to, making information about funded projects available via the Shire website.

### Acknowledgement of the Shire of Derby / West Kimberley’s contribution

The Shire of Derby / West Kimberley must be acknowledged as contributing to the funded activity. To assist in this successful applicants will be provided with the Shire’s logo along with information about the required use of the logo. Applicants will also have access to Shire banners where appropriate and available.

## Document Control

### Adoption of the Management Guideline

Document Control Box			
<b>Document Responsibilities:</b>			
<b>Owner:</b>	Manager Community Development	<b>Owner Unit:</b>	Community Development
<b>Reviewer:</b>	Manager Community Development	<b>Decision Maker:</b>	Council
<b>Compliance Requirements:</b>			
<b>Legislation:</b>	NA		
<b>Industry:</b>	NA		

<b>Organisational:</b>	Council Policy No. AF34- Community Funding Scheme Strategic Community Plan Code of Conduct Community Grants Administration Procedure						
<b>Document Management:</b>							
<b>Risk Rating:</b>	Low	<b>Review Frequency:</b>	Annual	<b>Next Due:</b>	2021	<b>Records Ref:</b>	[CP####]
<b>Version #</b>	<b>Decision Reference:</b>		<b>Synopsis:</b>				
1.							
2.							



## About the Development Grants Program

The Shire understands the important role community groups and not-for-profit organisations play in our community and the value placed on the programs, events, services and initiatives offered by these groups. Through the Community Funding Scheme, and the associated individual grants programs, the Shire seeks to provide financial and non-financial support to the community organisations to deliver their activities.

The Development Grants program has been designed to provide funding support to community based projects provide clearly defined community outcomes in line with the community priorities identified in the Shire's Strategic Community Plan. Funding requests are considered as part of a competitive process. One-off large scale projects of over \$5,000 and recurrent funding requests of up to and over \$10,000 can be considered through this funding stream.

This guideline provides detailed information about this grants program.

## Eligibility Guidelines

### Eligible Organisations

Development grants are intended to support local community groups and not-for-profit organisations. This includes charities, sporting and recreational groups, community services organisations, professional and business associations, cultural and social societies.

In order to be eligible for funding the applicant must be one of the following types of organisations;

- An incorporated, not-for-profit community organisation,
- A registered charity,
- An unincorporated community group, whose application is being supported (auspiced) by an appropriate incorporated organisation (shared aims and common interests).

Where a grant is awarded to an organisation who is being auspiced by an incorporated organisation the responsibility for ensuring compliance with the grant conditions rests with the auspicing body.

Applications will not be considered from;

- Organisations that promote political, unethical or profit making purposes.
- Organisations whose primary purpose is to promote religious beliefs or where people are excluded on religious grounds.
- Organisations whose main purpose is to fund raise.
- Government agencies.
- Commercial for-profit organisations and businesses.
- Individuals.

Priority is given to applicants who are based within the Shire's boundaries, however this does not preclude organisations based outside the Shire's boundary from applying so long as the activity is based in the Shire or there is demonstrated substantial benefit to the Shire's residents. Groups who have not received funding through the programs administered under the Community Funding Scheme in the previous financial year are also given priority.

To be eligible to receive funding organisations must include the ABN in their application or complete a Statement by Supplier form if they do not have an ABN.

Organisations who have not acquitted previous funding from the Shire of Derby / West Kimberley will not be eligible for funding until those acquittal requirements have been met.

## Eligible Projects

Projects supported through the Development Grants Scheme should enhance community participation and wellbeing and have demonstrated wide community benefit. Additionally they should also align with community priorities as identified in the Shire's Strategic Community Plan. The application must clearly demonstrate defined community outcomes and long term benefits to the community. Projects may fall into areas such as arts and culture, education, sport and recreation, youth, seniors, health and welfare, tourism and not-for-profit business development. Grant money is available across a wide range of projects and services to ensure diversity of activities within the Shire.

The funded projects must be accessible, equitable and affordable to community members and must take place within the Shire of Derby / West Kimberley. Projects held outside of the Shire may be considered if the applicant can suitably demonstrate the involvement of Shire residents or if it promotes the Shire on a regional basis.

Examples of funding uses may include, but are not limited to;

- Costs incurred relating to delivering shows, exhibitions, festivals, open days and other events.
- Equipment purchases for the delivery of events and programs or where it can be demonstrated that there is evidence the equipment is vital for the on-going viability or the quality of the service / program.
- Venue hire. Note- if funds are being used for the hire of a Shire owned / operated facility this will be given as a cash payment to the organization, rather than as in-kind.
- Professional development and training – to provide learning opportunities for volunteers, officials and committee members.
- Accessing Council resources – including facility, personnel and equipment.

