



SHIRE OF EXMOUTH

# Attachments

Ordinary Council Meeting – 26 November 2020

## 1.14 – Council Employees Housing and Housing Allowances

Adoption		
Date	Meeting	Council Decision
21/06/12	OCM	03-0612 – 10.1.2
Review Details		
Date	Meeting	Council Decision
24/05/18	OCM	07-0518
22/11/18	OCM	04-1118
25/06/20	OCM	02-0620
Delegation		
No.	Title	

### **PURPOSE**

The purpose of this policy is to establish guidelines for the provision of Council housing and housing allowances to attract and retain employees who hold key roles in the organisation based on operational requirements.

### **POLICY**

With Chief Executive Officer approval, the Council may provide an employee with a Council owned property or pay a housing allowance in lieu of the provision of a Council house.

If a Council owned property is provided it will be based on the following standards:

- Chief Executive Officer /Executive Managers – Executive standard
- Managers, professional or specialised staff as determined by the Chief Executive Officer and based on availability.

Where an employee is entitled to the provision of a housing allowance it will be treated as a taxable allowance, regarded as taxable income and attracts the minimum superannuation guarantee.

The value of the housing allowance will be established and agreed to by the Chief Executive Officer.

The provision of a Council house or payment of a housing allowance is only available for one member of a household if employed by the Council.

If an employee owns a house within the Shire of Exmouth boundaries the employee may not be eligible for a Council house but may be eligible for a housing allowance subject to Chief Executive Officer approval.

### Residential Tenancy Agreement

Each tenancy shall be subject to the *Residential Tenancies Act 1987* (WA) ("the Residential Tenancy Act") and must be supported by a Residential Tenancy Agreement.

Rent payable by the employee will be determined by the CEO as part of the employment negotiations and can be reviewed annually as part of the annual performance development review and budget process.~~subject to a reasonable annual increase.~~ Employees will receive prior notice of any increase in rent in accordance with the Residential Tenancy Act.

## 2.7 – Procurement Policy

Adoption		
Date	Meeting	Council Decision
10/10/17	OCM	06-1017-12.1
Review		
Date	Meeting	Council Decision
22/11/18	OCM	04-1118
19/12/19	OCM	08-1219
25/06/20	OCM	02-0620
Delegation		
No.	Title	

### 1. PROCUREMENT

The Shire of Exmouth (the “**Shire**”) is committed to applying the objectives, principles and practices outlined in this Policy, to all purchasing activity and to ensuring alignment with the Shire’s strategic and operational objectives.

#### 1.1 OBJECTIVES

The Shire’s purchasing activities will:

- (a) Achieve best value for money that considers sustainable benefits, such as; environmental, social and local economic factors;
- (b) Foster economic development by maximising participation of local businesses in the delivery of goods and services;
- (c) Use consistent, efficient and accountable purchasing processes and decision-making, including; competitive quotation processes, assessment of best value for money and sustainable procurement outcomes for all purchasing activity, including tender exempt arrangements;
- (d) Apply fair and equitable competitive purchasing processes that engage potential suppliers impartially, honestly and consistently;
- (e) Commit to probity and integrity, including the avoidance of bias and of perceived and actual conflicts of interest;
- (f) Comply with the *Local Government Act 1995*, *Local Government (Functions and General) Regulations 1996*, other relevant legislation, Codes of Practice, Standards and the Shire’s Policies and procedures;
- (g) Ensure purchasing outcomes contribute to efficiencies (time and resources) for the Shire of Exmouth.
- (h) Identify and manage risks arising from purchasing processes and purchasing outcomes in accordance with the Shire’s Risk Management framework;
- (i) Ensure records evidence purchasing activities in accordance with the *State Records Act 2000* and the Shire’s Record Keeping Plan;
- (j) Ensure confidentiality that protects commercial-in-confidence information and only releases information where appropriately approved.

## 1.2 ETHICS & INTEGRITY

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

## 1.3 VALUE FOR MONEY

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

### 1.3.1 Assessing Value for Money

Value for money assessment will consider:

- (a) All relevant Total Costs of Ownership (TCO) and benefits including; transaction costs associated with acquisition, delivery, distribution, and other costs such as, but not limited to; holding costs, consumables, deployment, training, maintenance and disposal;
- (b) 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, the supplier's resource availability, capacity and capability, value-adds offered, warranties, guarantees, repair and replacement policies and response times, ease of inspection and maintenance, ease of after sales service, ease of communications, etc.
- (c) The supplier's financial viability and capacity to supply without the risk of default, including the competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history;
- (d) A strong element of competition by obtaining a sufficient number of competitive quotations consistent with this Policy, where practicable;
- (e) 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;
- (f) 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 including Local Economic Benefit; and
- (g) Analysis and management of risks and opportunities that may be associated with the purchasing activity, potential supplier/s and the goods or services required.

## 1.4 PURCHASING THRESHOLDS AND PRACTICES

### 1.4.1. Defining the Purchasing Value

The Shire will apply reasonable and consistent methodologies to assess and determine Purchasing Values, which ensure:

- (a) The appropriate purchasing threshold and practice is applied in all purchasing activities; and
- (b) Wherever possible, purchasing activity for the same category of supply is aggregated into single contract arrangements to achieve best value and efficiency in future purchasing activities where the requirements are able to be provided by a single supplier.

A **category of supply** can be defined as groupings of similar goods or services with common: supply and demand drivers; market characteristics; or suppliers.

## 1. Strategic Purchasing Value Assessments

The Shire will periodically review recent past purchasing activity across its operations to identify categories of supply for which the Shire will have continuing need and which can be aggregated into single contract arrangements in order to achieve best value for money and efficiency in future purchasing activity.

The assessment of aggregated expenditure for the same category of supply capable of being supplied by a single supplier will determine the Purchasing Value threshold applicable to future purchasing activity.

## 2. Individual Purchasing Value Assessments

In any case, where there is no relevant current contract, each purchasing activity is to assess the Purchasing Value based upon the following considerations:

- (a) Exclusive of Goods and Services Tax (GST); and
- (b) The estimated total expenditure for the proposed supply including the value of all contract extension options and where applicable, the total cost of ownership considerations.
- (c) The appropriate length of a contract is to be determined based on market volatility, ongoing nature of supply, historical purchasing evidence and estimated future purchasing requirements.
- (d) Requirements must not be split to avoid purchasing or tendering thresholds [F&G Reg. 12].

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

### 1.4.2. Table of Purchasing Thresholds and Practices

#### (1) Supplier Order of Priority

The Shire will consider and apply, where applicable, the following Supplier Order of Priority:

<b>Priority 1:</b>	<b>Existing Prequalified Supplier Panel or other Contract</b> Current contracts, including a Panel of Prequalified Suppliers or contracted supplier, must be used where the Shire's supply requirements can be met through the existing contract.  If the Shire does not have a current contract relevant to the required supply, then a relevant WALGA PSA is to be used.
<b>Priority 2:</b>	<b>Local Suppliers</b> Where the Purchasing Value does not exceed the tender threshold and a relevant local supplier is capable of providing the required supply, the Shire will ensure that wherever possible quotations are obtained from local suppliers permanently located within the District as a first priority, and those permanently located within surrounding Districts as the second priority.  If no relevant local supplier is available, then a relevant WALGA PSA may be used.
<b>Priority 3:</b>	<b>Tender Exempt - WALGA Preferred Supplier Arrangement (PSA)</b> Use a relevant WALGA PSA regardless of whether or not the Purchasing Value will exceed the tender threshold.

	<p>However, if a relevant PSA exists but an alternative supplier is considered to provide best value, then the CEO, or an officer authorised by the CEO, must approve the alternative supplier. Reasons for not using a PSA may include:</p> <ol style="list-style-type: none"> <li>i. Local supplier availability (that are not within the PSA); or,</li> <li>ii. Social procurement – preference to use Aboriginal business or Disability Enterprise.</li> </ol> <p>If no relevant WALGA PSA is available, then a relevant State Government CUA may be used.</p>
<b>Priority 4:</b>	<p><b>Tender Exempt - WA State Government Common Use Arrangement (CUA)</b></p> <p>Use a relevant CUA regardless of whether or not the Purchasing Value will exceed the tender threshold.</p> <p>However, if a relevant CUA exists, but an alternative supplier is considered to provide best value for money, then the proposed alternative supplier must be approved by the CEO, or an officer authorised by the CEO.</p> <p>If no relevant CUA is available, then a Tender Exempt <i>[F&amp;G Reg.11(2)]</i> arrangement may be used.</p>
<b>Priority 5:</b>	<p><b>Other Tender Exempt arrangement <i>[F&amp;G Reg. 11(2)]</i></b></p> <p>Regardless of whether or not the Purchasing Value will exceed the tender threshold, the Shire will investigate and seek quotations from tender exempt suppliers, and will specifically ensure that wherever possible quotations are obtained from a WA Disability Enterprise and / or an Aboriginal Owned Business that is capable of providing the required supply.</p>
<b>Priority 6:</b>	<p><b><u>Other Suppliers</u></b></p> <p>Where there is no relevant existing contract or tender exempt arrangement available, purchasing activity from any other supplier is to be in accordance with relevant Purchasing Value Threshold and Purchasing Practice specified in the table below.</p>

## (2) Purchasing Practice Purchasing Value Thresholds

The Purchasing Value, assessed in accordance with clause 1.4.1, determines the Purchasing Practice to be applied to the Shire's purchasing activities.

<b>Purchase Value Threshold</b> <i>(ex GST)</i>	<b>Purchasing Practice Requirements</b>
Up to \$5,000 <i>(ex GST)</i>	<p>Purchase directly from a supplier using a Purchase Order or Corporate Credit Card</p> <p>One (1) verbal or written quotation from a suitable supplier in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1).</p> <p>The purchasing decision is to be evidenced in accordance with the Shire's Record Keeping Plan.</p>
From \$5,001 and up to \$20,000 <i>(ex GST)</i>	<p>Two (2) written quotations from suitable suppliers in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1).</p>

Purchase Value Threshold (ex GST)	Purchasing Practice Requirements
	<p>If purchasing from a WALGA PSA, CUA or other tender exempt arrangement, a minimum of one (1) written quotation is to be obtained.</p> <p>Confirmed via Purchase Order or Contract/Agreement.</p> <p>The purchasing decision is to be based upon assessment of the supplier's 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>The purchasing decision is to be evidenced using the Brief Evaluation Report Template retained in accordance with the Shire's Record Keeping Plan.</p>
<p>From \$20,001 and up to \$50,000 (ex GST)</p>	<p>Three (3) written quotations from suitable suppliers in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1) except if purchasing from a WALGA PSA, CUA or other tender exempt arrangement, where a minimum of one (1) written quotation is to be obtained.</p> <p>Confirmed via Purchase Order or Contract/Agreement.</p> <p>The purchasing decision is to be based upon assessment of the suppliers' responses 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>The purchasing decision is to be evidenced using the Brief Evaluation Report Template retained in accordance with the Shire's Record Keeping Plan.</p>
<p>From \$50,001 and up to \$250,000 (ex GST)</p>	<p>Three (3) written responses from suppliers by invitation under a formal Request for Quotation in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1).</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 detailed written specification for the goods, services or works required; and</li> <li>• pre-determined selection criteria that assesses all best and sustainable value considerations.</li> </ul> <p>The procurement decision is to be evidenced using the Evaluation Report template retained in accordance with the Shire's Record Keeping Plan.</p> <p>Confirmed via Purchase Order or Contract/Agreement.</p>
<p>Over \$250,000 (ex GST)</p>	<p><b>Tender Exempt</b> arrangements (i.e. WALGA PSA, CUA or other tender exemption under <i>F&amp;G Reg.11(2)</i>) require at least three (3) written responses from suppliers by invitation under a formal Request for Quotation in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1).</p> <p><u>OR</u></p> <p><b>Public Tender</b> undertaken in accordance with the <i>Local Government Act 1995</i> and relevant Shire Policy and procedures.</p>

Purchase Value Threshold (ex GST)	Purchasing Practice Requirements
	<p>The Tender Exempt or Public Tender purchasing decision is to be based on the suppliers response to:</p> <ul style="list-style-type: none"> <li>• A detailed specification; and</li> <li>• Pre-determined selection criteria that assesses all best and sustainable value considerations.</li> </ul> <p>The purchasing decision is to be evidenced using the Evaluation Report template retained in accordance with the Shire's Record Keeping Plan.</p>
<p>Emergency Purchases (Within Budget)</p> <p>Refer to Clause 1.4.3</p>	<p>Where goods or services are required for an emergency response and are within scope of an established Panel of Pre-qualified Supplier or existing contract, the emergency supply must be obtained from the Panel or existing contract using relevant unallocated budgeted funds.</p> <p>If there is no existing Panel or contract, then clause 1.4.2(1) Supplier Order of Priority will apply wherever practicable.</p> <p>However, where due to the urgency of the situation; a contracted or tender exempt supplier is unable to provide the emergency supply <u>OR</u> compliance with this Purchasing Policy would cause unreasonable delay, the supply may be obtained from any supplier capable of providing the emergency supply. However, an emergency supply is only to be obtained to the extent necessary to facilitate the urgent emergency response and must be subject to due consideration of best value and sustainable practice.</p> <p>The rationale for policy non-compliance and the purchasing decision must be evidenced in accordance with the Shire's Record Keeping Plan.</p>
<p>Emergency Purchases (No budget allocation available)</p> <p>Refer for Clause 1.4.3</p>	<p>Where no relevant budget allocation is available for an emergency purchasing activity then, in accordance with s.6.8 of the <i>Local Government Act 1995</i>, the President must authorise, in writing, the necessary budget adjustment prior to the expense being incurred.</p> <p>The CEO is responsible for ensuring that an authorised emergency expenditure under s.6.8 is reported to the next ordinary Council Meeting.</p> <p>The Purchasing Practices prescribed for Emergency Purchases (within budget) above, then apply.</p>
<p>LGIS Services</p> <p>Section 9.58(6)(b)</p> <p>Local Government Act</p>	<p>The suite of LGIS insurances are established in accordance with s.9.58(6)(b) of the <i>Local Government Act 1995</i> and are provided as part of a mutual, where WALGA Member Local Governments are the owners of LGIS. Therefore, obtaining LGIS insurance services is available as a member-base service and is not defined as a purchasing activity subject to this Policy.</p> <p>Should Council resolve to seek quotations from alternative insurance suppliers, compliance with this Policy is required.</p>

The Chief Executive Officer is authorised to approve purchase orders for the purchasing of goods and services and acquiring and disposing of any property to the value of \$250,000.

Where the minimum purchasing requirements cannot be met, a non-conforming file note needs to be completed, detailing the reasons for not meeting the requirement and signed by the relevant Executive Manager or Chief Executive Officer within their respective financial delegation.

### **1.4.3. Emergency Purchases**

Emergency purchases are defined as the supply of goods or services associated with:

- (a) A local emergency and the expenditure is required (within existing budget allocations) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets; OR
- (b) A local emergency and the expenditure is required (with no relevant available budget allocation) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets in accordance with s.6.8 of the Local Government Act 1995 and Functions and General Regulation 11(2)(a); OR
- (c) A State of Emergency declared under the Emergency Management Act 2005 and therefore, Functions and General Regulations 11(2)(aa), (ja) and (3) apply to vary the application of this policy.

Time constraints, administrative omissions and errors do not qualify for definition as an emergency purchase. Instead, every effort must be made to research and anticipate purchasing requirements in advance and to allow sufficient time for planning and scoping proposed purchases and to then obtain quotes or tenders, as applicable.

### **1.4.4. Public Tender Exemptions**

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

- a) obtained from a pre-qualified supplier under the WALGA Preferred Supplier Arrangement or other suppliers that are accessible under another tender exempt arrangement.
- b) from a pre-qualified supplier under a Panel established by the Shire;
- c) from a Regional Local Government or another Local Government;
- d) acquired from an Australian Disability Enterprise and represents Value for Money;
- e) the purchase is authorised under action by Council under delegated authority;
- f) within 6 months of no tender being accepted;
- g) where the contract is for petrol, oil, or other liquid or gas used for internal combustion engines; or
- h) the purchase is covered by any of the other exclusions under Regulation 11 of the Regulations.

### **1.4.5. Inviting Tenders Though not Required to do so**

The Shire may determine to invite Public Tenders, despite the estimated Purchase Value being less than the \$250,000 prescribed tender threshold, but only where an assessment determines that the purchasing requirement cannot be met through a tender exempt arrangement and the use of a public tender process will enhance; value for money, efficiency, risk mitigation and sustainable procurement benefits.

In such cases, the tender process must comply with the legislative requirements and the Shire's tendering procedures [*F&G Reg.13*].

### **1.4.6. Expressions of Interest**

Expressions of Interest (EOI) will be considered as a prerequisite to a tender process [*F&G Reg.21*] where the required supply evidences one or more of the following criteria:

- (a) Unable to sufficiently scope or specify the requirement;
- (b) There is significant variability for how the requirement may be met;

- (c) There is potential for suppliers to offer unique solutions and / or multiple options for how the purchasing requirement may be obtained, specified, created or delivered;
- (d) Subject to a creative element; or
- (e) Provides a procurement methodology that allows for the assessment of a significant number of potential tenderers leading to a shortlisting process based on non-price assessment.

All EOI processes will be based upon qualitative and other non-price information only.

#### **1.4.7. Unique Nature of Supply (Sole Supplier)**

An arrangement with a supplier based on the unique nature of the goods or services required or for any other reason, where it is unlikely that there is more than one potential supplier may only be approved where the:

- (a) purchasing value is estimated to be over \$5,000; and
- (b) purchasing requirement has been documented in a detailed specification; and
- (c) specification has been extensively market tested and only one potential supplier has been identified as being capable of meeting the specified purchase requirement; and
- (d) market testing process and outcomes of supplier assessments have been evidenced in records, inclusive of a rationale for why the supply is determined as unique and why quotations / tenders cannot be sourced through more than one potential supplier.

