



Shire of Ngaanyatjarra
ON A JOURNEY

ORDINARY MEETING OF COUNCIL

ATTACHMENTS

**Tjulyuru Cultural and Civic Centre
Warburton Community**

25 September 2019

at

1.00 pm



Shire of Ngaanyatjaraku

ON A JOURNEY

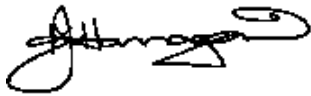
ORDINARY MEETING OF COUNCIL MINUTES

**Tjulyuru Cultural and Civic Centre
Warburton Community**

**28 August 2019
at
1.00 pm**

SHIRE OF NGAANYATJARRAKU
ORDINARY MEETING OF COUNCIL

The Chief Executive Officer recommends the endorsement of these minutes at the next Ordinary Meeting of Council.



Acting Chief Executive Officer

Date: 28-8-2019

These minutes were confirmed by Council as a true and correct record of proceedings of the Meeting of Council held on the 28 August 2019.

Presiding Member: _____ Date:.....

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1. DECLARATION OF OPENING

The Presiding Member declared the meeting open at 1.00 pm.

2. ANNOUNCEMENT OF VISITORS

The Presiding Member welcomed members of the public to the gallery.

3. ATTENDANCE

3.1 PRESENT

Elected Members:	President Deputy President Councillor Councillor Councillor	D McLean P Thomas (by telephone) D Frazer L West J Frazer
Staff:	CEO DCEO	K Hannagan K Fisher
Guests:		
Members of Public:	Three members of the public attended the meeting at 1.08pm. H Olnik, D Green & J Porter	

3.2 APOLOGIES

Cr. A Bates

Cr. A Jones

3.3 APPROVED LEAVE OF ABSENCE

4. PUBLIC QUESTION TIME

4.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4.2 PUBLIC QUESTION TIME

5. APPLICATIONS FOR LEAVE OF ABSENCE

6. DECLARATION BY MEMBERS

6.1 DUE CONSIDERATION BY COUNCILLORS TO THE AGENDA

Councillors are requested to give due consideration to all matters contained in the Agenda presently before the meeting.

6.2 DECLARATIONS OF INTEREST

Councillors to Note

A member who has an Impartiality, Proximity or Financial Interest in any matter to be discussed at a Council or Committee Meeting, that will be attended by the member, must disclose the nature of the interest:

- (a) In a written notice given to the Chief Executive Officer before the Meeting or;
- (b) At the Meeting, immediately before the matter is discussed.

A member, who makes a disclosure in respect to an interest, must not:

- (a) Preside at the part of the Meeting, relating to the matter or;
- (b) Participate in or be present during any discussion or decision-making procedure relative to the matter, unless to the extent that the disclosing member is allowed to do so under *Section 5.68 or Section 5.69 of the Local Government Act 1995*.

NOTES ON DECLARING INTERESTS (FOR YOUR GUIDANCE)

The following notes are a basic guide for Councillors when they are considering whether they have an interest in a matter.

These notes are included in each agenda for the time being so that Councillors may refresh their memory.

1. A Financial Interest requiring disclosure occurs when a Council decision might advantageously or detrimentally affect the Councillor, or a person closely associated with the Councillor and is capable of being measure in money terms. There are exceptions in the *Local Government Act 1995*, but they should not be relied on without advice, unless the situation is very clear.
2. If a Councillor is a member of an Association (which is a Body Corporate) with not less than 10 members i.e. sporting, social, religious etc), and the Councillor is not a holder of office of profit or a guarantor, and has not leased land to or from the club, i.e., if the Councillor is an ordinary member of the Association, the Councillor has a common and not a financial interest in any matter to that Association.
3. If an interest is shared in common with a significant number of electors or ratepayers, then the obligation to disclose that interest does not arise. Each case needs to be considered.
4. If in doubt declare.
5. As stated in (b) above, if written notice disclosing the interest has not been given to the Chief Executive Officer before the meeting, then it **MUST** be given when the matter arises in the Agenda, and immediately before the matter is discussed.
6. Ordinarily the disclosing Councillor must leave the meeting room before discussion commences. The **only** exceptions are:
 - 6.1 Where the Councillor discloses the **extent** of the interest, and Council carries a motion under s.5.68(1)(b)(ii) or the *Local Government Act*, or
 - 6.2 Where the Minister allows the Councillor to participate under s.5.69(3) of the *Local Government Act*, with or without conditions.

Declarations of Interest provided:

Item Number/ Name	Type of Interest	Nature/Extent of Interest

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7. ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

The Shire President advised that:

- nominations for the 19 October 2019 General Election would open on Thursday 5 September and close on Thursday 12 September at 4pm;
- prospective candidates would need their \$80 payment;
- 150 word profile; and
- completed nomination form 8 or 9.

He further advised of the new requirement to complete the online candidate course of induction and that further details for candidates were on the Shire's website.

8. PETITIONS, DEPUTATIONS, PRESENTATIONS

8.1 PETITIONS

8.2 DEPUTATIONS

8.3 PRESENTATIONS

9. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

9.1 MINUTES OF ORDINARY MEETING OF COUNCIL (ATT 9.1)

Officers Recommendation and Council Resolution

Moved: Cr D Frazer Seconded: Cr J Frazer

That the Unconfirmed Minutes of the Ordinary Meeting of Council held on 24 July 2019 at the Council Chambers, Tjulyuru Cultural and Civic Centre, Warburton Community (ATTACHMENT 9.1) be confirmed as a true and accurate record.

Carried: 5/0

10. CEO REPORTS

10.1 PROGRESS ON THE IMPLEMENTATION OF COUNCIL RESOLUTIONS

FILE REFERENCE:	GV.05
AUTHOR'S NAME AND POSITION:	Kevin Hannagan Chief Executive Officer
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	18 August 2019
DISCLOSURE OF INTERESTS:	The author has no financial, proximity or impartiality interest in the proposal.

Summary

The purpose of this agenda item is to report back to Council on the progress of the implementation of Council resolutions.

Background

The best practice in governance supports the regular review of Council decisions to ensure that they are actioned and implemented in a timely manner.

Comment

Wherever possible, Council decisions are implemented as soon as practicable after a Council meeting. However, there are projects or circumstances that mean some decisions take longer to action than others.

Ongoing monthly reports will show the status of Council Resolutions that have not been actioned.

Statutory Environment

Section 2.7 of the Local Government Act 1995 states:

“Role of council

(1) The council —

(a) governs the local government's affairs; and

(b) is responsible for the performance of the local government's functions.

(2) Without limiting subsection (1), the council is to —

(a) oversee the allocation of the local government's finances and resources; and

(b) determine the local government's policies.”

The above section of the Act notwithstanding, there is no specific legal requirement to present such a report to Council or for Council to receive or consider such a report. The decision to have the report in the Council's monthly agenda is entirely Council's prerogative. Staff acknowledge the critical and ongoing nature of the document, in that Council 'speaks by resolution'.

Financial Implications

There are no known financial implications for this matter.

Strategic Implications

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

Risk Management

This item has been evaluated against the Shire of Ngaanyatjaraku Risk Management Framework, Risk Assessment Matrix. The perceived level of risk is “Low” risk and can be managed by routine procedures and is unlikely to need specific application of resources.

Policy Implications

There are no known policy implications for this matter.

Attachments

Attachment 10.1 - Council Resolutions - Status Report

Voting Requirement

Simple Majority

Officers Recommendation and Council Resolution

Moved: Cr D Frazer Seconded: Cr P Thomas

That Council notes the attached Council Resolutions – Status as at July 2019 (Attachment 10.1) and this report.

Carried: 5/0

10.2 ATTENDANCE BY TELEPHONE CR THOMAS

FILE REFERENCE:	GV.00
AUTHOR'S NAME AND POSITION:	Kevin Hannagan Chief Executive Officer
DATE REPORT WRITTEN:	18 August 2019
DISCLOSURE OF INTERESTS:	The author has no financial, proximity or impartiality interests in the proposal.

Summary

For Council to consider a request from Cr Thomas to attend the next Ordinary meeting of Council by telephone.

Background

Cr P Thomas has advised that he may not be able to attend the next ordinary meeting of Council in person and has requested Council approval to attend by telephone if necessary.