Funding cannot be used for;

- Projects which have already commenced or have been completed (retrospective funding).
- Cash prizes, awards or gifts.
- Operating expenses, eg: administrations costs, staff wages, and utilities.
- To service outstanding debts or loans.
- An individual's personal living, medical, education or travel expenses (note: travel expenses may be claimed where a person has been engaged specifically for the project, such as a facilitator, and the expenses relate to the delivery of that project).
- Activities or events that are the responsibility of a state or federal government.
- Purchasing or provision of alcohol, or the costs associated with meeting Liquor Licensing requirements.
- Political activities.
- Religious activities that could be perceived as being divisive.

Applications which can demonstrate a contribution from the applicant are preferred. The involvement of volunteers is encouraged.

Non-recurrent projects must be delivered within twelve (12) months of being notified the outcome of the application. Recurrent projects will be delivered in accordance with the schedule identified in the funding application.

## Funding Availability

Each financial year, through the ordinary budgeting process, Council will determine a pool of money to be made available for Development Grants program. Applications for one-off project funding over \$5,000 (ex GST) or recurrent funding up to and over \$10,000 (ex GST) are available through this funding stream. It should be noted that whilst an application is deemed successful they may not receive the full amount of funding requested.

In the case of recurrent project funding payments will be made in accordance with a payment schedule determined by Council and may consist of multiple payments across financial years. The payment schedule will be outlined in the grant agreement.

## Application Process

### Submitting an application

Applications for Community Grants funding will be accepted in specified funding rounds. If funds have been allocated for Development Grants the first of these grants round will occur shortly after the endorsement of the annual budget, running concurrently with the Community Grants program. Should the funding not be expended in the first round a subsequent funding round will be held, ensuring the assessment and fund distribution process is complete before the end of the current financial year.

Each funding round will have a specified closing date. Applications which are received after this closing date will not be considered. At least eight (8) weeks' notice will be given for the closing date of the grant round.

All applications must be submitted using the specified application form provided by the Shire of Derby / West Kimberley. Applications received that do not use this form will not be considered. All questions on the application form must be completed. Applications must clearly demonstrate how they achieve defined community outcomes and should demonstrate benefits to the community. Applications who do not address the criteria in their applications will not be considered.

Applicants must discuss their project with a member of the Community Development Team prior to submitting their application.

### Assessment of applications

In accordance with the *Local Government Act 1995* Section 5.60A and Section 5.60B any Councillor or Officer with a financial or proximity interest in an application must declare their interest and exclude themselves from the decision making process for that application.

Initial recommendations relating to which applicants should receive a Development Grant are made by the Shire of Derby / West Kimberley's Community Funding Scheme Working Group. The working group consists of:

- Three Councillors;
- Chief Executive Officer;
- Manager Community Development; and
- Other Shire staff invited at the discretion of the working group (non-voting).

These recommendations are then decided on by Council at the following Ordinary Council Meeting.

All applicants will be notified of the outcome of their application in writing as soon as practicable. Where an application has been unsuccessful feedback will be provided to the applicant by the Community Development Team.

### Grant Claim and Variation

Successful applicants will receive a letter confirming the grant amount, the purpose for which the funding is to be used and any other conditions relating to the grant. Applicants will be asked to sign an acknowledgement form accepting the grant and acknowledging the conditions under which the grant is provided.

Grants must be claimed within two months of being advised the outcome of the application. The grant must be expended within twelve months of being notified of the outcome of the application, unless otherwise specified in the grant agreement (for example in the case of recurrent funding). Funds not claimed or utilised within this period will be forfeited and where payment has been made the unused funds must be returned to the Shire of Derby / West Kimberley.

Requests to vary or make a change to the proposed use of the grant funds must be made in writing for the consideration of Council. The applicant must also advise of any significant changes in the aims and objectives or management structure of the organization or group.

## **Grant Acquittal**

All grant recipients are required to acquit their grant within two months of the project completion date. Acquittals must be submitted on the designated form. Supporting documentation such as photographs and videos are strongly encouraged to accompany the acquittal form. Applicants will be requested to provide evidence as to how the funds were used, an evaluation of the project, evidence of the Shire's contribution being acknowledged and evidence of other grant conditions being met.

Failure to acquit the grant will result in the organisation being ineligible for future funding from the Shire of Derby / West Kimberley until such time as the acquittal has been completed.

Where funds have not been expended in accordance with the grant application or permission to vary the use of funding has not been obtained the Shire of Derby / West Kimberley reserves the right to request the return of allocated funds.

In the case of recurrent and multi-year funding projects the recipient may be requested to provide regular progress reports. The timing of these reports will be specified in the funding agreement.