An arrangement of this nature will only be approved for a period not exceeding one (1) year. For any continuing purchasing requirement, the approval must be re-assessed before expiry, to evidence that only one potential supplier still genuinely exists.

#### **1.4.8. 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, so that the effect is to avoid 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.

#### **1.4.9. Contract Renewals, Extensions and Variations**

Where a contract has been entered into as the result of a publicly invited tender process, then *Functions and General Regulation 21A* applies.

For any other contract, the contract must not be varied unless

- (a) The variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract; or
- (b) The variation is a renewal or extension of the term of the contract where the extension or renewal options were included in the original contract.

Upon expiry of the original contract, and after any options for renewal or extension included in the original contract have been exercised, the Shire is required to review the purchasing requirements and commence a new competitive purchasing process in accordance with this Policy.

## **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 apply Sustainable Procurement criteria as part of 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 Suppliers to provide information regarding their sustainable practices and/or demonstrate that their product or service offers enhanced sustainable benefits.

## **2.1. LOCAL ECONOMIC BENEFIT**

The Shire promotes economic development through the encouragement of competitive participation in the delivery of goods and services by local suppliers permanently located within its District first, and secondly, those permanently located within its broader region. As much as practicable, the Shire will:

- (a) consider buying practices, procedures and specifications that encourage the inclusion of local businesses and the employment of local residents;
- (b) consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);
- (c) ensure that procurement plans, and analysis is undertaken prior to develop Requests to understand local business capability and local content availability where components of goods or services may be sourced from within the District for inclusion in selection criteria;
- (d) 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;
- (e) avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid;
- (f) consider the adoption of Key Performance Indicators (KPIs) within contractual documentation that require successful Contractors to increase the number of employees from the District first; and
- (g) provide adequate and consistent information to local suppliers.

To this extent, a weighted qualitative criterion will be included in the selection criteria for Requests for Quotation and Tenders where suppliers are located within the boundaries of the Shire, or substantially demonstrate a benefit or contribution to the local economy.

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

## **2.2. SOCIALLY SUSTAINABLE PROCUREMENT**

The Shire will support the purchasing of requirements from socially sustainable suppliers such as Australian Disability Enterprises and Aboriginal businesses wherever a value for money assessment demonstrates benefit towards achieving the Shire's strategic and operational objectives.

A qualitative weighting will be used in the evaluation of Requests for Quotes and Tenders to provide advantages to socially sustainable suppliers in instances where the below tender exemptions are not exercised.

### **(1) Aboriginal Businesses**

*Functions and General Regulation 11(2)(h)* provides a tender exemption if the goods or services are supplied by a person on the Aboriginal Business Directory WA published by the Chamber of Commerce and Industry of Western Australia, or Australian Indigenous Minority Supplier Office Limited (trading as Supply Nation), where the consideration under contract is \$250,000 or less, or worth \$250,000 or less.

The Shire will first consider undertaking a quotation process with other suppliers (which may include other registered Aboriginal Businesses as noted in *F&G Reg. 11(2)(h)*) to determine overall value for money for the Shire.

Where the Shire makes a determination to contract directly with an Aboriginal Business for any amount up to and including \$250,000 (ex GST), it must be satisfied through alternative means that the offer truly represents value for money.

If the contract value exceeds \$50,000 (ex GST), a formal Request for Quotation will be issued to the relevant Aboriginal business. The rationale for making the purchasing decision must be recorded in accordance with the Shire's Record Keeping Plan.

### **(2) Australian Disability Enterprises**

*Functions and General Regulation 11(2)(i)* provides a tender exemption if the goods or services are supplied by an Australian Disability Enterprise.

The Shire will first consider undertaking a quotation process with other suppliers (which may include other Australian Disability Enterprises) to determine overall value for money for the Shire.

Where the Shire makes a determination to contract directly with an Australian Disability Enterprise for any amount, including an amount over the Tender threshold of \$250,000 (ex GST), it must be satisfied through alternative means that the offer truly represents value for money.

If the contract value exceeds \$50,000 (ex GST), a formal Request for Quotation will be issued to the relevant Aboriginal business. The rationale for making the purchasing decision must be recorded in accordance with the Shire's Record Keeping Plan.

## **2.3. ENVIRONMENTALLY SUSTAINABLE PROCUREMENT**

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

Qualitative weighted selection criteria will be used in the evaluation of Requests for Quote and Tenders to provide advantages to suppliers which:

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

- (c) 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:

- (a) there are numerous potential suppliers in the local and regional procurement related market sector(s) that satisfy the test of ‘value for money’;
- (b) the Panel will streamline and will improve procurement processes; and
- (c) 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:

- (a) obtain quotations from each pre-qualified supplier on the Panel with respect to all discreet purchases; or
- (b) purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or

(c) 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:

- (a) 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
- (b) work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under *Functions and General Regulation 24AD(5)(f)* when establishing the Panel.
  - i. 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.
  - ii. 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.
  - iii. 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 clause 1.4.2(2) of this Policy.
  - iv. 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.

## **4. Record Keeping**

All Local Government 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.

In addition, the Shire must consider and will include in each contract for the provision of works or services, the contractor's obligations for creating, maintaining and where necessary the transferral of records to the Shire relevant to the performance of the contract.

## **5. Purchasing Policy Non-Compliance**

The Purchasing Policy is mandated under the *Local Government Act 1995* and Regulation 11A of the *Local Government (Functions and General) Regulations 1996* and therefore the policy forms part of the legislative framework in which the Local Government is required to conduct business.

Where legislative or policy compliance is not reasonably able to be achieved, records must evidence the rationale and decision making processes that substantiate the non-compliance.

Purchasing activities are subject to internal and external financial and performance audits, which examine compliance with legislative requirements and the Shire's policies and procedures.

If non-compliance with; legislation, this Purchasing Policy or the Code of Conduct, is identified it must be reported to the Chief Executive officer or the Executive Manager Corporate Services.

A failure to comply with legislation or policy requirements, including compliance with the Code of Conduct when undertaking purchasing activities, may 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:

- (a) an opportunity for additional training to be provided;
- (b) a disciplinary matter, which may or may not be subject to reporting requirements under the *Public Sector Management Act 1994*; or
- (c) where the breach is also identified as potentially serious misconduct, the matter will be reported in accordance with the *Corruption, Crime and Misconduct Act 2003*.



# Policy Manual

## 2.10 – Debt Recovery

Adoption		
Date	Meeting	Council Decision
20/09/12	OCM	04-0912-10.1.2
Review		
Date	Meeting	Council Decision
22/11/18	OCM	04-1118
19/12/19	OCM	08-1219
25/06/20	OCM	02-0620
Delegation		
No.	Title	

### PURPOSE

The purpose of this policy is to establish guidelines that ensure consistency and transparency in the recovery of outstanding debts and to recover outstanding income in a timely manner.

### POLICY

To set out the principles and processes for the recovery of outstanding Rates, Charges and Sundry Debtors.

#### 1. Rates and Charges

Rate notices are due for payment 35 days from date of issue in accordance with the *Local Government Act 1995*. Amounts that remain outstanding past the due date will have interest applied. Interest is calculated on the number of days after the due date until the day the payment is received.

#### Reminder Notices

Where rates are outstanding for 35 days after the issue date, and no prior written arrangement has been made with authorized Council Officers a Reminder Notice will be issued and give the ratepayer fourteen (14) days to either pay the outstanding amount in full or enter into an alternate payment arrangement which has been agreed by both parties.

#### Final Notices

Where rates remain outstanding for 14 days after the reminder notices has been issued a final notice will be issued. The final notice will give the ratepayer fourteen (14) days to either pay the outstanding amount in full or enter into an alternate payment arrangement which has been agreed by both parties.

Reminder and Final notices are not to be issued to eligible persons registered to receive a pensioner or senior rebate under the Rates and Charges (Rebates and Deferments) Act 1992, as such persons have until 30 June of the current financial year to make payment, without incurring any penalty interest. Reminder and final notices will, however be issued to registered pensioners or seniors where these are unpaid charges which are not subject to a rebate or deferment.



# Policy Manual

## Legal Action

Where amounts remain outstanding after the final notice period, legal action will commence.

Under the guidance of Council's debt collection service provider, legal action may be undertaken to recover outstanding rates and service charges. This action may include General Procedure Claims and Property Seizure and Sale Orders (Goods). Any costs incurred in undertaking legal action in a Court of Competent Jurisdiction are recoverable from ratepayers under section 6.56 of the Local Government Act 1995.

## Seizure of Rent for non-payment of Rates

Where the property owner of a leased or rented property on which rates and service charges are outstanding cannot be located or refuses to settle rates and service charges owed, a notice may be given to the lessee or tenant under the provision of Section 6.60 of the Local Government Act 1995 requiring the lessee or tenant to pay to the Shire the rent due that they would otherwise pay under the lease/tenancy agreement as it becomes due, until the amount in arrears has been paid.

Property owners will be informed prior to a notice being given to the lessee or tenant and lessees and tenants will be given a receipt of payment of rent to present to their landlord or property manager as proof of payment.

Options to recover rates debt where rates in arrears are in excess of three (3) years.

- i. Lodging a Caveat on the Title for Land  
If rates and service charges which are due to Council in respect of any rateable land have been unpaid for at least three (3) years a caveat may be registered on the title for the land, under provision of section 6.64 (3) of the Local Government Act 1995. The approval of Council is required before this course of action is undertaken.
- ii. Sale of Property  
If rates and service charges which are due to Council in respect of any rateable land have been unpaid for at least three (3) years, Council may take possession of the land under the provisions of Section 6.64 of the Local Government Act 1995. The approval of Council is required to be obtained before this course of action is undertaken.

## **2. Sundry Debtors**

Amounts that remain outstanding past the due date (35 days after invoice) will have interest applied. Interest is calculated on the number of days after the due date until the day the payment is received.

## Reminder Notices

Where payment is outstanding for 35 days after the date of the invoice, and no prior written arrangement has been made with authorized Council Officers a Reminder Notice will be issued



# Policy Manual

and give the debtor fourteen (14) days to either pay the outstanding amount in full or enter into an alternate payment arrangement which has been agreed by both parties.

## Final Notices

Where the amount remains outstanding for 14 days after the reminder notices has been issued a final notice will be issued. The final notice will give the debtor fourteen (14) days to either pay the outstanding amount in full or enter into an alternate payment arrangement which has been agreed by both parties.

Where amounts remain outstanding after the final notice period, credit may be suspended or services limited and legal action may commence.



# Policy Manual

## 2.12 – Regional Price Preference

Adoption		
Date	Meeting	Council Decision
18/09/14	OCM	060914-11.1.3
Review		
Date	Meeting	Council Decision
22/02/18	OCM	03-0218
22/11/18	OCM	04-1118
19/12/19	OCM	08-1219
25/06/20	OCM	02-0620
Delegation		
No.	Title	

### PURPOSE

To encourage the use of competitive local businesses in goods, services and works purchased or contracted on behalf of the Shire of Exmouth.

### POLICY

1. Policy Statement
  - 1.1 A price preference will apply to quotations of \$5,000 value or greater and all tenders invited by the Shire of Exmouth, for the supply of goods and services and construction services, unless the Council resolves that this policy not apply to a particular quotation or tender.
  - 1.2 The following levels of preference will be applied under this policy:
    - (a) Goods or services up to a maximum price reduction of \$50,000:
      - 10% to businesses located within the Shire of Exmouth (Prescribed Area).
    - (b) Construction (building) services up to a maximum price reduction of \$50,000:
      - 5% to businesses located within the Shire of Exmouth (Prescribed Area).
    - (c) Goods or Services, including construction (building) services, up to a maximum price reduction of \$500,000, if the Council is seeking tenders for the provision of those goods or services for the first time, due to those goods or services having been, until then, undertaken by the Council:
      - 10% to businesses located within the Shire of Exmouth (Prescribed Area).
2. The levels of preference outlined in 1.2 above, will be applied as either a regional business preference or as a regional content preference, as follows:
  - 2.1 Regional Business Preference
    - (a) This preference enables businesses/contractors within local governments in the Prescribed Area to claim a price preference for their whole bid, regardless of the origin of the labour or materials, as all labour and materials are deemed to be regional content.

- (b) The price of the bids from the local businesses/contractors will be reduced (for evaluation purposes only), by the amounts set out in section 1.2 of this policy.

## 2.2 Regional Content Preference

- (a) This preference provides an incentive for businesses/contractors outside the Prescribed Area to purchase goods, services and construction from within the Prescribed Area. The preference applies to the value of the goods, materials or services purchased from within the Prescribed Area and used in the Shire of Exmouth and are referred to as "Regional Content". The preference percentages are as set out in section 1.2 of this policy.
- (b) Businesses outside the Prescribed Area, who claim that they will use regional businesses (Regional Content) in the delivery of the contract outcomes, may be required, as part of the contract conditions, to demonstrate that they have actually used them.

2.3 Businesses wishing to claim a price preference in Clause 2 must complete a preference questionnaire/response form that is distributed with each quotation of \$5,000 value or greater and which is also included in tender documentation. Eligible businesses within the Prescribed Area must clearly state their full business location and postal address.

3. Price is only one factor to be considered when assessing quotations and tender submissions.

## 4. Definitions

4.1 A supplier of goods or services who submits a tender is regarded as being a regional tenderer for the purposes of this part if:

- (a) That supplier has been operating a business continuously out of premises in the appropriate region for at least 6 months before the time after which further tenders cannot be submitted; or
- (b) Some or all of the goods or services are to be supplied from regional sources.

4.2 Region/Prescribed Area: the local government area of the Shire of Exmouth (figure 1).



(figure 1: Source Shire of Exmouth Local Planning Strategy)

# COMMERCIAL AND COMMUNITY SERVICES

## 4.1 - Sponsorship Policy

Adoption		
Date	Meeting	Council Decision
20/09/12	OCM	04-0912-10.1.2
Review		
Date	Meeting	Council Decision
27/09/18	OCM	05-0918
22/11/18	OCM	04-1118
02/09/19	OCM	03-0419
25/06/20	OCM	
Delegation		
No.	Title	

**PURPOSE**

The purpose of the Sponsorship Policy is to establish principles for sponsorship agreements entered into between the Shire of Exmouth and other parties. The policy also provides guidelines for how the Shire will seek sponsorship and the handling of requests for donations and waiver of Shire fees and charges.

Sponsorship is the contribution of financial and/or “in kind” support that the Shire of Exmouth receives or provides for the purpose of partnering in the provision of community infrastructure, a service or program, event or activity that may contribute to the economic, social, sporting, environmental or cultural development of the Shire.

Sponsorships are undertaken or entered into, in order to help achieve business or community objectives.

**POLICY**

Council acknowledges that sponsorship can provide significant benefits to the Shire of Exmouth and the community, and will consider sponsorship opportunities under three streams depending on the nature of the request and where the greatest benefits are to be achieved; economic, community or donations.

1. Economic; events that attract majority participation and visitation from outside of the region, that reinforce the Exmouth and Ningaloo brands, and generate economic benefits by injecting new money into the local economy. Events must be held in low and shoulder visitor periods to encourage new visitation.
2. Community; community events/[/ programs/ projects](#) that are organised by local community groups and are designed to attract a local audience, create local vibrancy, [increase participation](#) and in many cases raise funds or awareness for local organisations ongoing sustainability.

3. Donations; in some instances, the Shire will receive requests from community groups for donation of money, gifts or other forms of contribution where no clear benefit can be measured.

Economic; where the benefits are assessed as primarily economic in nature the following principles apply:

- Council invites sponsorship proposals for significant events staged within the Shire of Exmouth boundary under its **“Major Events Sponsorship Program”** (MESP) up to the value of \$5,000 ex GST per event each year.
- The MESP is an annual funding program where eligible applicants can apply for sponsorship support for the delivery of major events that have the potential to deliver significant economic outcomes to Exmouth.
- The MESP is designed to grow visitation in shoulder and low visitor periods. Eligible events must be held outside of “Peak Visitor Periods” as defined in this policy.
- The MESP is designed to encourage the attraction and delivery of major events that inject increased expenditure into the region.
- Applicants for MESP must demonstrate (explain) how their event has the potential to deliver significant economic outcomes to the Shire of Exmouth.
- A sponsorship agreement outlining the full terms and conditions of the agreement will be recorded in writing and signed by both parties.
- Established or proven events can apply for multi-year support up to 3 years.
- All sponsorship arrangements will be described in the annual report in a manner commensurate with the significance of the sponsorship.
- Applicants to refer to the Major Events Sponsorship Program guidelines.
- Acquittals must be received within six weeks of the event/ program/ project completion.

Community; where the benefits are assessed as primarily for local community groups the following principles apply:

- Council invites grant applications~~sponsorship proposals~~ for selected Shire of Exmouth projects, events, services or activities under its **“Community & Sporting Grants Program”** up to the value of \$1,500 ex GST per event.
- The “Community & Sporting Grants Program” (CSGP) is ~~an annual~~ funding program offered twice a year in February and August where eligible applicants can apply for grants to deliver non-core events and programs that achieve community and sporting outcomes.
- Local groups may apply for up to two events per funding round.
- The CSGP is designed to assist local community and sporting groups to deliver non-core business activities.
- Applicants to refer to the Community & Sporting Grants Program guidelines.
- Community and Sporting Groups wishing to access funds to undertake capital works should enquire with the Manager Community, Sport and Recreation for Shire and other third party grant opportunities including accessing the Shire Community Interest Free Loans Reserve under Shire Policy 2.2 “Interest free loans to clubs and organisations”.
- Acquittals must be received within six weeks of the event/ program/ project completion.
- 

Donations; where the benefits are assessed as primarily for local community groups and individuals the following principles apply:

- Requests for donations will only be considered by the Shire President or via delegated authority to the Chief Executive Officer.
- If a formal request for donations is received (must be in writing on proponent letterhead) these are to be directed to the Shire President for consideration and response.
- A maximum of up to \$500 (GST not applicable) formal request per annum from each entity is allowed.
- Activities asking to be supported should be non-core business in nature.