Comment

In accordance with Regulation 14A (2) Cr Thomas has not attended any meetings by telephone for the 2019/20 financial year.

Statutory Environment

Local Government Act 1995

5.25. Regulations about council and committee meetings and committees

- (1) *Without limiting the generality of section 9.59, regulations may make provision in relation to —*
 - (a) *the matters to be dealt with at ordinary or at special meetings of councils; and*
 - (b) *the functions of committees or types of committee; and*
 - (ba) *the holding of council or committee meetings by telephone, video conference or other electronic means;*

Local Government (Administration) Regulations 1996

14A. Attendance by telephone etc. (Act s. 5.25 (1) (ba))

- (1) *A person who is not physically present at a meeting of a council or committee is to be taken to be present at the meeting if —*
 - (a) *the person is simultaneously in audio contact, by telephone or other means of instantaneous communication, with each other person present at the meeting; and*
 - (b) *the person is in a suitable place; and*
 - (c) *the council has approved* of the arrangement.*
- (2) *A council cannot give approval under sub-regulation (1)(c) if to do so would mean that at more than half of the meetings of the council, or committee, as the case may be, in that financial year, a person who was not physically present was taken to be present in accordance with this regulation.*

(3) *A person referred to in this regulation is no longer to be taken to be present at a meeting if the person ceases to be in instantaneous communication with each other person present at the meeting.*

(4) *In this regulation —*

suitable place means a place that the council has approved* as a suitable place for the purpose of this regulation and that is located —

(a) *in a townsite or other residential area; and*

(b) *150 km or further from the place at which the meeting is to be held under regulation 12, measured along the shortest road route ordinarily used for travelling;*

townsite has the same meaning given to that term in the Land Administration Act 1997 section 3(1).

** Absolute majority required.*

[Regulation 14A inserted in Gazette 31 Mar 2005 p. 1031.]

Financial Implications

There are no known financial implications.

Strategic Implications

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

Risk Management

This item has been evaluated against the Shire of Ngaanyatjaraku Risk Management Framework, Risk Assessment Matrix. The perceived level of risk is “Low” risk and can be managed by routine procedures and is unlikely to need specific application of resources.

Policy Implications

There are no known policy implications for this matter.

Attachments

Not applicable

Voting Requirement

Absolute Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr D Frazer

Seconded: Cr J Frazer

That Council approves Cr P Thomas request to attend the next Ordinary Meeting of Council by telephone if necessary.

Carried: 5/0

10.3 USE OF COMMON SEAL

FILE REFERENCE:	IM.14
AUTHOR'S NAME AND POSITION:	Kevin Hannagan Chief Executive Officer
DATE REPORT WRITTEN:	18 August 2019
DISCLOSURE OF FINANCIAL INTEREST:	The author has no financial, proximity or impartiality interest in the proposal.

Summary

The purpose of this agenda item is to report to Council for information, use of the Common Seal during the month of July 2019.

Background

In accordance with Council Policy 1.18, use of Common Seal, Council is to receive a copy of details from the register of all Common Seals affixed for the previous month at the first Ordinary Council Meeting of each month.

Comment

A report on use of the Common Seal has been prepared for Council and is attached.

Statutory Environment

Local Government Act 1995

9.49A. Execution of documents

- (1) *A document is duly executed by a local government if —*
- (a) *the common seal of the local government is affixed to it in accordance with subsections (2) and (3); or*
- (b) *it is signed on behalf of the local government by a person or persons authorised under subsection (4) to do so.*

Financial Implications

There are no known financial implications for this matter.

Strategic Implications

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

Risk Management

This item has been evaluated against the Shire of Ngaanyatjaraku Risk Management Framework, Risk Assessment Matrix. The perceived level of risk is "Low" risk and can be managed by routine procedures and is unlikely to need specific application of resources.

Policy Implications

Council Policy CP1.18, Use of Common Seal

Attachments

Attachment 10.3 - Excerpt from Common Seal Register

Voting Requirement

Simple Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr P Thomas

Seconded: Cr J Frazer

That Council receive the report relating to the use of the Common Seal as per Attachment 10.3.

Carried: 5/0

10.4 DISABILITY ACCESS AND INCLUSION PLAN 2019-2022

FILE REFERENCE:	PL.09
AUTHOR'S NAME AND POSITION:	Kevin Hannagan Chief Executive Officer
DATE REPORT WRITTEN:	18 August 2019
DISCLOSURE OF FINANCIAL INTEREST:	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.

Summary

For Council to consider adopting the shire of Ngaanyatjaraku, Disability and Inclusion Plan (DAIP) 2019-2022.

Background

The Disability Services Act 1993 requires local authorities to produce a Disability Access and Inclusion Plan (DAIP). These plans must be lodged with the Disability Services Commission for 5-year periods. The current Shire of Ngaanyatjaraku DAIP expired in 2017. This DAIP will assist the Shire in achieving compliance with the Disability Services Act 1993.

Comment

The current Disability Access and Inclusion Plan 2012-2017 has been reviewed and updated to produce a consultation draft Disability Access and Inclusion Plan 2019-2022, which is attached to this agenda.

Since the current DAIP was last reviewed, Schedule 2 of the Disability Services Regulations 2004 has been amended to include a seventh requirement; namely, a means of reducing barriers to people with disability obtaining and maintaining employment. Consequently, this additional requirement has been provided for within the new draft.

There is a legislative requirement to undertake a consultation process before adopting the new DAIP, and the minimum is to invite public submissions. As the Shire does not have the resources for a more extensive consultation process, it was proposed to invite public submissions on the new draft DAIP closing on 30 July so that the new DAIP can be adopted at the August Council meeting. No submissions were received by the closing date.

The Shire also invited a submission from NG Health as the local institution that has the most dealings with and knowledge of local persons with disabilities.

It is recommended that a DAIP implementation plan be subsequently devised. The purpose of a DAIP implementation plan is to provide a plan that can be readily amended from time to time in response to the Shire's changing programs and operating environment. Although a DAIP can be reviewed and amended at any time, there is a statutory process for doing this whereas there is no statutory process required for the review and amendment of a DAIP implementation plan.

Statutory Environment

Disability Services Act 1993

Disability Services Regulations 2004

Financial Implications

The cost of developing, giving public notice of the draft plan and inviting submissions is accommodated within the current budget.

Strategic Implications

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

Risk Management

Without this DAIP the Shire does not adhere to the requirements outlined in the Disability Services Act 1993. This non-compliance may contribute towards possible financial, reputational and compliance risk for the Shire.

This item has been evaluated against the Shire of Ngaanyatjaraku Risk Management Framework, Risk Assessment Matrix. The perceived level of risk is “Low” risk and can be managed by routine procedures and is unlikely to need specific application of resources.

Policy Implications

There are no known policy implications for this matter.

Attachments

Attachment 10.4 – Disability Access & Inclusion Plan 2019-2022

Voting Requirement

Simple Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr D Frazer

Seconded: Cr L West

That Council:

- 1. adopts the Disability Access & Inclusion Plan 2019-2022 as per Attachment 10.4;**
- 2. requests the plan to be lodged with the Disability Services Commission; and**
- 3. develop a DAIP implementation plan.**

Carried: 5/0

10.5 ADOPTION OF 2019/20 BUDGET

FILE REFERENCE: FM.05

AUTHOR'S NAME AND POSITION: Kevin Hannagan
Chief Executive Officer

DATE REPORT WRITTEN: 20 August 2019

DISCLOSURE OF INTERESTS: The author has no financial, proximity or impartiality interests in the proposal.

Summary

The Statutory Form of the Budget has now been finalised, the document is now submitted to Council for adoption.

Background

The 2019/20 Annual Budget has been prepared based on the principles contained in the Long Term Financial Plan (LTFP) and Corporate Business Plan as well as discussions with the Shire President / Councilors as well as a detailed review of expenditure and efficiency measures taking into account substantive matters raised in previous reports to Council.

Comment

The budget has been prepared to include information required by the Local Government Act 1995, Local Government (Financial Management) Regulations 1996 and Australian Accounting Standards.