## **Promotional Activities**

### **Promotion of funded activities**

Applicants are strongly encouraged to consider how funded activities are promoted to ensure maximum reach to the community. The Shire will assist in the promotion of activities which have been funded through the Development Grants program, but should not be the sole promotional strategy.

The Shire will use funded projects to promote the Community Funding Scheme. This includes, but is not limited to, making information about funded projects available via the Shire website.

### **Acknowledgement of the Shire of Derby / West Kimberley's contribution**

The Shire of Derby / West Kimberley must be acknowledged as contributing to the funded activity. To assist in this successful applicants will be provided with the Shire's logo along with information about the required use of the logo. Applicants will also have access to Shire banners where appropriate and available.

## Document Control

### Adoption of the Management Guideline

Document Control Box							
Document Responsibilities:							
<b>Owner:</b>	Manager Community Development	<b>Owner Unit:</b>	<b>Business</b>	Community Development			
<b>Reviewer:</b>	Manager Community Development	<b>Decision Maker:</b>	Council				
Compliance Requirements:							
<b>Legislation:</b>	NA						
<b>Industry:</b>	NA						
<b>Organisational:</b>	Council Policy No. AF34- Community Funding Scheme Strategic Community Plan Code of Conduct Development Grants Administration Procedure						
Document Management:							
<b>Risk Rating:</b>	Low	<b>Review Frequency:</b>	Annual	<b>Next Due:</b>	2021	<b>Records Ref:</b>	[CP####]
Version #	Decision Reference:	Synopsis:					
1.							
2.							

**16 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

**NIL**

**17 NEW BUSINESS OF AN URGENT NATURE**

**NIL**

**18 MATTERS FOR WHICH THE MEETING MAY BE CLOSED (CONFIDENTIAL MATTERS)****RESOLUTION 169/20****Moved: Cr Chris Kloss****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, Geoff Davis, Chris Kloss, Andrew Twaddle, Steve Ross, Rowena Mouda and Keith Bedford

Against: Nil

**CARRIED 7/0****RESOLUTION 170/20****Moved: Cr Chris Kloss****Seconded: Cr Andrew Twaddle****18.1 Waiving of Rubbish Charges - Mowanjum Aboriginal Corporation**

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.

**That Council agree to waive \$79,185.65 (being 50%) of the debt incurred by Mowanjum Aboriginal Corporation for waste fees and charges between 1<sup>st</sup> July 2016 and 30<sup>th</sup> June 2020.**

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

Against: Nil

**CARRIED 7/0****RESOLUTION 171/20****Moved: Cr Chris Kloss****Seconded: Cr Andrew Twaddle****18.2 Sundry Debtors Write Off**

This matter is considered to be confidential under Section 5.23(2) - 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 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.

**That Council write off \$15,290.60 as unrecoverable, from Sundry Debtor, Broome Air Services Pty Ltd (in liquidation).**

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

Against: Nil

**CARRIED 7/0**

At 6:33 pm, Cr Geoff Haerewa left the meeting. All Councillors endorsed Cr Andrew Twaddle to preside as chair.

### **RESOLUTION 172/20**

**Moved:** Cr Chris Kloss

**Seconded:** Cr Geoff Davis

#### **18.3 Telecommunications Services for the Shire of Derby/West Kimberley and Notice of Revocation**

This matter is considered to be confidential under Section 5.23(2) - d 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 legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting.

#### **That Council**

- 1. By Absolute Majority, revokes its 30th July 2020 Council Meeting resolution 134/20, and**
- 2. Progresses the matter of a telecommunications contract for the Shire of Derby/West Kimberley as follows:**
  - a. Notes the communications from Third Space advising that a contract limited to \$250,000 did not allow it to propose a commercially viable submission, but that it would consider competing for any quotation for the provision of a longer term telecommunications service to the Shire, if called in the future; and*
  - b. Endorses the Chief Executive Officer's proposal to arrange the invitation of quotation for a telecommunications service (through the WALGA Preferred Supplier system) and refer the assessment to Council once it is available, for decision.*

In Favour: Crs Geoff Davis, Chris Kloss, Andrew Twaddle, Steve Ross, Rowena Mouda and Keith Bedford

Against: Nil

**CARRIED 6/0**

At 6:41 pm, Cr Geoff Haerewa returned to the meeting and resumed Chair.

At 6:50pm, Cr Geoff Haerewa left the meeting. All Councillors endorsed Cr Andrew Twaddle to preside as chair.

### **RESOLUTION 173/20**

**Moved: Cr Chris Kloss**

**Seconded: Cr Keith Bedford**

#### **18.4 Derby Port Development Lease with WGPL Property No 3 Pty Ltd and ACE Infrastructure Pty Ltd - Land Area Modification**

This matter is considered to be confidential under Section 5.23(2) - d 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 legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting.