General Principles; these apply to the three streams of support.

- No fee waivers for use of the Shire facilities and services including Ningaloo Centre meeting venues will be considered.
- Where an overwhelming community or economic benefit can be demonstrated, the Chief Executive Officer can exercise discretion by waiving one or more eligibility criteria as outlined in the grant guidelines.
- Proponents requesting fee waivers for the use of Council buildings and venues should be encouraged to seek other third party funding to cover these costs and/or consider use of other venues.
- Any request for waiver of a Shire fee or charge must be part of a request for sponsorship proposal that clearly outlines the benefits to the Shire and how the project meets Council strategic objectives.
- Applicants may only apply for one of the three funding streams per event or activity.
- Funding benefits or sponsorship do not include implied endorsement by Council of the recipient's goods or services or use of Council's logo to promote their products.
- Sponsorship arrangement that impose or imply conditions that limit the Council's ability to carry out its functions fully and impartially will not be agreed to.
- The Shire of Exmouth Council reserves the right to withdraw funding with an external party when they are considered to have not complied with the spirit of this policy and/or a written agreement entered into as a sponsor or funding arrangement.
- The sponsorship or funding is complementary to Council's vision, values, policies and strategies.
- The Shire reserves the right to withhold some or all of funding payments until a post event report is submitted by the successful applicant.
- There should not be any real or perceived conflict between the objectives and mission of the recipient and Council.
- Ensure funding received by the Shire supports the aims of the other Shire of Exmouth policies and does not promote:
  - the excessive consumption of fast food;
  - the use of tobacco products;
  - gambling; or
  - irresponsible drinking.
- The Shire of Exmouth Council will not enter into sponsorship with external bodies who:
  - Are involved in unlawful activities;
  - Do not share Council's views on promoting a diverse, tolerant and inclusive community;
  - Are political parties and/or promote political agendas;

- Are considered to be an unsuitable partner by Council for reasons it sees fit to apply in the context of this policy;
- Offer programs that may present a hazard to the community;
- Offer programs that do not reflect widely held community views; and
- Contravene State and Commonwealth legislation, local laws.

#### Legislative and Strategic Context

- *Local Government Act 1995*

#### Definitions

~~Major Event; events of regional, state, national and international interest, that are important to the Exmouth and Ningaloo destination brands, generate economic and social benefits. Can be one off or regular in frequency, ultimately the primary focus as major economic drivers and brand enhancers, Shire may or may not be involved in event delivery beyond financial support and marketing.~~

Community Event; events that are organised by local community groups and are designed to attract a local audience and in many cases raise funds or awareness for local organisations ongoing sustainability.

GST; if the organisation is registered for GST, then GST can be applied when invoicing the Shire of Exmouth.

Increase Participation: the intention being to increase the participation of specific groups of people within the community identified as having evidence-based low participation rates.

Major Event; events of regional, state, national and international interest, that are important to the Exmouth and Ningaloo destination brands, generate economic and social benefits. Can be one off or regular in frequency, ultimately the primary focus as major economic drivers and brand enhancers, Shire may or may not be involved in event delivery beyond financial support and marketing.

Peak Visitor Periods; when visitor numbers to Exmouth are already likely to reach the maximum capacity of the commercial short stay operators and defined as the Easter holidays (Good Friday to Easter Monday), April and July school holiday periods each year.

## 6.9 – Itinerant Trading

Adoption		
Date	Meeting	Council Decision
28/05/2020	OCM	09-0520
Review Details		
Date	Meeting	Council Decision
25/06/20	OCM	02-0620
Delegation		
No.	Title	

### POLICY STATEMENT

The Shire of Exmouth encourages improved retail and hospitality vibrancy that reinforces the positioning of Exmouth as the State's premier tourism town.

The Shire values its local business community and recognises that there are business opportunities that can occur on a temporary basis. It is recognised that Itinerant Traders can:

1. Contribute to the vitality of the town,
2. Provide a safe, efficient and accessible food service at peak times to service increased customer demand beyond the supply capabilities and/or outside operating hours of permanent food outlets,
3. Provide products and services on a temporary basis not currently on offer,
4. Provide an opportunity for seasonal products to be provided, and
5. Activate a particular location or precinct that meets the objectives of the local government.

This Policy is a tool that will provide Council with a framework for the operation and management of itinerant traders within the Shire of Exmouth.

### POLICY OBJECTIVES

The objectives of this policy are:

1. To facilitate the opportunities for itinerant traders that adds to the public enjoyment and use of the local government area, while not reducing safety or access to public land;
2. To ensure existing local businesses are not significantly disadvantaged through the approving of itinerant traders; and
3. To provide a consistent and coordinated process for the assessment of applications for itinerant traders within the municipality.

### SCOPE

The Itinerant Traders Policy is applicable in instances where businesses and/or individuals seek to use public land to operate a business for financial gain where land is owned or controlled by the local government.

This Policy does not apply to the following:

1. Where a vendor is part of an event, carnival, market, fete or the like (this would require an event permit);
2. Where the activity is a one-off occurrence such as an opening or open day for a business/premises (this would require an event permit);
3. Trading from private property strictly under consent of the land owner (food permit still required if selling food and beverage products);
4. Community health mobile clinics and other government/community like uses; and

5. A 'produce stall' within private property.

#### DEFINITIONS

**Approved Location** - The Shire has identified locations from which an Itinerant Trader may trade with appropriate approvals. Trading from these locations may occur independently of a Council approved market, festival or event. The Approved Locations are described within this Policy and potential traders are to consider these locations in first instance.

**Food Van** - Any vehicle, caravan, trailer, table, stall or other similar structure for the purpose of selling or offering for sale any food and or drink (excluding alcoholic beverages).

**Itinerant Trader** - A person or persons, engaged in providing goods and/or services on a temporary basis.

**Moveable Advertising Sign** - Any moveable board, notice, structure, banner or similar device used for the purposes of notifying of a sale, soliciting sales or notifying people of the presence of an adjacent property where goods and services may be obtained. Includes A-Frame signs. This excludes commercial signage mounted on vehicles and/or trailers.

**Public Place** - Includes a reserve, public highway, mall, road street, bridge, footway, footpath, court, alley, passage or thoroughfare, notwithstanding that it may be formed on private property and any other place to which the public may resort.

#### GENERAL PROVISIONS

1. All itinerant traders are required to apply for the following permits;
  - Activities on Local Government Property, and
  - Food Business Registration Application (if food vendor).
2. Approvals to trade can be granted for periods ranging from 1 day up to 12 months with terms greater than 12 months to be considered via a licensing arrangement and requiring Council approval on a case by case basis. [In order to qualify for a licence a trader must demonstrate that they have a proven trading history of at least 12~~12~~ months \(or one full tourism season ie April – September\) within the Shire of Exmouth area.](#)
3. All Itinerant Traders operating within the Shire must hold a public liability policy of insurance in respect of the activities being undertaken, providing cover of at least \$20,000,000.
4. No permanent signage may be erected. A Moveable Advertising Sign may only be displayed during the operating times of the business.
5. As per the local law permits [and licences](#), will not be issued for itinerant trading within 300m of a competing static business (does not include other itinerant traders) at the same opening times and trading in predominantly similar products unless it is in association with an approved event. For clarity, types of food eg pizza, hamburgers, fish and chips are not considered similar products.
6. The trader is responsible for containment and removal off all waste arising from their operations. The site and surrounds must be maintained in a clean manner with all waste removed and legally disposed of.
7. [Traders may apply for multiple locations however are required to nominate all approved locations, operating days and times and pay for these locations in advance. Multiple bookings that in the opinion of the Shire are designed to exclude other traders can be cancelled at the Shire's absolute discretion.](#)
8. [There are no stipulations on type of food service to be approved at each location however in order to reduce potential conflict the numbers of permitted traders at each approved location will be limited as stipulated for each location in these attachments \(excludes one off events\).](#)
9. [The Shire will allocate each booking its own space on a first come first served basis and only confirmed once payment has been received. The Shire will maintain a booking sheet for all approved locations.](#)

10. A licence booking will take precedence over a permit booking however the Shire reserves the right to issue a permit for an itinerant trader to replace a licensee where the licensee has failed to operate at its approved location for more than 6 continuous weeks.

6. —

7-11. Food Vans wishing to operate at specific locations on a more permanent approach greater than 12 months will be considered as per point 5.2 above. A license approach is to provide greater tenure with terms and conditions negotiated on a case by case basis. A licence approach will be subject to Policy 2.4 Leases and Licences however any itinerant trader licence will require and be subject to Council review and approval. Traders will still be required to secure all required trading permits.

#### **APPLICATION PROCESS**

- Applications are to be lodged with the Shire a minimum of 28 days prior to the proposed trading commencement date.
- Applications must be submitted on the form provided for this purpose and provide all information necessary for officers to determine whether or not to issue a permit and apply appropriate conditions to the permit.
- Shire may request additional information in support of the application.
- Incomplete applications or delays in providing additional information upon request, may result in delays in the application being processed. This includes failure to pay the required permit application fee or provide evidence of adequate public liability insurance.
- Trading may not commence until all required fees are paid in full and the permits are issued.

#### **WHERE FOOD VANS MAY OPERATE**

##### ***Approved Locations***

Where a person wishes to operate as an Itinerant Trader in an approved location within a public place as identified in this policy. Locations outside of those described will generally not be permitted however additional locations can be approved by a decision of Council.

##### ***Itinerant Traders at Markets, Events and Festivals***

Itinerant Traders may only operate at a Market, Event or Festival when they have received the prior consent of the organiser of the Market, Event or Festival. In seeking the prior consent, the Itinerant Trader should provide evidence of current public liability insurance and Food Act Registration (as appropriate).

When a pre-existing booking between the Shire and the itinerant trader conflicts with a festival or one off event the event will take precedence. In these circumstances if the trader chooses to trade during the event the trader must abide by the event organiser terms and conditions and the agreement between the Shire and trader will be suspended for the period of the event. The Shire will refund or credit to the trader any pre-paid booking fees for the period affected at the end of the booking period.-

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**APPROVED LOCATIONS**

**A. Federation Park (maximum 4 spaces)**



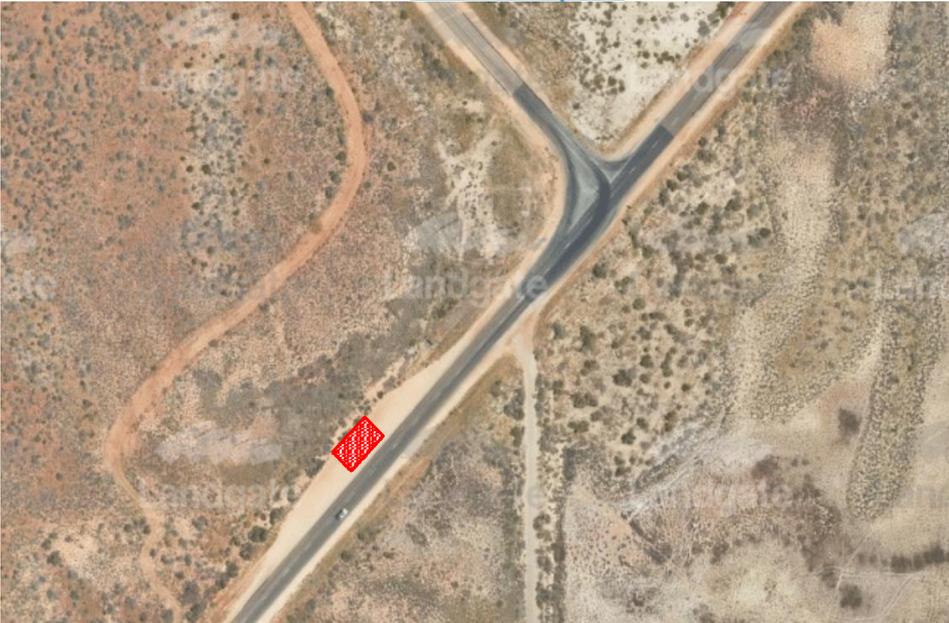
**B. Town Beach (maximum 2 spaces)**



C. Payne Street (maximum 3 spaces)



D. Murat and Yardie Creek Road turnoff (maximum 2 spaces)



E. Tantabiddi Boat Ramp precinct ([maximum 2 spaces](#))



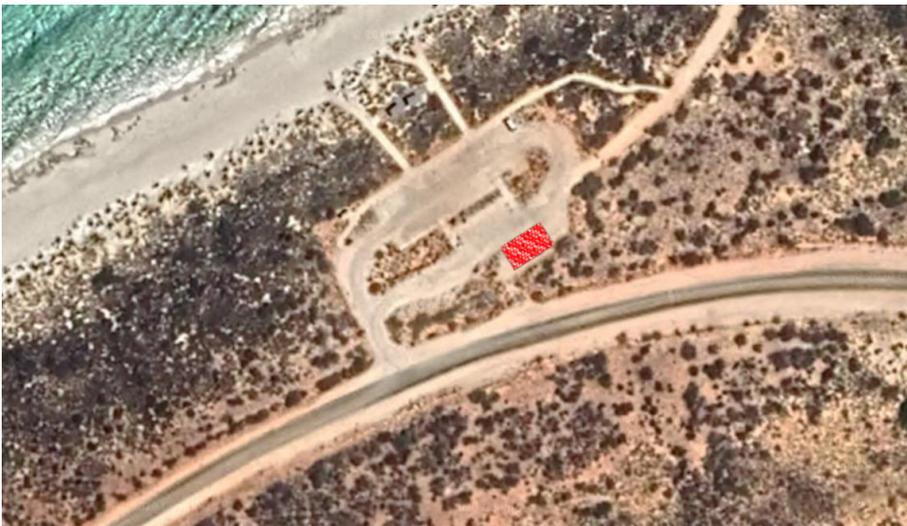
F. Lighthouse precinct ([maximum 2 spaces](#))



G. Dunes carpark (maximum 1 space)



H. Hunters carpark (maximum 24 space)





10 September 2020

Mr Matthew Bird  
Executive Manager Commercial and Community  
Shire of Exmouth  
PO Box 21  
EXMOUTH WA 6707

Dear Matthew

Further to our recent teleconference I would like to officially request favourable consideration by the Shire Council for Centacare's relocation to the former Council Chambers under a peppercorn rent agreement.

Since Centacare established a branch office in Exmouth in 1997 the organisation has enjoyed a supportive relationship with the Shire. At the time of establishment, the Shire provided premises at 1 Learmonth Street for peppercorn rent where we stayed until 2014. When this building was taken back by the Shire, we were offered alternate shared premises at 12 Learmonth Street under the same peppercorn rent agreement. Unfortunately, this was only for a short while after which Centacare relocated to leased premises at 17 Payne Street where we currently located.

We are excited with the prospect of being considered for tenancy in the Shire owned premises. Staff from Exmouth and Geraldton have viewed the property and are confident that with some internal modifications this building will provide a secure and private space for our confidential family and financial counselling services while still being easily accessible for the public. The Family Counsellor and Financial Counsellor work collaboratively with other local service providers to provide wrap around services for Exmouth residents.

In addition to financial counselling services, emergency relief is available for local people experiencing financial crisis, e.g. food insecurity, medical expenses, utilities assistance.

The Family Counsellor currently provides counselling services and a weekly Mum's and Bubs group (SNUGGLES). The Protective Behaviours programme has been successfully facilitated to the whole of Exmouth District High School which is recommended to be provided on an annual basis.

Other activities that the Family Counsellor is involved in are the Local Drug and Alcohol Action Group and the Exmouth Youth Coalition.

Plans that are currently under development to provide additional services include:

- a second SNUGGLES for the toddlers who are too old for the Mum's and Bubs Group but too young for play group;
- Circle of Safety Parenting Programme for fathers;
- Carer's Support Group;
- Groups for Youth.

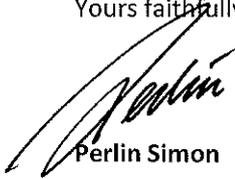
One of the staff currently working in the Exmouth office is a long-term resident with much community involvement; the other person has a past association with the town and is intending to settle permanently in Exmouth. They both have a deep understanding of the local community and recognise the supports that a remote town requires.

In addition to the above, should we be allowed use of the premises for peppercorn rent, we will be able to take on and maintain Centrelink services in the town. It would also be a holistic model for the Exmouth community where Centrelink clients will have easy access to both our family and financial counselling services should they require it. It would also mean we could extend our service delivery hours to 5 days/week instead of the current 4 days/week.

We humbly request that the Council give favourable consideration to our request so that Centacare can continue to provide current services and developing new strategies that will support the health and well-being of the Exmouth community. If this request is successful it is anticipated that we would like to ensure at minimum a five-year tenancy.

With best wishes

Yours faithfully

A handwritten signature in black ink, appearing to read 'Perlin Simon', written over a white background.

**Perlin Simon**  
Director

Jo & Tony Woodford  
17 Salmon Loop  
Exmouth WA 6707

To Whom It May Concern,

By way of introduction our names are Jo & Woody, we have been operating Geckos Fiesta food van since September this year at Federation Park.

We wish to put 2 items to council this evening if we may -

ITEM 1 - SUBMISSION to OPERATE AS ITINERANT TRADER - from ART GALLERY CARPARK, NEAR THE BIG PRAWN.

ITEM 2 - REQUEST FOR AN ITINERANT TRADERS LICENCE FOR A 12 MONTH PERIOD FOR GECKOS FIESTA FOOD VAN.

In relation to ITEM 1

We would like to put forward a submission to council to operate a food van – namely Geckos Fiesta - from the carpark area near the Art Gallery and the Big Prawn.

We have attached a plan of the area showing how we think the location can work safely. We are aware of possible safety implications and feel that we can demonstrate that the area can be a safe zone for everyone to share. The Art Gallery/Big Prawn location seems to be grossly underutilized and we wish to add some vibrancy to the main street.

We are invested in Exmouth and our intentions are for the long term. We understand there has been some hesitation of approving this location, but we are here for the long term and would love to see more activity in the main street of Exmouth to enhance the visitor and local experience.