Hillites include:

- General Minimum Rate unchanged at \$245 (three assessments affected);
- Rates UV unchanged at 21c in dollar (10% increase last year);
- Community Ex-gratia Rates \$64,882 unchanged;
- Rubbish Charges increase 20% (= loss of \$366k Operating and \$127k Capital);
- Warburton Community Resource Centre office rental increased 5% to contribute towards Capital cost of caging buildings to reduce break-ins and damages;
- Staff housing rental, \$135,000 (rental now vacant staff houses);
- GVRoC refund contributions (\$25,000 one off)
- Reduce the Warburton Community pool grant from \$50,000 p.a. to \$10,000 p.a. (Warakurna & Blackstone \$5,000 each);
- Introduce OS&H Management System, Stage 1, \$10,000 (OSH compliance);
- Electrical upgrade Shire Office & Gallery, \$45,000 (electrical safety compliance);
- Maintenance Plan, Shire Office & Gallery, \$40,000 (catch-up);
- Maintenance Plan, Staff housing, \$45,000 (catch-up)
- Ngaanyatjarra Lands Services Review, \$50,000 (current / future service provision proposal);
- IT Strategy, \$15,000 (IPRF compliance);
- Public Health Plan, \$20,000 (compliance Public Health Act);
- Rubbish Services, net loss \$493,000 (includes replacement Warburton Rubbish Truck \$120,000);
- Warburton Oval Shade Structure, \$25,000;
- Cage CRC Offices, \$35,000 (start on most broken into offices);
- NRGCo Tourism Strategy, \$45,000 (offset Grant RDAGE \$30,000);
- Warburton & Warakurna Town Entry Concepts, \$20,000 (GEDC Grant?);
- AMP Review, \$25,000 (IPRF compliance);
- R2030 Survey Centre Line MRWA, \$15,000 (current SLK's not correct);

- Works Plant Compound Fencing, \$35,000 (secure equipment);
- Elected Member Training, \$17,000 (compliance LGAct amendments, now compulsory), and
- Introduction of Councilor mileage allowance of \$1.0352/km.

Reviews of the following have been undertaken as per previous reports to Council:

- Youth / Recreation Services, (reduced services);
- Rubbish Collection, (reduced services);
- Environmental Health Program, (ceased);
- Dog Control Program, (ceased);
- Early Years Program, (ceases as funding ends December 2019)
- Car / Plant Fleet, (surplus stock sold);
- GVROC Regional Records Facility, (ceased);
- Staff Total Remuneration Packages; and
- Organisation Structure.

Statutory Environment

Section 6.2 of the Local Government Act 1995 requires that a local government is to prepare (in the prescribed manner) and adopt (by absolute majority), between 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.

Section 6.16 of the Local Government Act 1995 allows a local government to impose and recover a fee or charge for any goods or services it provides or proposes to provide (absolute majority required).

Section 6.51 of the Local Government Act 1995 allows a local government to charge interest on a rate or service charge that remains unpaid after it is due and payable (absolute majority required).

Section 6.32 of the Local Government Act 1995 states that a local government in order to make up the budget deficiency is to impose a general rate on rateable land that may be imposed uniformly or differentially. A local government may also impose a minimum payment (absolute majority required).

Regulation 17 of the Local Government (Financial Management) Regulations 1996 states that a reserve account is to have a title that clearly identifies the purpose for which the money in the account is set aside.

Regulation 23(a) of the Local Government (Financial Management) Regulations 1996 requires the annual budget to include the objects and reasons of any differential rates imposed.

Regulation 26 of the Local Government (Financial Management) Regulations 1996 requires that the annual budget is to include details for each discount, incentive, concession and waiver to be allowed.

Regulation 27 of the Local Government (Financial Management) Regulations 1996 sets out the detail accompanying notes to the budget are to contain.

Regulation 34(5) of the Local Government (Financial Management) Regulations 1996 states that each financial year a local government is to adopt a percentage or value, calculated in accordance with AAS5, to be used in statements of financial activity for reporting material variances.

Regulation 64(2) of the Local Government (Financial Management) Regulations 1996 sets out the local government is to determine the due date of instalments after the first instalment.

Regulation 70 of the Local Government (Financial Management) Regulations 1996 states that the maximum interest rate for overdue rates under section 6.51(1), is 11%.

Section 67 of the Waste Avoidance and Resource Recovery Act 2007 enables a local government to impose an annual charge in respect of premises provided with a waste service by the local government.

Section 5.98 of the Local Government Act 1995 sets out fees etc payable to Council members.

Section 5.98A of the Local Government Act 1995 sets out fees etc payable to sets out allowances payable to deputy Presidents or deputy Mayors.

Section 5.98 (2) (3) and (4) of the Local Government Act 1995 sets out allowances payable of a kind prescribed as being an expense.

Section 7B(2) of the Salaries and Allowances Act 1975 requires the Tribunal, at intervals of not more than 12 months, to inquire into and determine –

- the amount of fees to be paid to Council members;
- the amount of expenses to be reimbursed to Council members;
- the amount of allowances to be paid to Council members.

Regulations 30-32 of the Local Government (Administration) Regulations 1996 set the limits, parameters and types of allowances that can be paid to elected members.

Section 30.6 of the Local Government Officers' (Western Australia) Interim Award 2011 sets the rate for meeting attendance travel costs per kilometre.

Financial Implications

The adopted budget outlines planned expenditure and revenue and determines the financial parameters for the Shire of Ngaanyatjaraku to operate within for the 2019/20 financial year. The Budget is a balanced budget.

It must be noted that \$2,012,248 in Financial Assistance Grants for the 2019/20 year was pre-paid by the Federal Government into the 2018/19 FYE and forms part of the Surplus brought forward in the Rate Setting Statement. After allowing for this amount the Surplus brought forward is \$581,285.

The shire is transferring a further \$1,060,341 to the Asset replacement, acquisition and development reserve. After allowing for the above net Surplus brought forward this means the Shire has achieved a cash positive result of \$479,056 on its' 2019/20 program activities. This has mainly been achieved by reductions in staff costs from restructure of the Shire's operations and services. There are still costs contained in the 2019/20 budget that will not continue into 2020/21.

The Shire's Long Term Financial Plan will be updated over the coming months to see the true impact of changes made to operations and services from 2020/21 onwards. This will be the subject of a further report to Council.

Strategic Implications

Strategic Community Plan 2016 - 2026

Goal 4, Our Leadership

Outcome 4.2, A capable and compliant local government

Outcome 4.3, Sustainable service delivery

Risk Management

This item has been evaluated against the Shire of Ngaanyatjaraku Risk Management Framework, Risk Assessment Matrix. The perceived level of risk is "Low" risk and can be managed by routine procedures and is unlikely to need specific application of resources.

Policy Implications

Not applicable

Attachments

10.5A – 2019/20 Draft Statutory Budget

10.5B - 2019/20 Schedule of Fees and Charges

Voting Requirement

Recommendation 1 – Absolute Majority Required

Recommendation 2 – Absolute Majority Required

Recommendation 3 – Absolute Majority Required

Recommendation 4 – Absolute Majority Required

Recommendation 5 – Absolute Majority Required

Recommendation 6 – Absolute Majority Required

Recommendation 7 – Absolute Majority Required

Recommendation 8 – Absolute Majority Required

Officers Recommendation 1 and Council Resolution

Moved: Cr D Frazer Seconded: Cr L West

For the purpose of yielding the deficiency disclosed by the proposed Municipal Fund Budget and pursuant to sections 6.32 and 6.35 of the Local Government Act 1995, Council impose the following general and minimum rates on Unimproved Values:

UV Mining \$0.2100 in the \$

General Minimum \$245 per rateable property

Carried: 5/0

Officers Recommendation 2 and Council Resolution

Moved: Cr D Frazer Seconded: Cr J Frazer

Pursuant to section 6.45 of the Local Government Act 1995 and regulation 64(2) of the Local Government (Financial Management) Regulations 1996, Council offer the following options for the payment of rates by instalments:

Option 1 (Full Payment)

Full amount of rates and charges including arrears, to be paid on or before 30 October 2019 or 35 days after the date of service appearing on the rate notice whichever is the later.