**That Council,**

- 1. Gives four weeks' notice (as per the expired lease) to Colonial Marine Consultants, that the Shire of Derby/West Kimberley requires it to yield up the currently leased premises at the Derby Port precinct (vis. part of Reserve 26818);**
- 2. Notifies the Sublessees (WGPL Property No 3 PTY LTD and ACE Infrastructure SPV PTY LTD), that the Notice of a Force Majeure impact ceased as of 29 September 2020 and that Milestone deadline dates will accordingly be extended by six months;**
- 3. Notes that the classification of the land transaction does not require a business case and public advertising under Section 3.59 (Commercial enterprises by local governments) of the Local Government Act;**
- 4. Supports a new sub-lease (with the proposed total area as outlined in Attachment 1) being progressed for consideration as per Local Government Act Section 3.58 (Disposal of Property) subject to the Sublessee's prior agreement to:**
  - a. meet all costs relating to the new proposal (including Section 3.58 documentation preparation and assessment; legal fees and legal advice on this and other impacted leases/agreements; advertising; consultants; and administration; etc);**
  - b. setting the annual lease fee at \$34,000 + CPI;**
  - c. new (replacement) sub-lease being prepared by the Shire's legal advisors and for that document to suitably protect the Shire of Derby/West Kimberley's interests, including (but not limited to):**
    - i. aligning the Shire's risk levels to the legal advice previously received;**
    - ii. more definitive milestones, timelines, and performance requirements;**
    - iii. incorporating sub-lease provisions that will "carry through" and be enforceable in the eventual Warburton/Ace arrangement with the state government/Kimberley Port Authority, including but not limited to:**
      - appropriate action being required by the sub-lessee (or compensation) should the new Warburton/Ace port facility/operations directly result in adverse environmental, property, financial, or any other impacts being suffered by the current Derby Port); and**

- an annual rental fee to be payable to the Shire for all land extracted from the Shire’s head-lease with the state government (at \$5.00/m<sup>2</sup> per annum in 2020 +CPI) for the period between that land being extracted and property’s eventual development (but to be reduced by any payment of normal local government rates on the specific developed area);

5. Requires the CEO to facilitate agreement on the items in (4) above with Warburton/Ace, and following that, requires the CEO to undertake a comprehensive community consultation process, including providing 35 days for public advertising, and particularly inviting the views of the community on the potential loss/relocation of the “back boat ramp” facility; the Jetty Walk; and the Derby Volunteer Marine Rescue Group’s land/headquarters; and

6. Confirms that a final determination on the above will be made by Council following the acceptance and completion of (1) to (5) above; the S3.58 (Disposing of Property) statutory processes being concluded (but with a 35 day advertising period); and a report being presented to it.

In Favour: Crs Geoff Davis, Chris Kloss, Andrew Twaddle, Steve Ross, Rowena Mouda and Keith Bedford

Against: Nil

**CARRIED 6/0**

At 6:59 pm, Cr Geoff Haerewa returned to the meeting.

**RESOLUTION 174/20**

**Moved: Cr Steve Ross**

**Seconded: Cr Rowena Mouda**

**18.5 CEO Remuneration Review**

This matter is considered to be confidential under Section 5.23(2) - a 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 affecting an employee or employees.

**That the Council:**

1. **Amend the CEO’s leave entitlements to approve an additional one week’s leave (effective from the CEO’s anniversary date of 2 June 2020); and**
2. **Review the CEO’s Remuneration again by 2 June 2021.**

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

Against: Nil

**CARRIED 7/0**

**RESOLUTION 175/20****Moved: Cr Andrew Twaddle****Seconded: Cr Steve Ross****18.6 A800372 - Write off Rates and Interest Charges**

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.

**That Council:**

- 1. notes that the Kimberley Diamond Co NL held mining tenement A800372 M04/372 and is now in liquidation, and a first and final dividend (of \$36,219.92) has been received; and**
- 2. writes off the balance of rates, charges and penalty interest levied and accrued on mining tenement A800372 M04/372 (of \$426,749.07).**

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

Against: Nil

**CARRIED 7/0****RESOLUTION 176/20****Moved: Cr Rowena Mouda****Seconded: Cr Chris Kloss**

That Council moves out of Closed Council into Open Council.

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

Against: Nil

**CARRIED 7/0**

**19 CLOSURE**

**19.1 Date of Next Meeting**

The next ordinary meeting of Council will be held Thursday, 29 October 2020 in the Council Chambers, Clarendon Street, Derby.

**19.2 Closure of Meeting**

The Presiding Member closed the meeting at 7:02pm.

**These minutes were confirmed at a meeting on**

.....

**Signed:** .....

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

**Date:** .....