Being in this position we hope to boost the food offerings in Exmouth – not take away from other vendors and boost vibrancy in the main street. The need for another location was demonstrated recently when the Community Market Organiser did not allow enough room for Geckos Fiesta to park at our permitted location. This was confusing as we were marketed on all of their social media outlets and then unable to trade, losing business for that day. Having access to another location would be beneficial and would negate the situation we encountered.

We moved to Exmouth in August and have been operating since the 11<sup>th</sup> September with great feedback from locals and tourists in the community. We offer Mexican food, drinks, coffee and juices, should we be successful in our bid to enhance the towns offering at this location, our plan is to operate 4 nights a week and 4 mornings for breakfast.

In relation to ITEM 2

Geckos Fiesta would like to request a license from council under the current terms and conditions of the Itinerant Trader policy. We do believe it has been the intention to grant licenses to those businesses that have operated for more than 6 months, however this was an unwritten intention in the current terms and conditions for itinerant traders. Whilst we understand this intention, our commitment is for the long term and therefore we request a license for Geckos Fiesta. We have moved to Exmouth and are invested for the long term.

Since being in operation, under a permit, many ratepayers of Exmouth have expressed their delight in having another food offering available and are extremely supportive when they discover we have made the move to Exmouth to live. The Exmouth community has been very encouraging and some have written letters of support for Geckos Fiesta being a permanent fixture in the Shire of Exmouth. These letters are attached to these 2 requests.

We have been very well received and already participate in the community by way of volunteering on the committee at the Truscott Memorial Club, operated at the local AFL Grand Final, the local Touch Rugby Carnival, been part of the Community Markets & the Night Markets in Kennedy street mall.

Both Woody and myself love being part of a community and will continue to strive to join in where we can.

We are both big supporters of Variety WA for 15 years now and have been an integral part of helping communities, like Exmouth, gain grants for community projects such as the water playground in the town centre.

Our intentions are to live and work in Exmouth for the long term and would love the opportunity to be able to have a more permanent option of a license for Geckos Fiesta Food Van.

We have ideas for future tourism in the shire and would apply to council for an event such as a food truck rumble – having all the food trucks in town attend and creating a foodie heaven. Whilst this is just a thought it would take further planning and applications – but would be great for the Shire and tourism.

We request Council to consider our application on an individual basis for both ITEMS 1 & 2 enhancing the food offerings and a permanent license to operate, we moved here for a more permanent option and believe we would be an asset to the community.

Thank for your time and your dedication to making Exmouth such a great place to live and a wonderful community to be a part of.

Yours Sincerely

Jo & Tony Woodford  
Geckos Fiesta Food Van  
0419 196 568



- Current traffic island already in situ – Safety zone for customers to stand.



- Proposed Food Van location - Adjacent to the island



- Current water filling stations

- Additional one way - Traffic markings would assist in the safe passage of all vehicles through this area.
- Car parking bays being refreshed – front & back would assist with parking management and also bring more business to the Art Gallery to assist local artists and create more tourism.
- A permanent trader would create more vibe in the main street.
- This position would be enhanced by these small improvements but equally can operate without them.
- With close by food places sometimes having a wait of 2 hours we believe this location would take the pressure off and help the locals operators.



RE: Letter of Recommendation – Gecko's Fiesta

To Whom it May Concern,

Gecko's Fiesta has been in operation in town for over a month now. This van is something new and exciting for the take-away customers, as Exmouth does lack this type of food option in town. Adding a food van to the main street near the ArtGallery/Big Prawn is what the town needs. This area would benefit from some more activity.

I personally have eaten at Geckos Fiesta many times and I am extremely happy with the quality and service offered by Woody and Jo at the Van.

Working at Cellarbrations for 5 years now, I have been asked numerous times a week where tourists can get some take-away food, and at a reasonable price. There is not really that many options.

Woody and Jo have been to Exmouth many times now and are extremely excited about their decision to move to our great community orientated town. They have already gotten involved in community events such as the Football grand final, and received excellent customer feedback. Likewise, volunteering at the struggling Truscott club, has been another great way of them supporting local and getting to really know the locals.

My husband and I have been involved in the charity Variety WA who Woody and Jo are also loyal members. Their selflessness and giving attitude due to constantly helping others is something this town will benefit from.

I personally think that these guys would be a true asset to town, not only themselves, but their great food that their business will bring.

Tracey Strahan

Manager Cellarbrations Exmouth

0427176011

13<sup>th</sup> October 2020.

To the Exmouth Shire Council

I am writing this letter of support for the license of Geckos Fiesta in Exmouth. My husband Gavin Channing has been in town for 28 years and I, Sue Channing (nee Urquhart) have been in town for 21 years and we are active contributors to the community.

We have known Jo & Anthony (aka Woody) Woodford for over 20 years and can vouch for their outstanding commitment to everything they do.

Woody & Jo Woodford are an amazing couple who will be a major asset to the Exmouth community. They are actively involved in Variety WA and have been for many years and given so much of themselves where they can supporting the sick kids of Variety WA. This year Jo is the "Bash Boss" and is responsible for the running of the variety bash, which unfortunately had to be cancelled due to Covid-19. But the 2021 bash will be what they were going to run. This Bash will be finishing in Exmouth which will bring a vast number of people to town. And with Prizes and sponsorship from many local tour operators they are being encouraged to stay in town longer.

The food van is a long awaited contributor to the food offerings in Exmouth and we have seen how they operate in many areas or both their social and business lives. We believe this will be a very beneficial business for the Exmouth Community.

We have seen the town change a lot over the years and believe some more activity on the main road is a must for the locals and the tourists. A food van located at the Art Gallery Big Prawn Carpark would lift the vibrancy of the main street as cars cruise by.

In the past there have been temporary traders in this location which in does not benefit the Community, all profits made go straight back out of town. Woody & Jo have every intention to stay in town and provide an ongoing option for locals and tourists now and in the future. It is our belief that they will give back to the community in so many ways. As an example for the short period of time they have been here, Woody has already joined the Truscott club committee.

We totally support Jo and Woody in this new venture, should you require any further information please do not hesitate to contact me on 0407 788 087

Kind regards,

Sue and Gavin Channing



# Monthly Financial Report

For the period ended

## October 2020

PO Box 21  
2 Truscott Crescent  
Exmouth  
Western Australia 6707

Phone: (08) 9949 3000  
Fax: (08) 9949 3050  
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ABN: 32 865 822 043



# SHIRE OF EXMOUTH

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

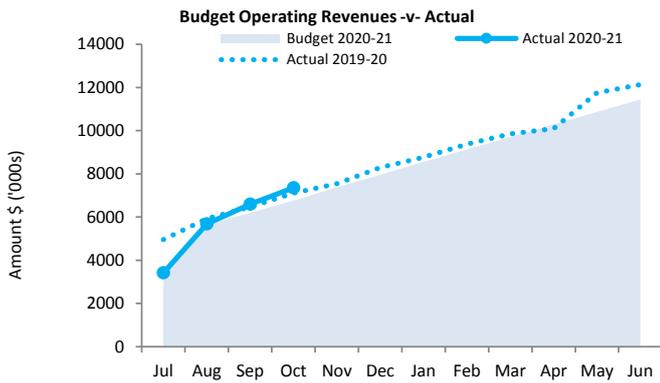
LOCAL GOVERNMENT ACT 1995  
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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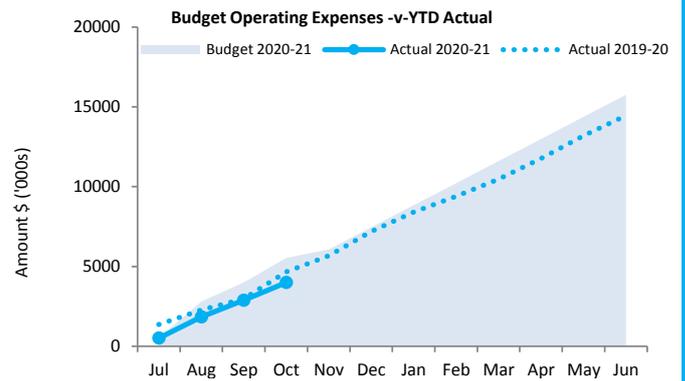
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OPERATING ACTIVITIES

OPERATING REVENUE

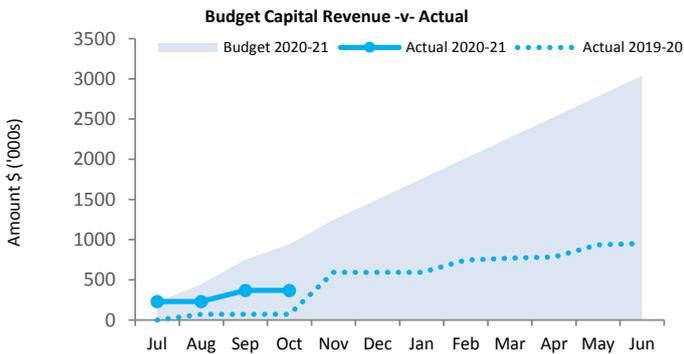


OPERATING EXPENSES

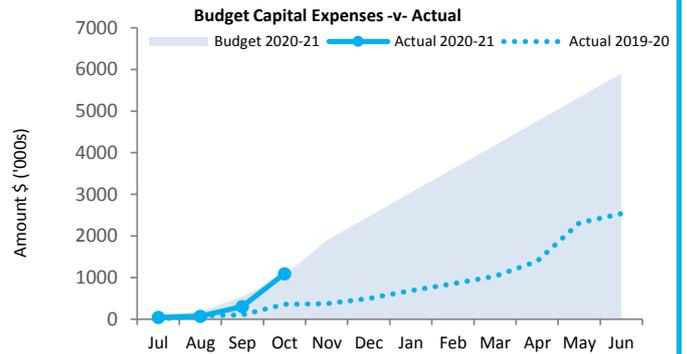


INVESTING ACTIVITIES

CAPITAL REVENUE

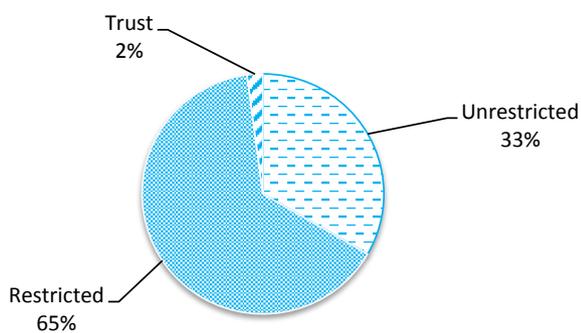


CAPITAL EXPENSES

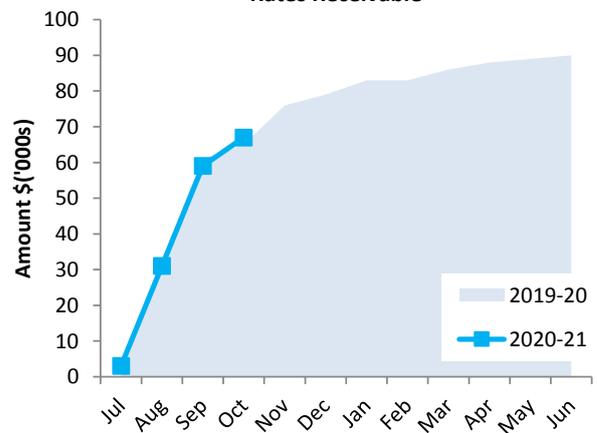


FINANCING ACTIVITIES

Cash and Cash Equivalents



Rates Receivable



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

## KEY TERMS AND DESCRIPTIONS

### FOR THE PERIOD ENDED 31 OCTOBER 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 OCTOBER 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)	2,642,432	2,642,432	<b>2,691,921</b>	49,489	1.87%	
<b>Revenue from operating activities</b>							
Rates	5	3,421,860	3,383,822	<b>3,406,121</b>	22,299	0.66%	
Specified area rates	5	48,140	48,842	<b>48,842</b>	0	0.00%	
Operating grants, subsidies and contributions	12	1,054,000	332,996	<b>321,976</b>	(11,020)	(3.31%)	
Fees and charges		6,585,000	2,942,382	<b>3,449,088</b>	506,706	17.22%	▲
Interest earnings		131,000	43,660	<b>18,949</b>	(24,711)	(56.60%)	
Other revenue		209,000	12,488	<b>113,292</b>	100,804	807.21%	▲
Profit on disposal of assets	7	0	0	<b>0</b>	0	0.00%	
		<b>11,449,000</b>	<b>6,764,190</b>	<b>7,358,268</b>	594,078	(8.78%)	
<b>Expenditure from operating activities</b>							
Employee costs		(6,523,000)	(2,303,862)	<b>(2,099,013)</b>	204,849	8.89%	
Materials and contracts		(3,785,000)	(1,253,528)	<b>(1,119,346)</b>	134,182	10.70%	▲
Utility charges		(830,000)	(262,360)	<b>(269,214)</b>	(6,854)	(2.61%)	
Depreciation on non-current assets		(3,607,000)	(1,202,204)	<b>0</b>	1,202,204	100.00%	▲
Interest expenses		(66,000)	(7,992)	<b>(5,816)</b>	2,176	27.23%	
Insurance expenses		(430,000)	(430,000)	<b>(420,898)</b>	9,102	2.12%	
Other expenditure		(518,000)	(75,351)	<b>(77,237)</b>	(1,886)	(2.50%)	
Loss on disposal of assets	7	0	0	<b>0</b>	0	0.00%	
		<b>(15,759,000)</b>	<b>(5,535,297)</b>	<b>(3,991,524)</b>	1,543,773	27.89%	
Non-cash amounts excluded from operating activities	1(a)	3,607,000	1,202,204	<b>0</b>	(1,202,204)	(100.00%)	▼
<b>Amount attributable to operating activities</b>		<b>(703,000)</b>	<b>2,431,097</b>	<b>3,366,744</b>	935,647		
<b>Investing activities</b>							
Proceeds from non-operating grants, subsidies and contributions	13	2,659,000	941,656	<b>368,647</b>	(573,009)	(60.85%)	▼
Proceeds from disposal of assets	7	200,000	0	<b>0</b>	0	0.00%	
Payments for property, plant and equipment		(5,900,000)	(1,049,824)	<b>(1,094,941)</b>	(45,117)	(4.30%)	
<b>Amount attributable to investing activities</b>		<b>(3,041,000)</b>	<b>(108,168)</b>	<b>(726,294)</b>	(618,126)		
<b>Financing Activities</b>							
Transfer from reserves	3	2,385,000	0	<b>0</b>	0	0.00%	
Payments for principal portion of lease liabilities		0	0	<b>0</b>	0	0.00%	
Proceeds from community loans		23,000	0	<b>0</b>	0	0.00%	
Repayment of debentures	10	(232,000)	(22,549)	<b>(22,549)</b>	0	0.00%	
Transfer to reserves	3	(1,027,000)	(5,140)	<b>(5,140)</b>	0	0.00%	
<b>Amount attributable to financing activities</b>		<b>1,149,000</b>	<b>(27,689)</b>	<b>(27,689)</b>	0		
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>47,432</b>	<b>4,937,672</b>	<b>5,304,682</b>	367,010		

**KEY INFORMATION**

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

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

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

## KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 31 OCTOBER 2020

## STATUTORY REPORTING PROGRAMS

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

### PROGRAM NAME AND OBJECTIVES GOVERNANCE

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

### ACTIVITIES

Includes the activities of members of council and the administrative support available to the council for the provision of governance of the district. Other costs relate to the task 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.

The collection of rate revenue and the maintenance of valuation and rating records to support the collection process. General purpose government grants and interest revenue.

### LAW, ORDER, PUBLIC SAFETY

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

The provision of bushfire control services, animal control and support for emergency services, as well as the maintenance and enforcement of local laws.

### HEALTH

To provide an operational framework for environmental and community health.

Maternal and Infant health, preventative service and environmental health.

### EDUCATION AND WELFARE

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

Maintenance on playgroup and senior citizen buildings.

### HOUSING

To provide housing for staff members.

Administration and operation of residential housing for council staff.

### COMMUNITY AMENITIES

To provide services required by the community.

Maintenance of rubbish service to residents and maintenance of sanitary landfill sites. Town planning and regional development, maintenance of cemeteries and other community amenities.

### RECREATION AND CULTURE

To establish and effectively manage infrastructure and resources which will help the social wellbeing of the community.

Maintenance of public halls, centres, swimming pools, beaches, recreation centre and various sporting facilities. Provision and maintenance of parks, gardens and playgrounds. Operation of library and radio broadcasting facilities.

### TRANSPORT

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

Construction and maintenance of roads, streets, footpaths, depot, cycleways, parking facilities and traffic control. Cleaning of streets and maintenance of street trees, street lighting etc. Administration and operation of airport and aerodrome.

### ECONOMIC SERVICES

The promotion of the district to increase economic activities and the provision of building control within the shire.

Tourism, area promotion and building control.

### OTHER PROPERTY AND SERVICES

To monitor and control Council's overheads operating accounts.

The provision of private works to the public and the maintenance of cost pools for plant operating, public works overheads and administration costs.