Option 2 (Two Instalments)

First instalment to be made on or before 30 October 2019 or 35 days after the date of service appearing on the rate notice whichever is later and including all arrears and half the current rates and service charges; and

Second instalment to be made on or before 2 December 2019

Option 3 (Four Instalments)

First instalment to be made on or before 30 October 2019 or 35 days after the date of service appearing on the rate notice whichever is later and including all arrears and one quarter of the current rates and service charges;

Second instalment to be made on or before 2 December 2019;

Third instalment to be made on or before 28 January 2020; and

Fourth instalment to be made on or before 16 March 2020

Carried: 5/0

Officers Recommendation 3 and Council Resolution

Moved: Cr P Thomas Seconded: Cr L West

Pursuant to section 6.51 (1) and subject to section 6.51(4) of the Local Government Act 1995 and regulation 70 of the Local Government (Financial Management) Regulations 1996, Council adopt an interest rate of 11% for rates (and service charges) and costs of proceedings to recover such charges that remains unpaid after becoming due and payable.

Carried: 5/0

Officers Recommendation 4 and Council Resolution

Moved: Cr D Frazer Seconded: Cr L West

That Council, in accordance with Section 67 of the Waste Avoidance and Recovery Act 2007, impose the following receptacle charge for 2019/20:

- **Domestic rubbish removal \$348 (GST Free) per bin; and**
- **Commercial rubbish removal - \$1,320 (GST Free) per service**

Carried: 5/0

Officers Recommendation 5 and Council Resolution

Moved: Cr J Frazer Seconded: Cr D Frazer

That Council, in accordance with Section 6.16 of the Local Government Act 1995, adopt the attached Schedule of Fees and Charges as presented in the Budget for the year ending 30 June 2020.

Carried: 5/0

Officers Recommendation 6 and Council Resolution

Moved: Cr D Frazer Seconded: Cr J Frazer

That Council, in accordance with section 6.2 of the Local Government Act 1995, adopt the attached annual Budget for the year ended 30 June 2020.

Carried: 5/0

Officers Recommendation 7 and Council Resolution

Moved: Cr P Thomas Seconded: Cr J Frazer

That Council, in accordance with Regulation 34(5) of the Local Government (Financial Management) Regulation 1996, adopts the following materiality thresholds:

Condition	Action
Actual variances to Budget up to 5% of Budget	Don't Report
Actual variances to Budget up to 10% of Budget	Use Management
Discretion	
Variance exceeding 10% or \$20,000 whichever is greater	Must Report

Carried: 5/0

Officers Recommendation 8 and Council Resolution

Moved: Cr J Frazer

Seconded: Cr D Frazer

That Council adopt the following Councilor Allowances for the 2019/20 period:

In accordance with Section 5.98 (1) & (2A) of the Local Government Act 1995, Local Government (Administration) Regulation 30, (3A) and Part 6.2 & 6.3 of the Local Government CEO EM Determination 2019 pursuant to Section 7 (B) of the Salaries and Allowances Act, Councilor meeting attendance fees be set at \$200 per Council meeting, and \$100 per Committee or other prescribed meeting.

In accordance with Section 5.98 (1) & (2A) of the Local Government Act 1995, Local Government (Administration) Regulation 30, (3A) and Part 6.2 & 6.3 of the Local Government CEO EM Determination 2019 pursuant to Section 7 (B) of the Salaries and Allowances Act, Shire President meeting attendance fees be set at \$400 per Council meeting, and \$100 per Committee or other prescribed meeting.

In accordance with Section 5.98(5) of the Local Government Act 1995, Local Government (Administration) Regulation 33, and Part 7.2 of the Local Government CEO EM Determination 2019 pursuant to Section 7B of the Salaries and Allowances Act, the annual allowance for the Shire President remains set at \$4,000.

In accordance with Section 5.98A (1) of the Local Government Act 1995, Local Government (Administration) Regulation 33A, and Part 7.3 of the Local Government CEO EM Determination 2019 pursuant to Section 7B of the Salaries and Allowances Act, the annual allowance for the Deputy Shire President remains set at \$1,000.

In accordance with Section 5.98 (2) (3) and (4) of the Local Government Act 1995, Local Government (Administration) Regulation 31 (1) (b) and Part 8.2 (5) of the Local Government CEO EM Determination 2019, travel costs incurred while driving a privately owned or leased vehicle (rather than a commercially hired vehicle) are to be calculated at the same rate contained in Section 30.6 of the Local Government Officers' (Western Australia) Interim Award 2011 that as at the date of the 2019 determination, is currently \$1.0352 per kilometre.

Carried: 5/0

10.6 DE-RECOGNITION OF ASSETS

FILE REFERENCE: CP.03

AUTHOR'S NAME AND POSITION: Kevin Hannagan
Chief Executive Officer

DATE REPORT WRITTEN: 22 August 2019

DISCLOSURE OF INTERESTS: The author has no financial, proximity or impartiality interests in the proposal.

Summary

For Council to be advised of de-recognition of non-current assets from its Asset Register.

Background

The Shire's Asset Register has been reviewed as part of the 2018/19 End of Year processes to ensure the assets contained there-in represent Fair Value. There are items that cannot be located and as such should be written off.

Comment

The review has identified:

- Massey tractor, Warakurna – whereabouts unknown
- Hydrapower angle sweeper, Warakurna – whereabouts unknown
- Howard Nugget Slasher 180, Warburton – whereabouts unknown
- 7 x 4 heavy Duty Trailer 1TFD 336, Warburton – whereabouts unknown
- FESA Emergency & Accident Response Trailers – possibly now under care and control WAPol
- Second hand PC210 Howard procut rollamowa – whereabouts unknown
- Trailer for road sweeper – whereabouts unknown
- Howard Nugget Slasher 180 – whereabouts unknown
- Hitachi Electric Jack Hammer – whereabouts unknown
- 3.5 KVA Chameleon Diesel Generator – whereabouts unknown
- Custom Built 5.5hp Honda Nova and 180 Litre Tank – whereabouts unknown
- Howard Porter 180 Roller Slasher Unit – whereabouts unknown
- PC210 Howard procut rollamowa – whereabouts unknown

Future storage options for a range of Shire assets is under consideration:

- Works signs etc are stored in a container alongside one of the shire houses
- Recreation equipment in a shed at back of Finance & Admin Coordinator's house that gets broken into if he isn't there.
- Cars stored in front of CEO / Finance & Admin Coordinator's house that get broken into, smashed windows, dented panels etc
- Bobcat, trailers etc stored at Works Officers house
- Loader etc stored at rear of Finance & Admin Coordinator's house, completely smashed up.
- Container at CEO house for Records etc.
- Trailers stored around communities that disappear.
- Warburton, Rubbish truck stored at roadhouse

Statutory Environment

Local Government (Financial Management) Regulations 1996

- 17A. Assets, valuation of for financial reports etc.
(4) A local government must revalue an asset of the local government —
(a) whenever the local government is of the opinion that the fair value of the asset is likely to be materially different from its carrying amount;

Financial Implications

The carrying amount of a non-current asset is removed from the statement of financial position if It is lost.

Removing the asset generates a loss that is to be shown in the statement of comprehensive income.

Strategic Implications

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

Risk Management

This item has been evaluated against the Shire of Ngaanyatjarraku Risk Management Framework, Risk Assessment Matrix. The perceived level of risk is “Low” risk and can be managed by routine procedures and is unlikely to need specific application of resources.

Policy Implications

There are no known policy implications for this matter

Attachments

Not applicable.

Voting Requirement

Simple Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr D Frazer

Seconded: Cr P Thomas

That Council notes this report and proposed future actions to improve secure storage of Shire assets.

Carried: 5/0

11. DEPUTY CEO REPORTS

11.1 PAYMENTS LISTING, JULY 2019

FILE REFERENCE:	FM.07
AUTHOR'S NAME AND POSITION:	Kerry Fisher Deputy Chief Executive Officer
AUTHORISING OFFICER AND POSITION:	Kevin Hannagan Chief Executive Officer
DATE REPORT WRITTEN:	22 August 2019
DISCLOSURE OF INTERESTS:	Nil

Summary

For Council to confirm the payment of accounts listed in the attached Accounts for Payment.

Background

In accordance with the Local Government (Financial Management) Regulations 1996 the Chief Executive Officer is required to present a list of payments to the Council at the next ordinary meeting of the council after the list is prepared.

Comment

The payments made are consistent with previous months.