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 OCTOBER 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)	2,642,432	2,642,432	<b>2,691,921</b>	49,489	1.87%	
<b>Revenue from operating activities</b>							
General purpose funding - general rates	5	3,421,000	3,383,822	<b>3,406,121</b>	22,299	0.66%	
General purpose funding - other		1,055,000	309,166	<b>205,342</b>	(103,824)	(33.58%)	▼
Law, order and public safety		12,000	7,110	<b>7,738</b>	628	8.83%	
Health		47,500	15,824	<b>21,863</b>	6,039	38.16%	
Education and welfare		0	0	<b>946</b>	946	0.00%	
Housing		59,000	19,640	<b>21,789</b>	2,149	10.94%	
Community amenities		1,278,500	1,015,472	<b>1,072,874</b>	57,402	5.65%	
Recreation and culture		908,500	320,176	<b>572,980</b>	252,804	78.96%	▲
Transport		3,735,000	1,336,996	<b>1,388,910</b>	51,914	3.88%	
Economic services		909,000	348,156	<b>553,681</b>	205,525	59.03%	▲
Other property and services		23,500	7,828	<b>106,023</b>	98,195	1254.41%	▲
		<b>11,449,000</b>	<b>6,764,190</b>	<b>7,358,267</b>	594,077	8.78%	
<b>Expenditure from operating activities</b>							
Governance		(840,500)	(271,964)	<b>(268,619)</b>	3,345	1.23%	
General purpose funding		(129,000)	(42,984)	<b>(34,018)</b>	8,966	20.86%	
Law, order and public safety		(356,000)	(128,861)	<b>(131,884)</b>	(3,023)	(2.35%)	
Health		(300,500)	(100,987)	<b>(63,599)</b>	37,388	37.02%	▲
Education and welfare		(75,500)	(34,164)	<b>(19,092)</b>	15,072	44.12%	
Housing		(82,000)	(45,384)	<b>(121,509)</b>	(76,125)	(167.74%)	▼
Community amenities		(1,710,500)	(576,901)	<b>(498,992)</b>	77,909	13.50%	▲
Recreation and culture		(5,404,000)	(1,927,570)	<b>(1,423,165)</b>	504,405	26.17%	▲
Transport		(5,145,500)	(1,719,908)	<b>(940,950)</b>	778,958	45.29%	▲
Economic services		(1,261,000)	(496,042)	<b>(502,344)</b>	(6,302)	(1.27%)	
Other property and services		(454,500)	(190,532)	<b>12,648</b>	203,180	106.64%	▲
		<b>(15,759,000)</b>	<b>(5,535,297)</b>	<b>(3,991,524)</b>	1,543,773	(27.89%)	
Non-cash amounts excluded from operating activities	1(a)	3,607,000	1,202,204	<b>0</b>	(1,202,204)	(100.00%)	▼
<b>Amount attributable to operating activities</b>		<b>(703,000)</b>	<b>2,431,097</b>	<b>3,366,743</b>	935,646		
<b>Investing Activities</b>							
Proceeds from non-operating grants, subsidies and contributions	13	2,659,000	941,656	<b>368,647</b>	(573,009)	(60.85%)	▼
Proceeds from disposal of assets	7	200,000	0	<b>0</b>	0	0.00%	
Payments for property, plant and equipment and infrastructure		(5,900,000)	(1,049,824)	<b>(1,094,941)</b>	(45,117)	(4.30%)	
<b>Amount attributable to investing activities</b>		<b>(3,041,000)</b>	<b>(108,168)</b>	<b>(726,294)</b>	(618,126)		
<b>Financing Activities</b>							
Transfer from reserves	3	2,385,000	0	<b>0</b>	0	0.00%	
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Repayment of debentures	10	(232,000)	(22,549)	<b>(22,549)</b>	0	0.00%	
Transfer to reserves	3	(1,027,000)	(5,140)	<b>(5,140)</b>	0	0.00%	
<b>Amount attributable to financing activities</b>		<b>1,149,000</b>	<b>(27,689)</b>	<b>(27,689)</b>	0		
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>47,432</b>	<b>4,937,672</b>	<b>5,304,681</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 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2020-21 year is \$25,000 or 10.00% whichever is the greater.

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

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

**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 \$25,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
<b>Revenue from operating activities</b>				
Fees and charges	506,706	17.22%	▲ Timing	Increased exhibition and merchandise sales at Ningaloo Centre and an increase sanitation revenue and overflow caravan park.
Interest earnings	(24,711)	(56.60%)	▼ Timing	Timing of term deposits and low interest rate.
Other revenue	100,804	807.21%	▲ Timing	LGIS 20/21 assistance package and surplus distribution
<b>Expenditure from operating activities</b>				
Employee costs	204,849	8.89%	▲ Timing	Employee vacancies and timing of training and relocation costs.
Materials and contracts	134,182	10.70%	▲ Timing	Timing of maintenance programmes.
Depreciation on non-current assets	1,202,204	100.00%	▲ Timing	No depreciation raised to date
<b>Investing activities</b>				
Proceeds from non-operating grants, subsidies and contributions	(573,009)	(60.85%)	▼ Timing	Timing of projects
Payments for property, plant and equipment and infrastructure	(45,117)	(4.30%)	▼ Timing	See note 8

## **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 16 November 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.

(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>				
Add: Depreciation on assets		3,607,000	1,202,204	0
<b>Total non-cash items excluded from operating activities</b>		<b>3,607,000</b>	<b>1,202,204</b>	<b>0</b>

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

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

		Last Year Closing 30 June 2020	This Time Last Year 31 October 2019	Year to Date 31 October 2020
<b>Adjustments to net current assets</b>				
Less: Reserves - restricted cash	3	(9,009,299)	(9,355,432)	(9,014,439)
Less: Loans receivable		(22,700)		(22,700)
Less: Land held for resale				(1,131,818)
Less: Works In Progress			(207,552)	
Add: Borrowings	10	231,702	207,537	209,152
Add: Provisions - employee	11	770,177	958,906	770,177
Add: Lease liabilities	11	148,937		148,937
<b>Total adjustments to net current assets</b>		<b>(7,881,183)</b>	<b>(8,396,541)</b>	<b>(9,040,691)</b>

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

<b>Current assets</b>				
Cash and cash equivalents	2	12,209,278	15,954,658	13,671,379
Rates receivables	4	456,873	1,651,443	1,292,305
Receivables	4	758,669	1,278,978	1,373,177
Other current assets	6	83,264	42,918	88,142
<b>Less: Current liabilities</b>				
Payables	9	(1,784,164)	(616,728)	(951,365)
Borrowings	10	(231,702)	(207,537)	(209,152)
Lease liabilities	11	(148,937)	0	(148,937)
Provisions	11	(770,177)	(958,906)	(770,177)
<b>Less: Total adjustments to net current assets</b>	1(b)	<b>(7,881,183)</b>	<b>(8,396,541)</b>	<b>(9,040,691)</b>
<b>Closing funding surplus / (deficit)</b>		<b>2,691,921</b>	<b>8,748,283</b>	<b>5,304,681</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.

Description	Classification	Unrestricted	Restricted	Trust	Total Cash	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
<b>Cash on hand</b>								
Petty Cash and Floats	Cash and cash equivalents	1,950			1,950			
Municipal Fund	Cash and cash equivalents	3,654,989			3,654,989	Westpac		At Call
Reserve Fund	Cash and cash equivalents	0	9,907		9,907	Westpac		At Call
Trust Fund	Cash and cash equivalents	0	0	293,050	293,050	Westpac		At Call
		0						
<b>Term Deposits</b>								
		0						
Muni Term Deposit	Cash and cash equivalents	1,000,000			1,000,000	Macquarie	0.50%	02-Jan-21
Reserve Term Deposit	Cash and cash equivalents	0	2,504,533		2,504,533	AMP	1.20%	31 day notice
Reserve Term Deposit	Cash and cash equivalents	0	3,000,000		3,000,000	NAB	0.70%	05-Nov-20
Reserve Term Deposit	Cash and cash equivalents	0	3,500,000		3,500,000	NAB	0.65%	10-Dec-20
<b>Total</b>		<b>4,656,939</b>	<b>9,014,440</b>	<b>293,050</b>	<b>13,964,429</b>			
<b>Comprising</b>								
Cash and cash equivalents		4,656,939	9,014,440	293,050	13,964,429			
		<b>4,656,939</b>	<b>9,014,440</b>	<b>293,050</b>	<b>13,964,429</b>			

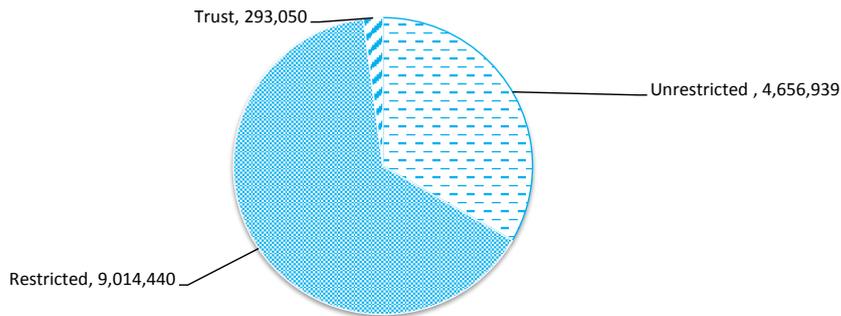
**KEY INFORMATION**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments 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 OCTOBER 2020**

**OPERATING ACTIVITIES  
NOTE 3  
CASH RESERVES**

**Cash backed reserve**

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave Reserve	695,562	7,424	406	0	0	0	0	702,986	695,968
Aviation Reserve	1,166,579	13,428	681	0	0	(10,000)	0	1,170,007	1,167,260
Building Infrastructure Reserve	595,760	6,786	348	0	0	(517,000)	0	85,546	596,108
Community Development Reserve	1,375,459	14,681	802	0	0	(11,000)	0	1,379,140	1,376,261
Community Interest Free Reserve	321,450	3,666	187	0	0	0	0	325,116	321,637
Insurance/Natural Disaster Reserve	183,016	1,953	107	0	0	0	0	184,969	183,123
Land Acquisition Reserve	736,873	7,745	430	162,000	0	(570,000)	0	336,618	737,303
Marina Canal Reserve	360,269	3,331	210	0	0	0	0	363,600	360,479
Marine Village Asset Replacement Reserve	33,268	355	20	0	0	0	0	33,623	33,288
Mosquito Management Reserve	10,108	108	6	0	0	0	0	10,216	10,114
Ningaloo Centre Reserve	255,836	2,731	150	0	0	0	0	258,567	255,986
Plant Reserve	187,979	10,620	109	500,000	0	(189,000)	0	509,599	188,088
Public Radio Infrastructure Reserve	5,158	55	3	0	0	0	0	5,213	5,161
Rehabilitation Reserve	252,116	2,691	147	0	0	0	0	254,807	252,263
Roads Reserve	592,844	6,328	346	265,000	0	(460,000)	0	404,172	593,190
Shire President COVID-19 Relief Fund	40,000	0	23	0	0	0	0	40,000	40,023
Shire Staff Housing Reserve	136,378	1,456	80	0	0	0	0	137,834	136,458
Swimming Pool Reserve	547,831	5,847	320	0	0	0	0	553,678	548,151
Tourism Development Reserve	200,008	0	117	100,000	0	0	0	300,008	200,125
Town Planning Scheme Reserve	21,855	233	13	0	0	0	0	22,088	21,868
Waste & Recycle Reserve	1,073,950	11,463	635	0	0	(485,000)	0	600,413	1,074,585
Unspent Grants & Contributions Reserve	217,000	0	0	0	0	(143,000)	0	74,000	217,000
	<b>9,009,299</b>	<b>100,901</b>	<b>5,140</b>	<b>1,027,000</b>	<b>0</b>	<b>(2,385,000)</b>	<b>0</b>	<b>7,752,200</b>	<b>9,014,439</b>

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

**OPERATING ACTIVITIES  
NOTE 4  
RECEIVABLES**

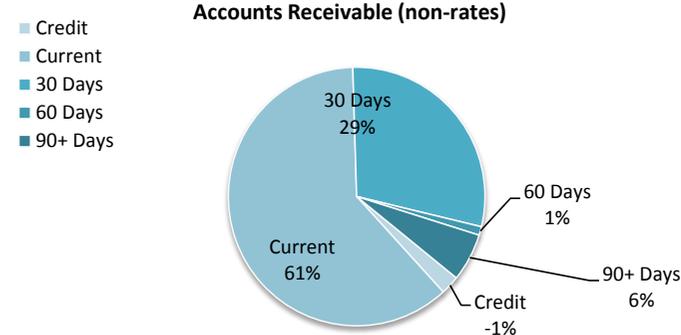
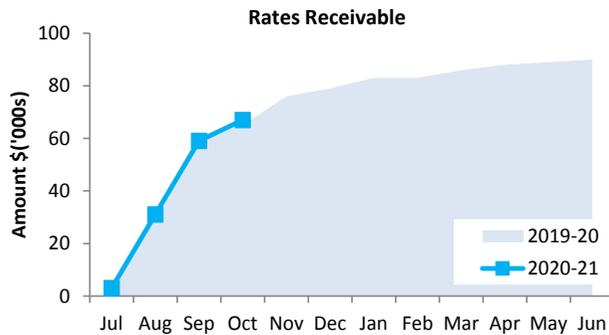
Rates receivable	30 Jun 2020	31 Oct 2020
	\$	\$
Opening arrears previous years	328,585	456,873
Levied this year	3,440,306	3,454,963
Less - collections to date	(3,312,018)	(2,619,531)
Equals current outstanding	<b>456,873</b>	<b>1,292,305</b>
<b>Net rates collectable</b>	<b>456,873</b>	<b>1,292,305</b>
% Collected	87.9%	67%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(28,733)	739,605	352,662	13,000	72,372	1,148,905
Percentage	(2.5%)	64.4%	30.7%	1.1%	6.3%	
<b>Balance per trial balance</b>						
Sundry receivable						1,148,905
GST receivable						64,124
Community Loans						22,700
Property service charges						137,448
<b>Total receivables general outstanding</b>						<b>1,373,177</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

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



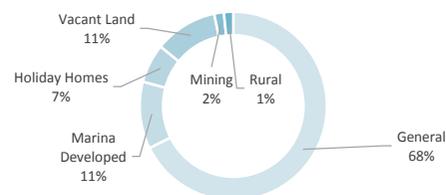
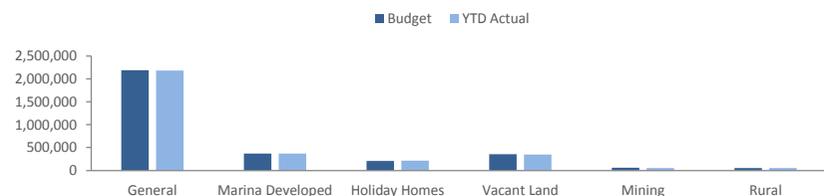
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 OCTOBER 2020

OPERATING ACTIVITIES  
NOTE 5  
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
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
<b>Gross rental value</b>											
General	0.07510	1,181	29,059,377	2,182,000	5,000	1,000	2,188,000	2,178,025	3,766	(2,630)	2,179,161
Marina Developed	0.10130	101	3,621,207	367,000	0	0	367,000	361,640	9,011	169	370,819
Holiday Homes	0.10410	78	1,992,380	207,000	0	0	207,000	218,747	(3,139)	0	215,608
Vacant Land	0.15010	232	2,383,884	358,000	0	0	358,000	357,821	(7,715)	0	350,106
<b>Unimproved value</b>											
Mining	0.15990	12	359,652	58,000	1,000	0	59,000	57,508	(544)	(3,268)	53,696
Rural	0.08000	7	658,420	53,000	0	0	53,000	51,874	0	0	51,874
<b>Sub-Total</b>		<b>1,611</b>	<b>38,074,920</b>	<b>3,225,000</b>	<b>6,000</b>	<b>1,000</b>	<b>3,232,000</b>	<b>3,225,615</b>	<b>1,380</b>	<b>(5,730)</b>	<b>3,221,264</b>
<b>Minimum payment</b>	<b>Minimum \$</b>										
<b>Gross rental value</b>											
General	930	84	842,002	78,000	0	0	78,000	78,120	735	0	78,855
Marina Developed	930	1	0	1,000	0	0	1,000	930	0	0	930
Vacant Land	735	146	483,700	107,000	0	0	107,000	107,310	(735)	0	106,575
<b>Unimproved value</b>											
Mining	230	10	8,426	2,000	0	0	2,000	2,300	0	0	2,300
Rural	735	1	5,800	1,000	0	0	1,000	735	0	0	735
<b>Sub-total</b>		<b>242</b>	<b>1,339,928</b>	<b>189,000</b>	<b>0</b>	<b>0</b>	<b>189,000</b>	<b>189,395</b>	<b>0</b>	<b>0</b>	<b>189,395</b>
Concession/Write off							0				(4,538)
<b>Total general rates</b>							<b>3,421,000</b>				<b>3,406,121</b>
<b>Specified area rates</b>	<b>Rate in \$ (cents)</b>										
Marina Specified Area	0.013390		3,621,207	48,000	0	0	48,000	48,554	287	0	48,842
<b>Total specified area rates</b>			<b>3,621,207</b>	<b>48,000</b>	<b>0</b>	<b>0</b>	<b>48,000</b>	<b>48,554</b>	<b>287</b>	<b>0</b>	<b>48,842</b>
<b>Total</b>							<b>3,469,000</b>				<b>3,454,963</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.



Other current assets	Opening Balance 1 July 2020	Asset Increase	Asset Reduction	Closing Balance 31 October 2020
	\$	\$	\$	\$
<b>Inventory</b>				
Fuel and materials on hand	14,591	42,427	(37,549)	19,469
Stock - Visitor Centre Merchandise	68,673	0	0	68,673
<b>Total other current assets</b>	<b>83,264</b>	<b>42,427</b>	<b>(37,549)</b>	<b>88,142</b>
<b>Amounts shown above do not include GST (where applicable)</b>				

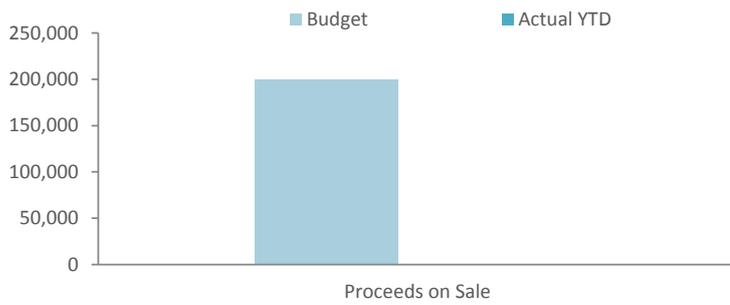
**KEY INFORMATION**

**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.

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Plant and equipment</b>								
	<b>Transport</b>								
	Plant replacement	200,000	200,000	0	0	0	0	0	0
		<b>200,000</b>	<b>200,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



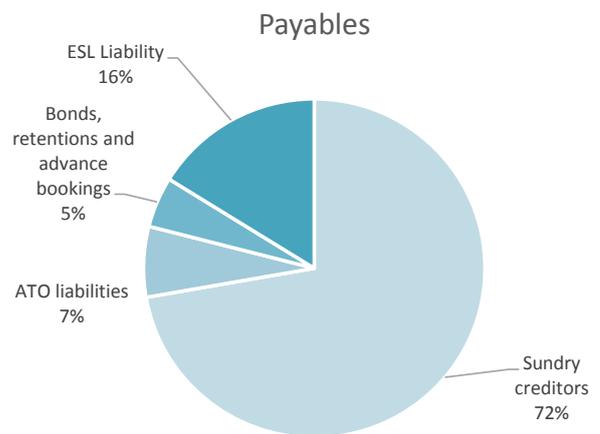
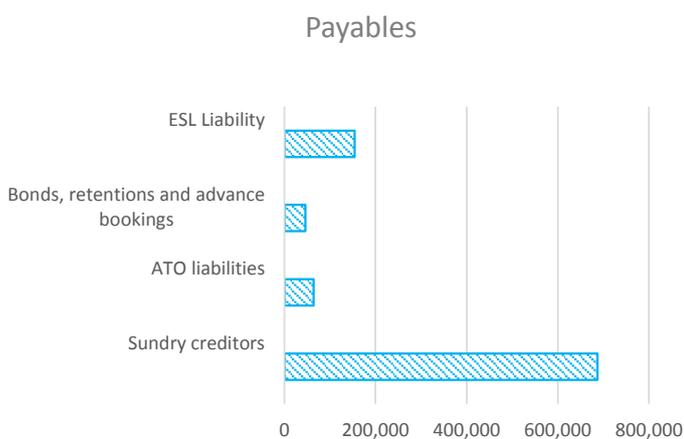
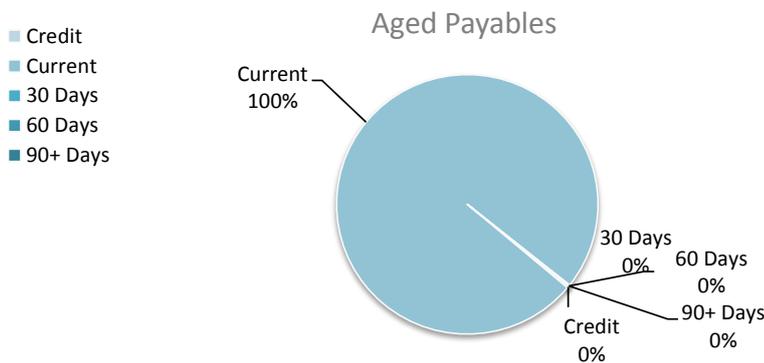
Project Description	Adopted				Timing		Comments
	Budget	YTD Budget	YTD Actual	Variance (Under)/Over	Start	Finish	
<b>Land</b>							
Purchase Lot 1416	325,000	325,000	327,899	2,899	Q1	Q2	Purchase finalised
Purchase Lot 349	0	0	1,390	1,390			
<b>Buildings - Non Specialised</b>							
Property renewals	65,000	21,664	15,839	(5,825)	Q1	Q4	Annual programme
Staff Housing Tonge Place			544,699				Council Resolution 04-0820-Deposit
<b>Buildings - Specialised</b>							
Ningaloo Centre solar panels	1,235,000	463,500	178,603	(284,897)	Q2	Q3	
Community/Business Hub	140,000	0	0	0	Q2	Q3	
Recreation Centre change room upgrade	288,000	0	0	0	Q2	Q4	
Depot Buildings - Crib room	0	0	1,418	1,418			19/20 project finalised
<b>Furniture and equipment</b>							
Skimmer replacement	50,000	16,664	0	(16,664)	Q1	Q3	
Airport Vending Machines	0	0	18,020	18,075			
<b>Plant and equipment</b>							
Recycling solutions	98,000	32,664	0	(32,664)	Q1	Q2	
Plant Replacement	396,000	132,000	39,897	(92,103)	Q1	Q4	
Compressed Air Fire System	10,000	3,332	0	(3,332)	Q2	Q3	
Airport Belt Loader			4,901	4,901			19/20 project finalised
<b>Infrastructure - Roads</b>							
New Footpath - Payne Street	145,000	0	0	0	Q2	Q3	
Footpath - renewal	50,000	0	0	0	Q3	Q4	
Yardie Creek Road	679,000	0	20	20	Q3	Q4	
Murat Road	864,000	0	2,446	2,446	Q2	Q4	
Street Lighting			541				19/20 project finalised
<b>Infrastructure - Other</b>							
Relocate Dog Pound	15,000	0	0	0	Q2	Q3	
Septage Ponds	135,000	0	0	0	Q3	Q4	
Bike Facility	350,000	0	5,933	5,933	Q2	Q4	
Federation Park	0	0	(18,204)	(18,204)			Carried over from 19/20
Installation and leasing 8 jetties	320,000	0	0	0	Q2	Q4	
Strategic master planning	90,000	30,000	0	(30,000)	Q2	Q4	
Goal posts - Talanjee & Koobooroo Ovals	15,000	15,000	20,890	5,890	Q1	Q1	Installed
Dog agility relocation	27,000	4,500	0	(4,500)	Q2	Q3	
Artist festival mural and sculptural installations	100,000	0	0	0	Q4	Q4	
Kart Club relocation	33,000	5,500	0	(5,500)	Q2	Q4	
Waste Site Survey, Container Deposit Scheme and Tip Shop	320,000	0	0	0	Q3	Q4	
Skate park extension	150,000	0	709	709	Q3	Q4	Finalising design
Water meters near giant prawn	0	0	(50,060)	(50,060)			Carried over from 19/20
	<b>5,900,000</b>	<b>1,049,824</b>	<b>1,094,941</b>	<b>(500,068)</b>			
<b>Capital acquisitions</b>							
	<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Actual Variance</b>			
	\$	\$	\$	\$			
Land	325,000	325,000	329,289	4,289			
Buildings	65,000	21,664	560,538	538,874			
Buildings - specialised	1,663,000	463,500	180,021	(283,479)			
Furniture and equipment	50,000	16,664	18,020	1,356			
Plant and equipment	504,000	167,996	44,799	(123,197)			
Infrastructure - Roads	1,738,000	0	3,006	3,006			
Infrastructure - Other	1,555,000	55,000	(40,732)	(95,732)			
	<b>5,900,000</b>	<b>1,049,824</b>	<b>1,094,941</b>	<b>45,117</b>			
<b>Capital Acquisitions Funded By:</b>							
Capital grants and contributions	2,616,000		368,647				
Borrowings	0						
Lease liabilities	0						
Other (disposals & C/Fwd)	0						
Cash backed reserves	2,060,000						
Contribution - operations	1,224,000						
<b>Capital funding total</b>	<b>5,900,000</b>		<b>368,647</b>				

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	(1,954)	688,417	917	0	0	687,380
Percentage	0%	100.2%	0.1%	0%	0%	
<b>Balance per trial balance</b>						
Sundry creditors						687,380
ATO liabilities						64,081
Bonds, retentions and advance bookings						45,952
ESL Liability						153,952
<b>Total payables general outstanding</b>						<b>951,365</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 OCTOBER 2020**

**FINANCING ACTIVITIES  
NOTE 10  
BORROWINGS**

**Repayments - borrowings**

Information on borrowings Particulars	Loan No.	1 July 2020	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	
<b>Housing</b>										
Staff Dwellings	80	548,983	0	0	22,549	69,000	526,434	479,983	8,523	24,000
<b>Community amenities</b>										
Rubbish Truck	81	219,915	0	0	0	84,000	219,915	135,915	0	4,000
<b>Recreation and culture</b>										
Ningaloo Centre	82	837,551	0	0	0	58,000	837,551	779,551	0	27,000
<b>Other property and services</b>										
1 Bennett Street	76	218,875	0	0	0	21,000	218,875	197,875	0	11,000
<b>Total</b>		<b>1,825,324</b>	<b>0</b>	<b>0</b>	<b>22,549</b>	<b>232,000</b>	<b>1,802,775</b>	<b>1,593,324</b>	<b>8,523</b>	<b>66,000</b>
Current borrowings		232,000					209,152			
Non-current borrowings		1,593,324					1,593,623			
		1,825,324					1,802,775			

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 OCTOBER 2020**

**FINANCING ACTIVITIES  
NOTE 11  
LEASE LIABILITIES**

**Movement in carrying amounts**

Information on leases Particulars	Lease No.	1 July 2020	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	
<b>Housing</b>										
25/30 Dugong Close		30,755	0	0	0	0	30,755	30,755	0	0
<b>Transport</b>										
Aviation - X-Ray Scanner		109,503	0	0	0	0	109,503	109,503	0	0
Aviation - RAAF Airport Lease		8,679	0	0	0	0	8,679	8,679	0	0
<b>Total</b>		148,937	0	0	0	0	148,937	148,937	0	0
Current lease liabilities		148,937					148,937			
Non-current lease liabilities		140,867					140,867			
		289,804					289,804			

All lease repayments were financed by general purpose revenue.

**KEY INFORMATION**

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

Other current liabilities	Note	Opening Balance 1 July 2020	Liability Increase	Liability Reduction	Closing Balance 31 October 2020
		\$	\$	\$	\$
<b>Provisions</b>					
Annual leave		412,384			412,384
Long service leave		314,446			314,446
<b>Total Provisions</b>		726,830	0	0	726,830
<b>Total other current assets</b>		<b>726,830</b>	<b>0</b>	<b>0</b>	<b>726,830</b>
<b>Amounts shown above include GST (where applicable)</b>					

#### 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.

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

NOTE 13

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 Oct 2020	Current Liability 31 Oct 2020	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Operating grants and subsidies</b>								
<b>General purpose funding</b>								
Grants Commission - <i>General Purpose / Untied Road Grant</i>				0		900,000	225,000	179,899
<b>Recreation and culture</b>								
Zoos and aquarium grant				0		85,000	85,000	86,100
DLGSC - Community grant				0		10,000	3,332	0
Sponsorship - Community grant				0		8,000	2,664	0
Meerilinga Young - Childrens Week				0		0	0	3,455
<b>Transport</b>								
Grants Commission - <i>Untied Road Grant</i>				0		0	0	48,072
<b>Economic services</b>								
CSRFF - Kart Club Relocation				0		33,000	11,000	0
<b>Other property and services</b>								
ATO - Diesel Fuel Subsidy				0		18,000	6,000	4,450
	0	0	0	0	0	1,054,000	332,996	321,976

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

NOTE 14

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 Oct 2020	Current Liability 31 Oct 2020	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual (b)
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Non-operating grants and subsidies</b>								
<b>Recreation and culture</b>								
GDC - Grant				0		100,000	33,332	0
Various - Recreation Facilities				0		510,000	170,000	0
Various - Bike and Skate Park Facilities				0		100,000	33,332	0
Lotterywest - Solar panel grant				0		870,000	290,000	0
<b>Transport</b>								
MRWA - Footpaths				0		100,000	33,332	0
MRWA - Murat Road				0		67,000	27,000	26,680
MRWA - Yardie Creek grant				0		565,000	188,332	101,872
RADS - Grant Learmonth Aviation				0		20,000	6,664	0
RADS - Grant Exmouth Aerodrome				0		23,000	7,664	0
MRWA - Direct Grant				0		0	0	101,800
Local Roads and Community Infrastructure				0		304,000	152,000	138,295
	0	0	0	0	0	2,659,000	941,656	368,647

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

**NOTE 15  
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	Amount	Amount	Closing Balance
	1 July 2020	Received	Paid	31 Oct 2020
	\$	\$	\$	\$
BCITF	6,830	13,315	(12,788)	<b>7,357</b>
BSL Levy	1,410	12,708	(9,912)	<b>4,205</b>
Cash in Lieu POS	212,473	0	0	<b>212,473</b>
Bond Deed Exmouth Marina Holdings	18,186	0	0	<b>18,186</b>
Exmouth Volunteer Fire & Rescue	50,828	0	0	<b>50,828</b>
	<b>289,727</b>	<b>26,023</b>	<b>(22,700)</b>	<b>293,050</b>

**MONTHLY LIST OF PAYMENTS - OCTOBER 2020**

**Municipal Account:**

Cheque numbers 13733-13747	\$	34,564.74
Direct Debits and EFT Payments EFT18152-EFT18359	\$	2,232,955.65
Credit Card Purchases	\$	4,616.91
<b>Total Municipal Account</b>	<b>\$</b>	<b>2,272,137.30</b>

**Trust Account:**

Cheque number	\$	-
EFT Payments	\$	12,700.41
<b>Total Trust Account</b>	<b>\$</b>	<b>12,700.41</b>

**TOTAL PAYMENTS - OCTOBER 2020 \$ 2,284,837.71**

Reference	Date	Name	Description	Municipal Account	Trust Account
13733	02/10/2020	CARNARVON CARAVAN PARK	NINGALOO VISITOR CENTRE OPERATOR PAYMENTS AUGUST 2020	\$ 488.75	
13734	02/10/2020	DEPARTMENT OF TRANSPORT - EXMOUTH	SPECIAL SERIES SHIRE PLATES	\$ 200.00	
13735	02/10/2020	TELSTRA CORPORATION	MOBILE PHONE ACCOUNT	\$ 557.80	
13736	02/10/2020	WATER CORPORATION	UTILITIES	\$ 198.33	
13737	08/10/2020	DRUMMOND COVE HOLIDAY PARK	NINGALOO VISITOR CENTRE OPERATOR PAYMENTS SEPTEMBER 2020	\$ 191.25	
13738	08/10/2020	NINGALOO LIGHTHOUSE RESORT	NINGALOO VISITOR CENTRE OPERATOR PAYMENTS SEPTEMBER 2020	\$ 2,068.04	
13739	08/10/2020	RAC MONKEY MIA DOLPHIN RESORT	NINGALOO VISITOR CENTRE OPERATOR PAYMENTS SEPTEMBER 2020	\$ 85.00	
13740	08/10/2020	SUB SEA EXPLORER PTY LTD	NINGALOO VISITOR CENTRE OPERATOR PAYMENTS SEPTEMBER 2020	\$ 453.05	
13741	16/10/2020	TELSTRA CORPORATION	UTILITIES	\$ 69.95	
13742	16/10/2020	WATER CORPORATION	UTILITIES	\$ 17,775.80	
13743	23/10/2020	DEPARTMENT OF TRANSPORT - EXMOUTH	SPECIAL SERIES NUMBER PLATES	\$ 400.00	
13744	23/10/2020	TELSTRA CORPORATION	UTILITIES	\$ 8,909.01	
13745	30/10/2020	RATE PAYER	RATES REFUND	\$ 163.50	
13746	30/10/2020	RATE PAYER	RATES REFUND	\$ 2,438.88	
13747	30/10/2020	TELSTRA CORPORATION	UTILITIES	\$ 565.38	
			<b>TOTAL CHEQUES</b>	<b>\$ 34,564.74</b>	<b>\$ -</b>
DD5975.1	01/10/2020	WESTNET PTY LTD	INTERNET CONNECTION - SES	\$ 69.99	
DD5975.2	01/10/2020	NAYAX	ONBOARDING/SETUP MERCHANT FACILITY AIRPORT VENDING MACHINE	\$ 165.00	
DD5975.3	01/10/2020	MAIA FINACIAL PTY LIMITED (former ALLEASING PTY LTD)	LEASE PAYMENT	\$ 31,518.16	
DD5975.4	01/10/2020	HP FINANCIAL SERVICES	LEASE PAYMENT	\$ 4,367.00	
DD5975.5	01/10/2020	WESTPAC BANKING CORPORATION	MERCHANT AND BANK FEES OCTOBER 2020	\$ 4,477.21	
DD5987.1	07/10/2020	SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 37,542.72	
DD6004.1	15/10/2020	MESSAGE4U PTY LTD	MESSAGEMEDIA ACCOUNT OCT 2020	\$ 44.00	
DD6011.1	16/10/2020	WESTERN AUSTRALIAN TREASURY CORP.	LOAN PAYMENT	\$ 7,768.00	
DD6019.1	19/10/2020	PIVOTEL SATELLITE PTY LTD / GLOBALSTAR AUSTRALIA PTY LTD	TRAK SPOT SATELLITE - FROM:1/10/20 TO: 31/10/20	\$ 31.00	
DD6021.1	21/10/2020	SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 36,080.99	
DD6027.1	23/10/2020	NAYAX	MERCHANT FACILITY AIRPORT VENDING MACHINE	\$ 60.50	
DD6029.1	25/10/2020	WESTNET PTY LTD	MONTHLY CHARGES FOR SATELLITE SERVICES	\$ 49.99	
			<b>TOTAL DIRECT DEBIT PAYMENTS</b>	<b>\$ 122,174.56</b>	<b>\$ -</b>
EFT18152	02/10/2020	ALL DECOR PTY LTD	PCYC REPLACEMENT CARPET	\$ 1,075.80	
EFT18153	02/10/2020	AQUARIUMS AUSTRALIA PTY LTD	AQUARIUM LIGHTS	\$ 8,298.51	