Statutory Environment

Local Government (Financial Management) Regulations 1996

- S13. *Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.*
- (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*
 - (a) *the payee's name; and*
 - (b) *the amount of the payment; and*
 - (c) *the date of the payment; and*
 - (d) *sufficient information to identify the transaction.*
 - (2) *A list of accounts for approval to be paid is to be prepared each month showing-*
 - (a) *for each account which requires council authorisation in that month —*
 - (i) *the payee's name; and*
 - (ii) *the amount of the payment; and*
 - (iii) *sufficient information to identify the transaction;*
and
 - (b) *the date of the meeting of the council to which the list is to be presented.*
 - (3) *A list prepared under subregulation (1) or (2) is to be —*
 - (a) *presented to the council at the next ordinary meeting of the council after the list is prepared; and*
 - (b) *recorded in the minutes of that meeting.*

Financial Implications

The Shire makes annual budget allocations for payment of accounts.

Strategic Implications

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

Risk Management

This item has been evaluated against the Shire of Ngaanyatjaraku Risk Management Framework, Risk Assessment Matrix. The perceived level of risk is “Low” risk and can be managed by routine procedures and is unlikely to need specific application of resources.

Policy Implications

There are no known policy implications for this matter

Attachments

Attachment 11.1 – Payments Listing

Voting Requirement

Simple Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr J Frazer

Seconded: Cr D Frazer

That Council receives the Payment Listing, July 2019 totaling payments of \$846,610.46 as per Attachment 11.1.

Carried: 5/0

11.2 COUNCIL INVESTMENTS AS AT 22 AUGUST 2019

FILE REFERENCE:	FM.04
AUTHOR'S NAME AND POSITION:	Kerry Fisher Deputy Chief Executive Officer
AUTHORISING OFFICER AND POSITION:	Kevin Hannagan Chief Executive Officer
DATE REPORT WRITTEN:	22 August 2019
DISCLOSURE OF INTERESTS:	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.

Summary

For Council to be advised of the Shires Municipal Account and Investments as attached.

Background

To invest the Shire of Ngaanyatjaraku surplus funds with consideration of risk and at the most favourable rate of interest available to it at the time, for that investment type, whilst ensuring that liquidity requirements are being met.

Comment

Preservation of capital is to be the principal objective with consideration given to liquidity, cash flow requirements and return on investment.

Preservation of capital is the principal objective of the investment portfolio. Investments are to be performed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters.

The investment portfolio will ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment.

The investment is expected to achieve a predetermined market average rate of return that takes into account the Shire's risk tolerance. Any additional target set by the Shire will also consider the risk limitation and prudent investment principles.

Statutory Environment

Local Government Act 1995

Section 6.14 Power to Invest

- (1) *Money held in the municipal fund or the trust fund of a local government that is not, for the time being, required by the local government for any other purpose may be invested as trust funds may be invested under the Trustees Act 1962 Part III.*
- (2A) *A local government is to comply with the regulations when investing money referred to in subsection (1).*
- (2) *Regulations in relation to investments by local governments may —*
 - (a) *make provision in respect of the investment of money referred to in subsection (1); and*
 - [(b) deleted]*
 - (c) *prescribe circumstances in which a local government is required to invest money held by it; and*

- (d) *provide for the application of investment earnings; and*
- (e) *generally provide for the management of those investments.*

Local Government (Financial Management) Regulations 1996

- 19. *Investments, control procedures for*
 - (1) *A local government is to establish and document internal control procedures to be followed by employees to ensure control over investments.*
 - (2) *The control procedures are to enable the identification of —*
 - (a) *the nature and location of all investments; and*
 - (b) *the transactions related to each investment.*
- 19C. *Investment of money, restrictions on (Act s. 6.14(2)(a))*
 - (1) *In this regulation —*
 - authorised institution means —*
 - (a) *an authorised deposit taking institution as defined in the Banking Act 1959 (Commonwealth) section 5; or*
 - (b) *the Western Australian Treasury Corporation established by the Western Australian Treasury Corporation Act 1986;*
 - foreign currency means a currency except the currency of Australia.*
 - (2) *When investing money under section 6.14(1), a local government may not do any of the following —*
 - (a) *deposit with an institution except an authorised institution;*
 - (b) *deposit for a fixed term of more than 3 years;*
 - (c) *invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;*
 - (d) *invest in bonds with a term to maturity of more than 3 years;*
 - (e) *invest in a foreign currency.*

Financial Implications

Not applicable.

Strategic Implications

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

Risk Management

This item has been evaluated against the Shire of Ngaanyatjaraku Risk Management Framework, Risk Assessment Matrix. The perceived level of risk is “Low” risk and can be managed by routine procedures and is unlikely to need specific application of resources.

Policy Implications

Corporate Policy CS2.7 Investments.

Attachments

Attachment 11.2 – Westpac screen prints of Municipal and Investment Accounts, NAB and CBA documents for Term Deposits

Voting Requirement

Simple Majority Required.

Cr D Frazer left the chamber at 1.58pm

Cr D Frazer returned at 1.59pm.

Officers Recommendation and Council Resolution

Moved: Cr P Thomas

Seconded: Cr D Frazer

That the report on Council Investments as at 22 August 2019 be received.

Carried: 5/0

12. EHO & BUILDING SERVICES REPORTS

12.1 ACTION REPORT – ENVIRONMENTAL HEALTH & BUILDING SERVICES

FILE REFERENCE:	EM.00
AUTHOR'S NAME AND POSITION:	Phil Swain Principal EHO & Building Officer
AUTHORISING OFFICER AND POSITION:	Kevin Hannagan Chief Executive Officer
DATE REPORT WRITTEN:	21 August 2019
DISCLOSURE OF INTERESTS:	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.

Summary

To inform Council of Environmental Health program & Building Services activities and actions for the preceding month.

Background

Not applicable

Comment

See attachment.

Statutory Environment

Not applicable

Financial Implications

No known financial implications for this matter.

Strategic Implications

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

Risk Management

This item has been evaluated against the Shire of Ngaanyatjaraku Risk Management Framework, Risk Assessment Matrix. The perceived level of risk is "Low" risk and can be managed by routine procedures and is unlikely to need specific application of resources.

Policy Implications

There are no known policy implications for this matter

Attachments

Attachment 12.1 – Action Report, EHO / Building Services

Voting Requirement

Simple Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr D Frazer Seconded: Cr J Frazer

That Council receives the Action Report, EHO / Building Services for June - August (Part) 2019.

Carried: 5/0

13. EARLY YEARS PROGRAM REPORTS

13.1 ACTION REPORT – EARLY YEARS PROGRAM

FILE REFERENCE:	CS.13
AUTHOR'S NAME AND POSITION:	Anne Shinkfield Early Years Program Coordinator
AUTHORISING OFFICER AND POSITION:	Kevin Hannagan Chief Executive Officer
DATE REPORT WRITTEN:	22 August 2019
DISCLOSURE OF INTERESTS:	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.

Summary

To inform Council of Early Years Program activities and events over the last few months.

Background

Not applicable

Comment

Not applicable

Statutory Environment

Not applicable

Financial Implications

No known financial implications for this matter.

Strategic Implications

Integrated Strategic Plan 2018 - 2028
Goal 2, Our People
Outcome, 2.3 Smart People
Strategy, 2.3.1 Good Education
Action, Provide early years learning service

Risk Management

This item has been evaluated against the Shire of Ngaanyatjaraku Risk Management Framework, Risk Assessment Matrix. The perceived level of risk is "Low" risk and can be managed by routine procedures and is unlikely to need specific application of resources.

Policy Implications

There are no known policy implications for this matter

Attachments

Attachment 13.1 – Activity Report, Early Years Program, Term 2, 2019

Voting Requirement

Simple Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr J Frazer Seconded: Cr L West

That Council receives the Action Report, Early Years Program for Term 2, 2019.

Carried: 5/0

14. WORKS ENGINEERING REPORTS

14.1 ROAD NAME CHANGE PROCESS

FILE REFERENCE:	RD.00
AUTHOR'S NAME AND POSITION:	Peter Kerp Casual Works Engineer
AUTHORISING OFFICER AND POSITION:	Kevin Hannagan Chief Executive Officer
DATE REPORT WRITTEN:	31 July 2019
DISCLOSURE OF INTERESTS:	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.

Summary

Council at its Ordinary Council Meeting held 24 July 2019 resolved:

The Works Engineer to liaise with Main Roads WA on the process for changing of road names and report back to Council.

Background

The Shire President advised Council at its OCM of the 24 July 2019:

“that several road names within the Shire would need to be changed as over time things have changed and are no longer relevant today. For example, the Giles – Mulga Park Road was named for its connection of the Giles Weather Station to Mulga Park Station in South Australia as it was the route taken to get to the weather station. However, today some of the connectivity is via the Warakurna Community Access Road, Great Central Road, Giles Mulga Park Road to intersection of Warburton Blackstone Road and through to Wingellina before continuing to Mulga Park Station in SA.”

Comment

The Minister for Lands (the Minister) is responsible for the *Land Administration Act 1997*.

Through delegated authority, the Minister enables Landgate to review submissions and identify, capture and maintain new place names, features, administrative boundaries, localities and roads within Western Australia and formally approve these actions on the Minister's behalf.

Local Government and government departments/authorities responsible for the administering of land within Western Australia are required to make submissions to Landgate **(MRWA has no jurisdiction)** for any naming proposals for place names, features, administrative boundaries, localities or roads within their jurisdiction.

Landgate advise any change to an existing approved name is discouraged. As all official names are meant to be enduring, any proposals to change the name of a feature, administrative boundary or road must include evidence of a compelling reason for such a change, for example the proposal is deemed to be in the public interest for safety reasons.

The changing of a name merely to correct or re-establish historical usage is not considered a reason to change a name.

Evidence of community consultation and feedback from all relevant agencies and jurisdictions must be included with the submission. All such requests will be required to be presented to Landgate for consideration.

If Landgate determines that the name change is unnecessary or non-essential, yet there is enough community support for the change and it is compliant with the relevant naming policies and standards, it may be approved but it shall incur a service charge.

The naming proposal must be prepared according to the relevant sections of the *Policies and Standards for Geographical Naming in Western Australia 2017*. If the proposed name is a traditional Aboriginal name or derived from an Aboriginal Australian language relevant to Western Australia, local governments must consult with the relevant Aboriginal groups prior to submitting the naming proposal.

General Process Steps

The following steps briefly outline local government requirements for preparing a naming submission:

Step 1 Check information

Ensure that all the necessary information has been provided by the local government proposing the name. The naming proposal must be prepared according to the relevant sections of the *Policies and Standards for Geographical Naming in Western Australia 2017*.

Step 2 Apply the policies

Upon selection of a new name, local governments must ensure the proposal conforms to all of the policies outlined in the relevant sections of this policy.

Step 3 Consult with Aboriginal communities

If the proposed new name is derived from an Aboriginal language, from the outset the local government proposing the name, should consult with and obtain the input and approval of the relevant local Aboriginal community(s).

Step 4 Consult with emergency service response and other stakeholders

When local governments have ensured that the proposal adheres to the relevant naming policies, there should be no further need for consultation with emergency service response and other service providers. This is due to these policies having been endorsed by Landgate and the relevant agencies.

In instances of local governments not being certain whether the naming or renaming proposal conforms to the policies (for instance, in cases of possible duplication or confusion) they should consult with Landgate, and seek feedback from emergency service response and public service providers. Such consultation and feedback processes should unnecessarily provided to the public for their feedback.

Step 5 Consult with the public

The immediate community, including residents, ratepayers and businesses, must be consulted on any naming or renaming proposals that will affect their address.

Consultation with the immediate and/or extended community should only occur once Local Government is certain that the proposed name conforms to the relevant naming policies.

Step 6 Council consideration

Once the above steps have been undertaken a report must be prepared on the proposal.

The local government's decision to accept or reject a proposal needs to be formally recorded.

This also applies when the decision has been made under delegated authority.

Step 7 Lodgement of submission to Landgate

The local government endorses the proposal, a formal request seeking approval of the submission should be made to Landgate, via an online submission.

All naming proposals should include:

- applicant LGA Contact details
- the location of the development site in which the proposed road or feature will be situated
- supporting information as to why Landgate should consider naming or changing the name(s)
- the proposed name(s) and the origin/source/historical context
- a final road design plan (where applicable) correctly marked with road extents and names
- where applicable, evidence of landowner, family or community support
- if the name is Aboriginal in origin, evidence of support from relevant Aboriginal Community.

Landgate's consideration of submissions

Upon receiving a submission to name or rename a road, Landgate will notify the local government acknowledging it has received the submission. This notification will confirm that all the necessary information has been included or notify the local government that further information is required before the approval process can continue.

When considering the proposal, Landgate will check that the proposed naming or renaming conforms to all the relevant naming policies. If Landgate finds that the submission is non-compliant, the relevant local government will be issued with either a request for further information, or advice that the submission needs to be modified to confirm its compliance. If Landgate deems that the submission is compliant, the formal approval process will be undertaken.

Once a name has been formally approved, the new or amended name is entered into the State's Gazetteer and information regarding the name's origin, location, derivation, historical name/s (if available), the local government(s) and locality in which the name is located and the official approval date is also recorded.

Notification of approvals

Once the approval process has been finalised, Landgate will notify the relevant local government and provide a copy of the official naming approval for their records. The relevant local government(s) is required to notify any relevant stakeholders or service providers of the naming approval.

Statutory Environment

Section 26 and 26A of the *Land Administration Act 1997*

Financial Implications

Landgate charges a fee of \$262.73 (ex GST) and \$289 (incl GST). It is a discretionary fee and may or may not be applied depending on the information considered.

Council would be advised by Landgate very early in the process if this fee is applicable

Strategic Implications

Integrated Strategic Plan 2018 - 2028

Goal 1, Our Land

Outcome 1.2, Travel the Land

Strategy: 1.2.1, Good Roads

Risk Management

This item has been evaluated against the Shire of Ngaanyatjaraku Risk Management Framework, Risk Assessment Matrix. The perceived level of risk is "Low" risk and can be managed by routine procedures and is unlikely to need specific application of resources.

Policy Implications

There are no known policy implications for this matter

Attachments

Not applicable

Voting Requirement

Simple Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr J Frazer

Seconded: Cr P Thomas

That Council:

- 1. Receives this Road Name Change Process Report regarding the steps the Shire of Ngaanyatjaraku must follow to be compliant with Landgate's Policy and Standards for Geographic Naming in Western Australia 2017; and**
- 2. Recommends that Shire Officers start the process to consider changing the name of the following roads:**
 - Giles Mulga Park Road**
 - Wanarn Jameson Road**
 - Warburton Blackstone Road**
- 3. Shire Officers report back quarterly to Council on progress of item 2 above.**

Carried: 5/0

14.2 SPEED HUMPS, Warburton

FILE REFERENCE: RD.00

AUTHOR'S NAME AND POSITION: Peter Kerp
Casual Works Engineer

AUTHORISING OFFICER AND POSITION: Kevin Hannagan
Chief Executive Officer

DATE REPORT WRITTEN: 31 July 2019

DISCLOSURE OF INTERESTS: The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.

Summary

To provide Council with details regarding a request for consideration of installing speed humps in Warburton community.

Background

Council at its Ordinary Council meeting held 24 July 2019 was asked the following:

Public Question Time:

Mr Dereck Harris wished to raise matters of Law and Order. In particular he outlined his concern with Warburton community members speeding around the town in vehicles and walking on the roads and not on the road verges. His suggestions were for the Shire to install more speed humps, establish more concrete footpaths and police community members.

The Shire President advised that:

- 1. some strategically placed speed humps could be looked at and the Chief Executive Officer gave an undertaking for the Works Engineer to provide a report to Council on this matter;*
- 2. people speeding in vehicles was a policing matter and he would speak to the Warburton Police about the matter;*
- 3. installation of concrete footpaths was expensive and they had a tendency to crack over time in the local climatic conditions, bitumen footpaths were a better alternative but again very expensive to get bitumen footpath contractors to Warburton. The Shire does not have a rate payer base to pay for such infrastructure, but the Shire would see if any grants may be available.*
- 4. the correct agency for policing people walking on the road was WAPol and he would also talk to Warburton Police about this matter.*

Comment

Speed limit within streets around Warburton Community fall under the definition of "built-up-area" under the Road Traffic Code 2000 and are posted at 40km/hr.