Reference	Date	Name	Description	Municipal Account	Trust Account
EFT18154	02/10/2020	BLUE MEDIA EXMOUTH	PHOTOS FOR NVC WEBSITE	\$ 550.00	
EFT18155	02/10/2020	EMPLOYEE	STAFF REIMBURSEMENT	\$ 150.00	
EFT18156	02/10/2020	CAPRICORN EXTINGUISHERS	TRAINING IN USE OF PORTABLE FIRE EQUIPMENT	\$ 660.00	
EFT18157	02/10/2020	ERA CONTRACTORS	MAIDSTONE CRESCENT ELECTRICAL WORKS, TEST AND TAG WORKSHOP EQUIPMENT	\$ 1,243.00	
EFT18158	02/10/2020	EXMOUTH WHOLESALERS	CONSUMABLES	\$ 14.88	
EFT18159	02/10/2020	EXY PLUMBING & CONTRACTING	OVERFLOW CARAVAN PARK ABLUTION PLUMBING WORKS	\$ 1,651.52	
EFT18160	02/10/2020	FUSION FABRICATION & MARINE	FABRICATION OF CHLORINE BOTTLE CARRIER	\$ 2,159.00	
EFT18161	02/10/2020	KAYFER DESIGNS	REFUND OF BUILDING APPLICATION	\$ 147.00	
EFT18162	02/10/2020	MARIHKY TRUST T/A RAY WHITE EXMOUTH	RENT FOR DUGONG CLOSE SEPTEMBER AND OCTOBER 2020	\$ 5,214.28	
EFT18163	02/10/2020	NETWORK POWER SOLUTIONS PTY LTD	AIRCONDITIONER REPAIRS AT 19 SKIPJACK CIRLCE	\$ 208.00	
EFT18164	02/10/2020	NGT GLOBAL PTY LTD T/AS NGT EXPRESS	FREIGHT	\$ 130.00	
EFT18165	02/10/2020	PERITUS TECHNOLOGY PTY LTD	MONTHLY PAID PARKING CREDIT CARD TRANSACTION FEES	\$ 137.83	
EFT18166	02/10/2020	R&L COURIERS	FREIGHT	\$ 110.00	
EFT18167	02/10/2020	CUSTOMER	BOND REIMBURSEMENT	\$ 250.00	
EFT18168	02/10/2020	EMPLOYEE	STAFF REIMBURSEMENT	\$ 105.00	
EFT18169	02/10/2020	SIGNS PLUS	NAME BADGES	\$ 101.10	
EFT18170	02/10/2020	EMPLOYEE	STAFF REIMBURSEMENT	\$ 41.50	
EFT18171	02/10/2020	TNT EXPRESS AUSTRALIA - ACCOUNTS	FREIGHT	\$ 290.40	
EFT18172	02/10/2020	TECHWEST	NINGALOO CENTRE SECURITY SYSTEM MONITORING	\$ 243.10	
EFT18173	02/10/2020	WACKER NEUSON PTY LTD	DEPOT PARTS	\$ 271.33	
EFT18174	02/10/2020	CUSTOMER	REFUND OF CANCELLED BOOKING AT NINGALOO VISITOR CENTRE	\$ 1,075.00	
EFT18175	06/10/2020	MACQUARIE BANK LIMITED	TERM DEPOSIT - MUNI FUNDS @ 0.50%PA FOR 90 DAYS MATURITY DATE 2/01/2020	\$ 1,000,000.00	
EFT18176	08/10/2020	AQUATIC ADVENTURE EXMOUTH	NINGALOO VISITOR CENTRE OPERATOR PAYMENTS SEPTEMBER 2020	\$ 1,649.00	
EFT18177	08/10/2020	BIRDS EYE VIEW NINGALOO	NINGALOO VISITOR CENTRE OPERATOR PAYMENTS SEPTEMBER 2020	\$ 1,856.40	
EFT18178	08/10/2020	BLUE HORIZON CHARTERS	NINGALOO VISITOR CENTRE OPERATOR PAYMENTS SEPTEMBER 2020	\$ 986.00	
EFT18179	08/10/2020	BULLARA ESTATES PTY LTD	NINGALOO VISITOR CENTRE OPERATOR PAYMENTS SEPTEMBER 2020	\$ 950.30	
EFT18180	08/10/2020	CAPE IMMERSION TOURS	NINGALOO VISITOR CENTRE OPERATOR PAYMENTS SEPTEMBER 2020	\$ 242.25	
EFT18181	08/10/2020	COASTAL ADVENTURE TOURS	NINGALOO VISITOR CENTRE OPERATOR PAYMENTS SEPTEMBER 2020	\$ 1,521.50	
EFT18182	08/10/2020	CORAL BAY CHARTERS & GLASS BOTTOM BOATS	NINGALOO VISITOR CENTRE OPERATOR PAYMENTS SEPTEMBER 2020	\$ 833.00	
EFT18183	08/10/2020	CORAL BAY ECOTOURS	NINGALOO VISITOR CENTRE OPERATOR PAYMENTS SEPTEMBER 2020	\$ 3,585.30	
EFT18184	08/10/2020	CRUISE NINGALOO PTY LTD	NINGALOO VISITOR CENTRE OPERATOR PAYMENTS SEPTEMBER 2020	\$ 2,609.50	
EFT18185	08/10/2020	DIVE NINGALOO	NINGALOO VISITOR CENTRE OPERATOR PAYMENTS SEPTEMBER 2020	\$ 2,388.50	
EFT18186	08/10/2020	EXMOUTH BUS CHARTERS	NINGALOO VISITOR CENTRE OPERATOR PAYMENTS SEPTEMBER 2020	\$ 174.25	
EFT18187	08/10/2020	EXMOUTH DIVE & WHALESHARKS NINGALOO	NINGALOO VISITOR CENTRE OPERATOR PAYMENTS SEPTEMBER 2020	\$ 9,721.87	
EFT18188	08/10/2020	EXMOUTH ESCAPE RESORT	NINGALOO VISITOR CENTRE OPERATOR PAYMENTS SEPTEMBER 2020	\$ 1,190.00	
EFT18189	08/10/2020	GIRALIA STATION	NINGALOO VISITOR CENTRE OPERATOR PAYMENTS SEPTEMBER 2020	\$ 312.80	
EFT18190	08/10/2020	KINGS NINGALOO REEF TOURS	NINGALOO VISITOR CENTRE OPERATOR PAYMENTS SEPTEMBER 2020	\$ 2,380.00	
EFT18191	08/10/2020	NINGALOO AVIATION	NINGALOO VISITOR CENTRE OPERATOR PAYMENTS SEPTEMBER 2020	\$ 1,717.00	
EFT18192	08/10/2020	NINGALOO CARAVAN & HOLIDAY RESORT	NINGALOO VISITOR CENTRE OPERATOR PAYMENTS SEPTEMBER 2020	\$ 11,470.90	
EFT18193	08/10/2020	NINGALOO CORAL BAY - BAYVIEW	NINGALOO VISITOR CENTRE OPERATOR PAYMENTS SEPTEMBER 2020	\$ 429.25	
EFT18194	08/10/2020	NINGALOO CORAL BAY BACKPACKERS	NINGALOO VISITOR CENTRE OPERATOR PAYMENTS SEPTEMBER 2020	\$ 510.00	
EFT18195	08/10/2020	NINGALOO DISCOVERY	NINGALOO VISITOR CENTRE OPERATOR PAYMENTS SEPTEMBER 2020	\$ 8,481.30	
EFT18196	08/10/2020	NINGALOO ECOLOGY CRUISES (GLASS BOTTOM BOAT)	NINGALOO VISITOR CENTRE OPERATOR PAYMENTS SEPTEMBER 2020	\$ 10,888.50	
EFT18197	08/10/2020	NINGALOO LODGE EXMOUTH	NINGALOO VISITOR CENTRE OPERATOR PAYMENTS SEPTEMBER 2020	\$ 140.25	
EFT18198	08/10/2020	NINGALOO MARINE INTERACTIONS	NINGALOO VISITOR CENTRE OPERATOR PAYMENTS SEPTEMBER 2020	\$ 374.00	

Reference	Date	Name	Description	Municipal Account	Trust Account
EFT18199	08/10/2020	NINGALOO REEF DIVE	NINGALOO VISITOR CENTRE OPERATOR PAYMENTS SEPTEMBER 2020	\$ 157.25	
EFT18200	08/10/2020	NINGALOO REEF TO RANGE TOURS	NINGALOO VISITOR CENTRE OPERATOR PAYMENTS SEPTEMBER 2020	\$ 858.50	
EFT18201	08/10/2020	NINGALOO SAFARI TOURS	NINGALOO VISITOR CENTRE OPERATOR PAYMENTS SEPTEMBER 2020	\$ 1,326.00	
EFT18202	08/10/2020	NINGALOO WHALESHARK N DIVE	NINGALOO VISITOR CENTRE OPERATOR PAYMENTS SEPTEMBER 2020	\$ 6,154.85	
EFT18203	08/10/2020	OCEAN ECO ADVENTURES	NINGALOO VISITOR CENTRE OPERATOR PAYMENTS SEPTEMBER 2020	\$ 7,889.70	
EFT18204	08/10/2020	POTSHOT RESORT HOTEL	NINGALOO VISITOR CENTRE OPERATOR PAYMENTS SEPTEMBER 2020	\$ 12,677.75	
EFT18205	08/10/2020	RAC TOURISM ASSETS PTY LTD	NINGALOO VISITOR CENTRE OPERATOR PAYMENTS SEPTEMBER 2020	\$ 2,462.95	
EFT18206	08/10/2020	RAY WHITE EXMOUTH/EXMOUTH HOLIDAY HOMES (GETAWAY VILLAS)	NINGALOO VISITOR CENTRE OPERATOR PAYMENTS SEPTEMBER 2020	\$ 3,188.76	
EFT18207	08/10/2020	SHIRE OF EXMOUTH	NINGALOO VISITOR CENTRE BOOKINGS COMMISSION SEPTEMBER 2020	\$ 21,302.84	
EFT18208	08/10/2020	SKYHAVEN PTY LTD T/AS NINGALOO BLUE CHARTERS	NINGALOO VISITOR CENTRE OPERATOR PAYMENTS SEPTEMBER 2020	\$ 6,377.25	
EFT18209	08/10/2020	THREE ISLANDS WHALE SHARK DIVE	NINGALOO VISITOR CENTRE OPERATOR PAYMENTS SEPTEMBER 2020	\$ 2,545.75	
EFT18210	08/10/2020	YARDIE CREEK BOAT TOURS	NINGALOO VISITOR CENTRE OPERATOR PAYMENTS SEPTEMBER 2020	\$ 7,688.25	
EFT18211	12/10/2020	AUSTRALIAN TAX OFFICE (PAYG)	PAYROLL DEDUCTIONS	\$ 48,306.00	
EFT18212	12/10/2020	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	20-21 ESL FOR SHIRE PROPERTIES	\$ 12,844.54	
EFT18213	12/10/2020	EXMOUTH FUEL SUPPLIES	FUEL ACCOUNT SEPTEMBER 2020	\$ 72.53	
EFT18214	12/10/2020	EXMOUTH HARDWARE & BUILDING SUPPLIES	GENERAL HARDWARE ACCOUNT SEPTEMBER 2020	\$ 10,211.95	
EFT18215	12/10/2020	LGISWA	LGIS PROPERTY INSURANCE INSTALMENT 2	\$ 257,327.40	
EFT18216	12/10/2020	LOCAL GOVT RACING & CEMETERIES EMP UNION	PAYROLL DEDUCTIONS	\$ 19.40	
EFT18217	12/10/2020	TOLL TRANSPORT PTY LTD	FREIGHT	\$ 3,960.21	
EFT18222	16/10/2020	ALL DECOR PTY LTD	VERTICAL BLINDS FOR DEPOT OFFICE AND CRIB ROOM UPGRADE	\$ 1,559.44	
EFT18223	16/10/2020	AUSTRALIA POST	POSTAGE ACCOUNT SEPTEMBER 2020	\$ 1,115.19	
EFT18224	16/10/2020	AUSTRALIAN TAXATION OFFICE	BAS SEPTEMBER 2020	\$ 14,880.00	
EFT18225	16/10/2020	BALANCE UTILITY SOLUTIONS PTY LTD	NINGALOO CENTRE SOLAR MANAGEMENT SYSTEM UPGRADE	\$ 191,238.37	
EFT18226	16/10/2020	CUSTOMER	BOND REFUND ON SHIRE HALL	\$ 250.00	
EFT18227	16/10/2020	BAY BEANS PTY LTD	CONSUMABLES	\$ 325.40	
EFT18228	16/10/2020	BCS INFRASTRUCTURE SUPPORT PTY LTD	DEPOT PARTS	\$ 719.95	
EFT18229	16/10/2020	CALTEX STARMART EXMOUTH	CONSUMABLES	\$ 156.50	
EFT18230	16/10/2020	CJ LORD BUILDING AND RENOVATION WA PTY LTD	TALANJEE OVAL FENCE REPAIRS	\$ 3,833.50	
EFT18231	16/10/2020	NAPA (COVS GERALDTON)	DEPOT PARTS	\$ 519.20	
EFT18232	16/10/2020	CRUISE NINGALOO PTY LTD	NINGALOO VISITOR CENTRE MERCHANDISE	\$ 1,550.00	
EFT18233	16/10/2020	DEPARTMENT OF TRANSPORT	DISCLOSURE OF INFORMATION FEES - RANGER SERVICES	\$ 6.80	
EFT18234	16/10/2020	ERA CONTRACTORS	KENNEDY STREET TOILET RELOCATE SWITCHBOARD AND UPGRADE TO 3 PHASE	\$ 17,693.51	
EFT18235	16/10/2020	EXMOUTH AUTOMOTIVE AND BOATING SERVICES	NEW TRAILER INSPECTION	\$ 137.25	
EFT18236	16/10/2020	EXMOUTH BETTA HOME LIVING	REPLACEMENT TELSTRA SMART PHONE	\$ 119.00	
EFT18237	16/10/2020	EXMOUTH BUS CHARTERS	AIRPORT SHUTTLE SERVICE FEE SEPTEMBER 2020	\$ 1,600.00	
EFT18238	16/10/2020	EXMOUTH CAPE REAL ESTATE	STORAGE RENTAL MONTHLY FEE	\$ 333.66	
EFT18239	16/10/2020	EXMOUTH CHAMBER OF COMMERCE AND INDUSTRY	MEMBERSHIP RENEWAL FOR 20/21	\$ 220.00	
EFT18240	16/10/2020	EXMOUTH IGA	CONSUMABLES	\$ 325.88	
EFT18241	16/10/2020	EXMOUTH NEWSAGENCY & TOYWORLD	STATIONERY ORDER SEPTEMBER 2020	\$ 721.10	
EFT18242	16/10/2020	EXMOUTH WHOLESALERS	CONSUMABLES	\$ 1,545.49	
EFT18243	16/10/2020	EXSECE PTY LTD T/a EXMOUTH SERVICE CENTRE & TOWING	LOCAL TOW CHARGE ABANDONED VEHICLE	\$ 150.00	
EFT18244	16/10/2020	EXY PLUMBING & CONTRACTING	PLUMBING WORKS- HELIPORT, STAFF HOUSES, HALL, FEDERATION PARK BORE	\$ 5,386.01	
EFT18245	16/10/2020	FIRE SERVICES AUSTRALIA (WA) PTY LTD	NINGALOO CENTRE MONTHLY MAINTENANCE SEPTEMBER 2020	\$ 673.95	
EFT18246	16/10/2020	GERALDTON FUEL COMPANY PTY LTD (REFUEL AUSTRALIA)	BULK FUEL PURCHASE	\$ 18,148.83	
EFT18247	16/10/2020	GRONBEK SECURITY	PADLOCKS	\$ 702.40	