The term speed hump is used to distinguish this device from the speed bumps used in parking lots. The speed hump is safe to use at much higher speeds than a bump thereby minimizing liability. Speed humps are generally placed along public roads as a speed reduction device and adhere to MRWA design guidelines – whereas speed bumps are placed in shopping centre car parks and commercial businesses where vehicle speeds are generally much lower.

Speed humps have been around for 30 or 40 years in one form or another and have been popular devices. There are 3 types of speed hump devices used to attempt to slow vehicle speeds.



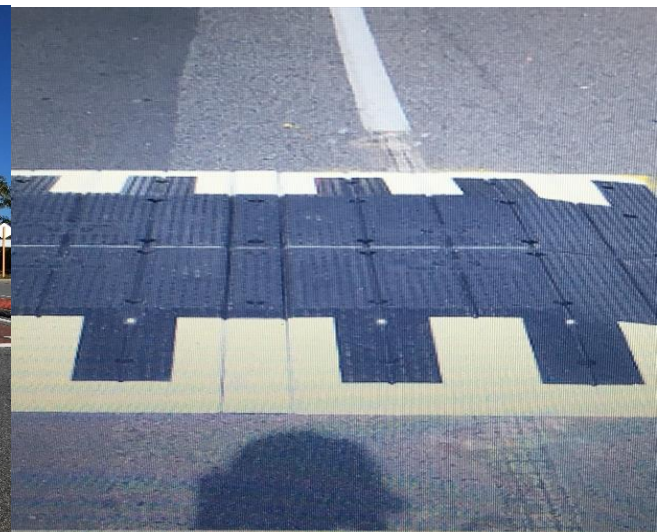
SPEED HUMP



SPEED BUMP



WARNING SIGN



SPEED CUSHION

Watts Profile Hump

Your general, run-of-the-mill bitumen, asphalt, or in-situ concrete mound came into existence in the 1980's, that is usually laid out in a series of 4 or more along a street. Very efficient in slowing vehicle speeds, the Watts Profile lost its popularity in the 1990's due to the scraping damage it would do to lower vehicles and increase noise as vehicles braked just before hitting the hump, cross it and accelerate away.

Is expensive to install if constructed with in-situ concrete or hot asphaltic concrete. Accessibility to materials and contractor to a remote location such as Warburton is not a cost-effective option.

Plateau (Flat Top) Hump

Overtaking the hump position of the Watts Profile in the 1990's was the Plateau Hump. They're generally your brick paved speed humps with a bit of bitumen ramped either side. Flat Top humps seem to be a better option for higher volume roads as they are less noisy and less objectionable to emergency service operators.

Plateau hump is not a cost-effective option for similar reasons as the Watts Profile above.

Speed Cushion

In recent years speed cushions have been developed which overcome some of the emergency services' objections to speed humps, as they allow wide vehicles to straddle the cushion to cross at higher speed. They are best constructed from removable rubber segments. They need to be

carefully positioned and dimensioned so as to slow the majority of traffic. Speed cushions are made of the highest quality from recycled rubber.

Conclusion

Speed humps in general are effective in controlling vehicle speeds if installed correctly. Although they may cure a localised problem, they can also simply transfer a problem to another area. The problem you have though is that they quite often transfer traffic to a different street.

Rubber is lighter and easier to work with than asphalt and concrete, significantly reducing installation time. This is convenient for local governments who want to institute temporary measures to test an area or permanently control traffic speed. Unlike concrete and asphalt which necessitate frequent and high cost replacement, rubber products are long lasting and cost-efficient.

There are multiple suppliers of rubber speed cushions available in Western Australia and should Council consider their introduction to institute a temporary measure to test an area or permanently control traffic speed, this is a cost-effective option compared to asphalt or concrete.

However, introduction of speed humps is not considered a viable option in Warburton and not supported for the following reasons:

- Does not represent value for money due to Warburton's remoteness and cost to install and maintain;
- Low vehicle traffic volumes;
- Existing 40km speed limit;
- Speeding is a WAPol policing matter;
- No known statistics of road accidents as a consequence of people walking on the road;
- Noisy to adjacent residential dwellings; and
- No known funding source to pay for them.

Statutory Environment

Not applicable

Financial Implications

Unknown – subject to quotes from suppliers on numbers required – cost could be in the order of \$7,000 to \$9,000 installing speed cushions at 2 separate locations along one street. Advance speed hump warning signs are also an obligatory requirement and are an additional cost.

Shire Officers are not aware of any known grant funding to pay for the installation and ongoing maintenance. To use existing 'un-tied' road grant funding would require a reduction in maintenance or improvements to the existing road network.

Strategic Implications

Integrated Strategic Plan 2018 - 2028

Goal 1, Our Land

Outcome 1.2, Travel the Land

Strategy: 1.2.1, Good Roads

Risk Management

This item has been evaluated against the Shire of Ngaanyatjaraku Risk Management Framework, Risk Assessment Matrix. The perceived level of risk is "Low" risk and can be managed by routine procedures and is unlikely to need specific application of resources.

Policy Implications

There are no known policy implications for this matter

Attachments

Not applicable

Voting Requirement

Simple Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr J Frazer

Seconded: Cr D Frazer

That Council does not support the introduction of speed reduction devices such as speed humps in the Warburton Community for the following reasons:

- 1. Does not represent value for money due to Warburton's remoteness and cost to install and maintain;**
- 2. Low vehicle traffic volumes;**
- 3. Existing 40km speed limit;**
- 4. Speeding is a WAPol policing matter;**
- 5. No known statistics of road accidents as a consequence of people walking on the road;**
- 6. Noisy to adjacent residential dwellings; and**
- 7. No known funding source to pay for them.**

Carried: 5/0

14.3 ACTION REPORT – WORKS ENGINEER

FILE REFERENCE: RD.00

AUTHOR'S NAME AND POSITION: Peter Kerp
Works Engineer

AUTHORISING OFFICER AND POSITION: Kevin Hannagan
Acting Chief Executive Officer

DATE REPORT WRITTEN: 2 August 2019

DISCLOSURE OF INTERESTS: The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.

Summary

To inform Council of Works Engineering activities and actions for the preceding month.

Background

Not applicable

Comment

See attachment.

Statutory Environment

Not applicable

Financial Implications

No known financial implications for this matter.

Strategic Implications

Integrated Strategic Plan 2018 - 2028

Goal 1, Our Land

Outcome 1.2, Travel the Land

Strategy: 1.2.1, Good Roads

Risk Management

This item has been evaluated against the Shire of Ngaanyatjaraku Risk Management Framework, Risk Assessment Matrix. The perceived level of risk is "Low" risk and can be managed by routine procedures and is unlikely to need specific application of resources.

Policy Implications

There are no known policy implications for this matter

Attachments

Attachment 14.3 – Action Report, Works Engineering

Voting Requirement

Simple Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr P Thomas

Seconded: Cr L West

That Council receives the Action Report, Works Engineering for July 2019.

Carried: 5/0

15. NEW BUSINESS OF AN URGENT NATURE AS ADMITTED BY DECISION

Voting Requirement
Simple Majority Required

Officers Recommendation and Council Resolution

Moved: Cr D Frazer **Seconded:** Cr J Frazer

That Council:

- 1. That Council admits urgent business Reports:**
 - a) 15.1 Change of name - Goldfields Tourism Network Association**
 - b) 15.2 Election 2019 - Appointment of Deputy Returning Officers**

Carried: 5/0

15.1 CHANGE OF NAME - GOLDFIELDS TOURISM NETWORK ASSOCIATION

FILE REFERENCE: ED.00

AUTHOR'S NAME AND POSITION: Kevin Hannagan
Chief Executive Officer

DATE REPORT WRITTEN: 25 August 2019

DISCLOSURE OF INTERESTS: The author has no financial, proximity or impartiality interests in the proposal.

Summary

To request Council to support change of name of the Goldfields Tourism Network Association to Golden Quest Trail.

Background

The Northern Goldfields Shire Presidents and Chief Executive Officers' Meeting held on Friday 31st May 2019 discussed reverting back to using the Golden Quest Trail name to represent tourism initiatives for the Goldfields Region.

The Shires were to endorse the rejuvenation of the Trail name through their own Council meetings.

Comment

The Chief Executive Officer did attend the above meeting and has no objection or further comment on the groups request.