Reference	Date	Name	Description	Municipal Account	Trust Account
EFT18248	16/10/2020	HORIZON POWER - ACCOUNTS	UTILITIES	\$ 12,331.76	
EFT18249	16/10/2020	INMARSAT AUSTRALIA PTY LTD	UTILITIES	\$ 81.05	
EFT18250	16/10/2020	INTEGRITY COACH LINES	NINGALOO VISITOR CENTRE OPERATOR PAYMENT	\$ 1,705.36	
EFT18251	16/10/2020	IT VISION	EMAIL RATE NOTICES FUNCTION AND ANNUAL LICENCE FEES	\$ 4,429.15	
EFT18252	16/10/2020	IXOM OPERATIONS PTY LTD	CHLORINE GAS	\$ 4,328.19	
EFT18253	16/10/2020	KAYFER DESIGNS	RECREATION PRECINCT SITE LAYOUT PLANS	\$ 666.25	
EFT18254	16/10/2020	KCTT (KC TRAFFIC AND TRANSPORT PTY LTD)	MURAT ROAD STAGE 1B ROADWORKS	\$ 2,690.05	
EFT18255	16/10/2020	KLEENIT PTY LTD	CLEANING CONTRACT PUBLIC AMENITIES F/E 4/10/20	\$ 18,092.80	
EFT18256	16/10/2020	MARKETFORCE	NOTICE OF INTENTION TO BORROW ADVERTISEMENT	\$ 184.49	
EFT18257	16/10/2020	McLEODS BARRISTERS AND SOLICITORS	LEGAL FEES	\$ 880.61	
EFT18258	16/10/2020	NETWORK POWER SOLUTIONS PTY LTD	NINGALOO CENTRE AIRCONDITIONER WORKS	\$ 120.00	
EFT18259	16/10/2020	NGT GLOBAL PTY LTD T/AS NGT EXPRESS	FREIGHT	\$ 716.89	
EFT18260	16/10/2020	NINGALOO COOKING STUDIO	CATERING FOR TRAVELLING GALLERY OPENING	\$ 1,734.50	
EFT18261	16/10/2020	NINGALOO WATER & ICE	CONSUMABLES	\$ 84.00	
EFT18262	16/10/2020	NORCAPE BUILDING COMPANY	STAFF HOUSING BUILDING WORKS	\$ 1,490.50	
EFT18263	16/10/2020	NORCAPE HANDY HIRE STARGAZE INVESTMENT PTY LTD	OVERFLOW CARAVAN PARK WORKS	\$ 584.00	
EFT18264	16/10/2020	PERITUS TECHNOLOGY PTY LTD	AIRPORT PAID PARKING FEES SEPTEMBER 2020	\$ 138.05	
EFT18265	16/10/2020	PILBARA MOTOR GROUP	PURCHASE OF VEHICLE	\$ 43,853.85	
EFT18266	16/10/2020	QUBE LOGISTICS (AUST) PTY LTD	FREIGHT	\$ 1,590.98	
EFT18267	16/10/2020	ROYAL LIFE SAVING SOCIETY WA INC.	POOL LIFEGUARD REQUALIFICATION COURSES	\$ 636.00	
EFT18268	16/10/2020	SCOPE BUSINESS IMAGING	MONTHLY PHOTOCOPIER PREVENTATIVE SERVICE PLAN	\$ 1,291.74	
EFT18269	16/10/2020	SIGMA CHEMICALS	AQUARIUM HYDROGEN PEROXIDE	\$ 126.50	
EFT18270	16/10/2020	SPECIALISED & PRECISION ENGINEERING	DEPOT PARTS	\$ 673.73	
EFT18271	16/10/2020	STERLING LEISURE PTY LTD	AQUARIUM DIVE EQUIPMENT	\$ 700.31	
EFT18272	16/10/2020	SOLAR LIGHTING DESIGNS	SOLAR BOLLARDS TOOL	\$ 165.00	
EFT18273	16/10/2020	TACKLE WORLD EXMOUTH (BLUE WATER)	AQUARIUM CONSUMABLES	\$ 177.81	
EFT18274	16/10/2020	TADDEN PTY LTD	PUMP OUT SOAK WELLS	\$ 1,566.50	
EFT18275	16/10/2020	TANK STREAM DESIGN PTY LTD	NINGALOO VISITOR CENTRE MERCHANDISE	\$ 9,688.15	
EFT18276	16/10/2020	TENNANT AUSTRALIA PTY LTD	DEPOT PARTS	\$ 49.09	
EFT18277	16/10/2020	THE HONDA SHOP	DEPOT PARTS	\$ 52.75	
EFT18278	16/10/2020	EMPLOYEE	STAFF REIMBURSEMENT	\$ 370.73	
EFT18279	16/10/2020	TNT EXPRESS AUSTRALIA - ACCOUNTS	FREIGHT	\$ 369.04	
EFT18280	16/10/2020	TOLL TRANSPORT PTY LTD	FREIGHT	\$ 476.05	
EFT18281	16/10/2020	TOTALLY WORKWEAR MIDLAND	UNIFORMS	\$ 105.51	
EFT18282	16/10/2020	VCM VENDING COFFEE MACHINES	AIRPORT VENDING MACHINE MERCHANDISE	\$ 1,229.00	
EFT18283	16/10/2020	VEBAS AQUARIUMS PTY LTD	AQUARIUM TESTING EQUIPMENT	\$ 3,801.60	
EFT18284	16/10/2020	VIBRA AIR FILTER CLEANING	DEPOT PARTS	\$ 1,236.84	
EFT18285	16/10/2020	WA COUNTRY HEALTH SERVICE - MIDWEST	PRE-EMPLOYMENT MEDICAL	\$ 396.00	
EFT18286	16/10/2020	WALGA	COUNCILLOR ONLINE COURSE	\$ 450.00	
EFT18287	16/10/2020	WESTRAC PTY LTD	DEPOT PARTS	\$ 403.84	
EFT18288	16/10/2020	WILD REPUBLIC AUSTRALASIA PTY LTD	NINGALOO VISITOR CENTRE MERCHANDISE	\$ 1,108.80	
EFT18289	16/10/2020	CONSTRUCTION TRAINING FUND	BCITF PAYMENTS		\$ 9,629.28
EFT18290	16/10/2020	DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY	BSL PAYMENTS SEPTEMBER 2020		\$ 2,887.13
EFT18291	16/10/2020	SHIRE OF EXMOUTH	BCITF AND BSL COMMISSIONS		\$ 184.00
EFT18292	23/10/2020	ASM ECLIPSE PTY LTD	NINGALOO VISITOR CENTRE MERCHANDISE	\$ 7,084.25	

Reference	Date	Name	Description	Municipal Account	Trust Account
EFT18293	23/10/2020	AUSTRALIAN TAX OFFICE (PAYG)	PAYROLL DEDUCTIONS	\$ 44,192.00	
EFT18294	23/10/2020	BCS INFRASTRUCTURE SUPPORT PTY LTD	QUARTERLY MAINTENANCE CHARGES LEARMONTH AIRPORT	\$ 4,839.52	
EFT18295	23/10/2020	BOOEASY PTY LTD	COMMISSION FOR SEPTEMBER 2020 BOOKINGS	\$ 9,017.67	
EFT18296	23/10/2020	CJ LORD BUILDING AND RENOVATION WA PTY LTD	POOL FENCE POSTS REPLACEMENT	\$ 3,982.22	
EFT18297	23/10/2020	CONNECT PSYCHOTHERAPY - EXMOUTH	SUICIDE PREVENTION WORKSHOPS	\$ 800.00	
EFT18298	23/10/2020	DEPARTMENT OF DEFENCE - TREASURY AND BANKING	POTABLE WATER AT BUNDEGI	\$ 952.60	
EFT18299	23/10/2020	DUSKY SOL	NINGALOO VISITOR CENTRE MERCHANDISE	\$ 496.00	
EFT18300	23/10/2020	ELK DRAWS (ELEANOR LOUISE KILLEN)	NINGALOO VISITOR CENTRE MERCHANDISE	\$ 3,912.87	
EFT18301	23/10/2020	ERA CONTRACTORS	FEDERATION PARK STAGE NEW SWITCHBOARD WORKS	\$ 3,726.49	
EFT18302	23/10/2020	CUSTOMER	BOND REFUND	\$ 860.63	
EFT18303	23/10/2020	EXMOUTH PLAYGROUP	COMMUNITY GROUP DONATION	\$ 450.00	
EFT18304	23/10/2020	EXMOUTH WHOLESALERS	POOL KIOSK MERCHANDISE	\$ 537.11	
EFT18305	23/10/2020	EXY PLUMBING & CONTRACTING	PLUMBING WORKS BUNDEGI BOARDROOM, FEDERATION PARK BORE	\$ 1,758.70	
EFT18306	23/10/2020	IDENTITY SECURITY PTY LTD	AVIATION ANNUAL RENEWAL	\$ 1,672.91	
EFT18307	23/10/2020	EMPLOYEE	STAFF REIMBURSEMENT	\$ 49.90	
EFT18308	23/10/2020	LOCAL GOVT RACING & CEMETERIES EMP UNION	PAYROLL DEDUCTIONS	\$ 19.40	
EFT18309	23/10/2020	MARIHKY TRUST T/A RAY WHITE EXMOUTH	UTILITIES	\$ 188.00	
EFT18310	23/10/2020	MUMBY'S AUTO ELECTRICAL AND AIR CONDITIONING	AQUARIUM EQUIPMENT	\$ 637.00	
EFT18311	23/10/2020	OFFICEWORKS	STATIONARY ORDER	\$ 1,448.62	
EFT18312	23/10/2020	PACIFIC WATER TECHNOLOGY PTY LTD	AQUARIUM PARTS	\$ 995.76	
EFT18313	23/10/2020	PINE TIMBER PRODUCTS PTY LTD	MILDURA WRECK PINE POSTS	\$ 3,845.44	
EFT18314	23/10/2020	EMPLOYEE	STAFF REIMBURSEMENT	\$ 35.00	
EFT18315	23/10/2020	SCOTT PRINT	PRINTING OF CYCLONE INFO BOOKLETS	\$ 1,890.90	
EFT18316	23/10/2020	TENNANT AUSTRALIA PTY LTD	DEPOT PARTS	\$ 1,802.35	
EFT18317	23/10/2020	THE HONDA SHOP	DEPOT PARTS	\$ 334.75	
EFT18318	23/10/2020	TNT EXPRESS AUSTRALIA - ACCOUNTS	FREIGHT	\$ 173.34	
EFT18319	23/10/2020	TOLL TRANSPORT PTY LTD	FREIGHT	\$ 494.62	
EFT18320	23/10/2020	WA COUNTRY HEALTH SERVICE - MIDWEST	PRE-EMPLOYMENT MEDICAL	\$ 198.00	
EFT18321	23/10/2020	WA HOLIDAY GUIDE PTY LTD	COMMISSION FOR SEPTEMBER 2020 BOOKINGS	\$ 919.34	
EFT18322	23/10/2020	EMPLOYEE	STAFF REIMBURSEMENT	\$ 6,000.00	
EFT18323	30/10/2020	AQUADEPOT IMPORTS	AQUARIUM TESTING EQUIPMENT	\$ 986.85	
EFT18324	30/10/2020	ATOM SUPPLY / GERALDTON INDUSTRIAL SUPPLIES	DEPOT PARTS	\$ 387.75	
EFT18325	30/10/2020	BAY BEANS PTY LTD	CONSUMABLES	\$ 625.14	
EFT18326	30/10/2020	RATE PAYER	RATES REFUND	\$ 10,860.00	
EFT18327	30/10/2020	CAPRICORN EXTINGUISHERS	BIANNUAL SERVICE OF EXTINGUISHERS SHIRE BUILDINGS	\$ 6,173.05	
EFT18328	30/10/2020	CAPRICORN PEST CONTROL	PEST SPRAY FOR AIRPORT	\$ 1,738.00	
EFT18329	30/10/2020	CJ LORD BUILDING AND RENOVATION WA PTY LTD	FEDERATION PARK POST REMOVAL AND REINSTATE OF POOL FENCING	\$ 4,797.65	
EFT18330	30/10/2020	ELITE POOL COVERS PTY LTD	POOL COVER STRAPS	\$ 187.00	
EFT18331	30/10/2020	ERA CONTRACTORS	STAFF HOUSING ELECTRICAL REPAIRS	\$ 2,781.02	
EFT18332	30/10/2020	EXMOUTH BETTA HOME LIVING	AQUARIUM FOOD PREPARATION EQUIPMENT	\$ 194.00	
EFT18333	30/10/2020	RATE PAYER	RATES REFUND	\$ 419.32	
EFT18334	30/10/2020	EXMOUTH PHARMACY	AQUARIUM CONSUMABLES	\$ 95.92	
EFT18335	30/10/2020	EXMOUTH WHOLESALERS	DEPOT CONSUMABLES	\$ 115.50	
EFT18336	30/10/2020	EXY PLUMBING & CONTRACTING	STAFF HOUSING WATER LEAK REPAIR	\$ 516.29	
EFT18337	30/10/2020	FUSION FABRICATION & MARINE	NINGALOO CENTRE SEWER FLOOR BOX LIDS AND BRACKET OF WATER FOUNTAIN	\$ 2,146.00	

Reference	Date	Name	Description	Municipal Account	Trust Account
EFT18338	30/10/2020	CUSTOMER	BOND REIMBURSEMENT	\$ 200.00	
EFT18339	30/10/2020	HORIZON POWER - ACCOUNTS	UTILITIES	\$ 5,074.68	
EFT18340	30/10/2020	HT CLEANING SERVICES PTY LTD	CLEANING CONTRACT OCTOBER 2020	\$ 11,738.17	
EFT18341	30/10/2020	INMARSAT AUSTRALIA PTY LTD	RANGER SERVICES MONTHLY SATELLITE PHONE ACCOUNT	\$ 81.05	
EFT18342	30/10/2020	IT VISION	SYNERGY CHART OF ACCOUNTS RESTRUCTURE - MILESTONE 2	\$ 13,736.25	
EFT18343	30/10/2020	JAMES MICHAEL MCGRATH	MUSICIAN FOR TRAVELLING GALLERY OPENING	\$ 750.00	
EFT18344	30/10/2020	KLEENIT PTY LTD	PUBLIC AMENITIES CLEANING CONTRACT F/E 18/10/2020	\$ 13,637.80	
EFT18345	30/10/2020	RATE PAYER	RATES REFUND	\$ 797.18	
EFT18346	30/10/2020	LIQUID OASIS PTY LTD	AQUARIUM HOLDING TANKS	\$ 1,199.00	
EFT18347	30/10/2020	MUMBY'S AUTO ELECTRICAL AND AIR CONDITIONING	DEPOT PARTS	\$ 1,014.30	
EFT18348	30/10/2020	NETWORK POWER SOLUTIONS PTY LTD	REPLACEMENT OF AIRCONDITIONERS IN STAFF HOUSING	\$ 13,848.80	
EFT18349	30/10/2020	NGT GLOBAL PTY LTD T/AS NGT EXPRESS	FREIGHT	\$ 717.75	
EFT18350	30/10/2020	NINGALOO BAKEHOUSE	CATERING FOR MENTAL HEALTH WEEK MORNING TEA WORKSHOP	\$ 112.50	
EFT18351	30/10/2020	NINGALOO WATER & ICE	CONSUMABLES	\$ 189.50	
EFT18352	30/10/2020	SCENT AUSTRALIA PTY LTD	NINGALOO CENTRE SCENTING MONTHLY FEE	\$ 143.00	
EFT18353	30/10/2020	SEEK LIMITED	EMPLOYMENT ADVERTISEMENT	\$ 599.50	
EFT18354	30/10/2020	RATE PAYER	RATES REFUND	\$ 5,402.10	
EFT18355	30/10/2020	SMART IN DESIGN	NINGALOO VISITOR CENTRE MERCHANDISE	\$ 185.00	
EFT18356	30/10/2020	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD	AMBULANCE STANDBY FOR VIETNAM VETERANS DAY	\$ 253.00	
EFT18357	30/10/2020	TALIS CONSULTANTS PTY LTD	CONSULTANCY SERVICES FOR EXMOUTH SEPTAGE PONDS DESIGN SEPTEMBER 2020	\$ 2,021.25	
EFT18358	30/10/2020	TANK STREAM DESIGN PTY LTD	NINGALOO VISITOR CENTRE MERCHANDISE	\$ 25,020.48	
EFT18359	30/10/2020	THE AQUARIUM VET PTY LTD	AQUARIUM ONLINE COURSE	\$ 121.00	
				<b>TOTAL EFT PAYMENTS</b>	<b>\$ 2,110,781.09</b>
					<b>\$ 12,700.41</b>
	03/10/2020	EXMOUTH HARDWARE	POOL SUPPLIES	\$ 54.15	
	07/10/2020	BP CARNARVON	FUEL PURCHASES	\$ 57.43	
	07/10/2020	CALTEX WONHELLA	FUEL PURCHASES	\$ 63.49	
	09/10/2020	BP BELMONT	FUEL PURCHASES	\$ 71.39	
	10/10/2020	CALTEX PINJARRA	FUEL PURCHASES	\$ 39.80	
	11/10/2020	BETTER CHOICE WOORAMEL	FUEL PURCHASES	\$ 45.37	
	11/10/2020	LIBERTY NORTHHAMPTON	FUEL PURCHASES	\$ 66.59	
	15/10/2020	QANTAS	AIRFARES	\$ 505.70	
	15/10/2020	BAMBOO NOMINEES	REFRESHMENTS	\$ 12.00	
	20/10/2020	LIVE TAXI AUSTRALIA	TAXI FARE	\$ 46.19	
	22/10/2020	ECONOMIC DEVELOPMENT MEMBERSHIP	CEO ANNUAL MEMBERSHIP	\$ 440.00	
	22/10/2020	PARKS AND LEISURE AU	CEO ANNUAL MEMBERSHIP	\$ 222.75	
	22/10/2020	SEC MOBILE MATE	CABLE FOR MOBILE IPADS	\$ 87.80	
			<b>TOTAL CREDIT CARD CEO</b>	<b>\$ 1,712.66</b>	
	27/09/2020	MAILCHIMP	IT SUBSCRIPTION	\$ 81.48	
	04/10/2020	APPLE	IT SUBSCRIPTION	\$ 17.99	
	05/10/2020	GETSLING	EMPLOYEE SCHEDULING APP	\$ 86.60	
	07/10/2020	BAUER MEDIA PTY LTD	ADVERTISING FEES	\$ 69.99	
	08/10/2020	GLEAM	COMPETITION SOFTWARE	\$ 56.09	
	10/10/2020	REZDY	IT SUBSCRIPTION	\$ 290.07	
	13/10/2020	AUSTRALIAN GEOGRAPHIC	LIBRARY MAGAZINE SUSBCRIPTION	\$ 72.00	
	14/10/2020	INTERNATIONAL AIRPORT TRANSPORT	INTERNATIONAL AIR TRANSPORT STANDARDS	\$ 472.04	

Reference	Date	Name	Description	Municipal Account	Trust Account
	19/10/2020	MEGA OFFICE SUPPLIES	STATIONERY	\$ 894.85	
	23/10/2020	MANIC BOTANIC FLOWERS	WREATH	\$ 100.00	
	26/10/2020	VISTAPRINT	PRINTING	\$ 289.32	
			<b>TOTAL CREDIT CARD EMCC</b>	<b>\$ 2,430.43</b>	
	23/10/2020	DIGITAL RIVER ISLAND	IT SUBSCRIPTIONS	\$ 23.05	
			<b>TOTAL CREDIT CARD EMCS</b>	<b>\$ 23.05</b>	
	03/10/2020	CARNARVON EG FUELCO	FUEL PURCHASES	\$ 78.20	
	04/10/2020	BP MUCHEA	FUEL PURCHASES	\$ 55.41	
	04/10/2020	GERALDTON EG FUELCO	FUEL PURCHASES	\$ 87.00	
	07/10/2020	ALBANY AUTOMOTIVE PARTS	CAR PARTS	\$ 16.00	
	07/10/2020	BP ALBANY	FUEL PURCHASES	\$ 71.70	
	15/10/2020	BP ALBANY	FUEL PURCHASES	\$ 61.21	
	19/10/2020	BP HALLS HEAD	FUEL PURCHASES	\$ 81.25	
			<b>TOTAL CREDIT CARD EMDS</b>	<b>\$ 450.77</b>	
			<b>TOTAL CREDIT CARD PURCHASES</b>	<b>\$ 4,616.91</b>	
			<b>TOTAL PAYMENTS - AUGUST 2020</b>	<b>\$ 2,272,137.30</b>	<b>\$ 12,700.41</b>