Statutory Environment

Not applicable

Financial Implications

No known financial implications for this matter.

Strategic Implications

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

Risk Management

This item has been evaluated against the Shire of Ngaanyatjaraku Risk Management Framework, Risk Assessment Matrix. The perceived level of risk is “Low” risk and can be managed by routine procedures and is unlikely to need specific application of resources.

Policy Implications

There are no known policy implications for this matter

Attachments

Not applicable

Voting Requirement

Simple Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr D Frazer Seconded: Cr L West

That Council endorses the Northern Goldfields Shire Presidents and Chief Executive Officers Groups’ request to change of name from Goldfields Tourism Network Association back to Golden Quest Trail.

Carried: 5/0

15.2 ELECTION 2019 - APPOINTMENT OF DEPUTY RETURNING OFFICERS

FILE REFERENCE: GV.07

AUTHOR'S NAME AND POSITION: Kevin Hannagan
Chief Executive Officer

DATE REPORT WRITTEN: 25 August 2019

DISCLOSURE OF INTERESTS: The author has no financial, proximity or impartiality interests in the proposal.

Summary

To request Council to support the appointment of two Deputy Returning Officers for the upcoming Shire Council Elections.

Background

Local Government Elections are to be held on Saturday 19 October 2019.

Comment

The Chief Executive Officer is the Returning Officer for the Shires' upcoming election. The DLGSCI Returning Officer Manual advises the following:

Deputy returning officers

The returning officer must appoint one or more deputy returning officers.

If the returning officer is absent or cannot perform his or her functions a deputy returning officer is to perform the returning officer's functions.

In some local governments the deputy returning officer makes many of the arrangements for the election because the returning officer cannot be available for the amount of time involved in complying with the necessary administrative and procedural matters.

Irrespective of whether the deputy returning officer carries out some of the duties, the returning officer remains accountable for the election process.

Delegation

A returning officer may delegate any of his or her powers or duties under the Act (except the power of delegation) to a deputy returning officer.

Delegations must be in writing. The delegation does not need to be listed in the local government's delegations register but it is good practice to do so. It is not necessary that a written record be made of the exercise of the delegation from a returning officer as is the case with delegations from the CEO or council.

The Returning Officer is appointing two deputies:

- (1) Deputy Chief Executive Officer who can assist during the nomination process; and
- (2) Finance & Administration Officer, who can assist conduct the election if needed.

Statutory Environment

Local Government Act 1995

Section 4.20. CEO to be returning officer unless other arrangements made

(1) Subject to this section the CEO is the returning officer of a local government for each election.

Section 4.21. Deputy returning officers

- (1) A returning officer appointed under section 4.20(1) or (2) is to appoint one or more deputy returning officers.*

Section 4.22. Returning officer to conduct elections

- (3) If the returning officer is absent or cannot perform his or her functions a deputy returning officer is to perform the returning officer's functions.*

Financial Implications

No known financial implications for this matter.

Strategic Implications

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

Risk Management

This item has been evaluated against the Shire of Ngaanyatjaraku Risk Management Framework, Risk Assessment Matrix. The perceived level of risk is "Low" risk and can be managed by routine procedures and is unlikely to need specific application of resources.

Policy Implications

There are no known policy implications for this matter

Attachments

Not applicable

Voting Requirement

Simple Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr D Frazer

Seconded: Cr J Frazer

That Council notes the Returning Officers appointment of two Deputy Returning Officers as outlined in this report.

Carried: 5/0

16. CONFIDENTIAL MATTERS**17. NEXT MEETING**

Scheduled for Wednesday, 25 September 2019 at the Tjulyuru Cultural and Civic Centre, Warburton Community commencing at 1:00 pm.

18. CLOSURE OF MEETING

There being no further business to discuss the Presiding Member closed the meeting at 2.29 pm.

Council Resolutions – Status

Note: report commenced 14 June 2018 and only resolutions not actioned are reported on.

Meeting Date	Meeting Type	Report Number	Report Title
28 August 2019	OCM	14.1	ROAD NAME CHANGE PROCESS

Resolution	Status Update	% Complete
<p>That Council:</p> <ol style="list-style-type: none"> 1. Receives this Road Name Change Process Report regarding the steps the Shire of Ngaanyatjaraku must follow to be compliant with Landgate's Policy and Standards for Geographic Naming in Western Australia 2017; and 2. Recommends that Shire Officers start the process to consider changing the name of the following roads: <ul style="list-style-type: none"> • Giles Mulga Park Road • Wanarn Jameson Road • Warburton Blackstone Road 3. Shire Officers report back quarterly to Council on progress of item 2 above. 	<ol style="list-style-type: none"> 1. Initial comment sought from MRWA on proposed new road names. 2. Informal advice from NCAC sought. 	10%

CP 2.22 RISK MANAGEMENT POLICY

Objective

To encourage an integrated, effective and organisation wide approach to risk management within the Shire of Ngaanyatjaraku, facilitating value creation and protection.

Policy Statement

Council is committed to the use of risk management in the course of achieving its strategic objectives and delivery of services to the community. Management of risk is considered the responsibility of all elected members, employees and contractors, and is to be integrated throughout the Shire.

A *Risk Management Strategy* is to be maintained and implemented utilising the Principles, Framework and Process as defined within *AS/NZS ISO 31000:2018 Risk management - Guidelines*.

Risk Tolerance and Appetite:

Risk tolerance or risk appetite refers to the amount and type of risk that the Shire is willing to take in order to meet its strategic objectives. As a public body, there is an expectation the Shire will maintain an inherent low appetite for risk and as a consequence adopt policies and maintain systems and procedures to create value and protect, the Shire, and its stakeholders.

Council's risk tolerance and appetite is articulated with the *Risk Management Strategy* and any change to the level of risk tolerance and appetite within the Strategy can only be made with Council approval.

Risk Management Commitment:

Council will maintain a continual commitment to risk management through the appropriate allocation of resources to facilitate application of the principles, framework and process as defined within *AS/NZS ISO 31000:2018*, through the '*Risk Management Strategy*'. The *Risk Management Strategy* will assist the organisation to integrate risk management into decision making and operational activities, across the organisation. This commitment will work towards:

- Aligning the objectives, culture and strategy of the Shire with risk management;
- Addressing and recognising all obligations (including voluntary commitments) of the Shire;
- Communicating the risk appetite of the Shire to guide the establishment of risk criteria, to all employees, contractors and elected members and stakeholders;
- Promoting and conveying the value of risk management across the Shire;
- Encouraging methodical monitoring of risks;
- Ensuring that the *Risk Management Strategy* remains relevant to and considers the context of the organisation.

This policy is to remain in force until otherwise determined by Council.



Shire of Ngaanyatjaraku
ON A JOURNEY

Risk Management Strategy 2019

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1.1 Introduction

The Risk Management Strategy (Strategy) aims to support an **integrated** and effective approach to risk management to ensure an organisation-wide approach to risk management, with the aim of value creation and protection, in accordance with the Shire of Ngaanyatjaraku Risk Management Policy. This includes consistent assessment of risks including risk mitigation activities from a top down perspective, as well as bottom up, through operational processes and procedures.

The Shire has implemented a structured approach to risk management based on, Australian / New Zealand International Standard for Risk Management – Guidelines ISO 31000:2018. This will assist the Shire work towards:

- Aligning the objectives, culture and strategy of the Shire with risk management;
- Addressing and recognising all obligations (including voluntary commitments) of the Shire;
- Communicating the risk appetite of the Shire to guide the establishment of risk criteria, whilst conveying to all elected members, employees and contractors;
- Promoting and conveying value of risk management across the Shire;
- Encouraging methodical monitoring of risks; and
- Ensuring the Risk Management Strategy remains relevant to and considers the context of the organisation.

The key **objectives** of the Strategy are to:

- Ensure consistent and systematic approach to risk management through decision-making and corporate planning, contributing toward an effective and efficient risk management culture over time;
- Provide tools to assist management with risk identification and articulation of risks to enable appropriate risk mitigation strategies; and
- Supports the overall governance framework through integration of corporate culture, internal controls, policies and procedures (“internal control environment”) and management oversight.

The Strategy has been developed with input and review from the Executive Leadership Team and the Audit and Risk Committee.

1.2 Risk Management – Principles, Framework and Process

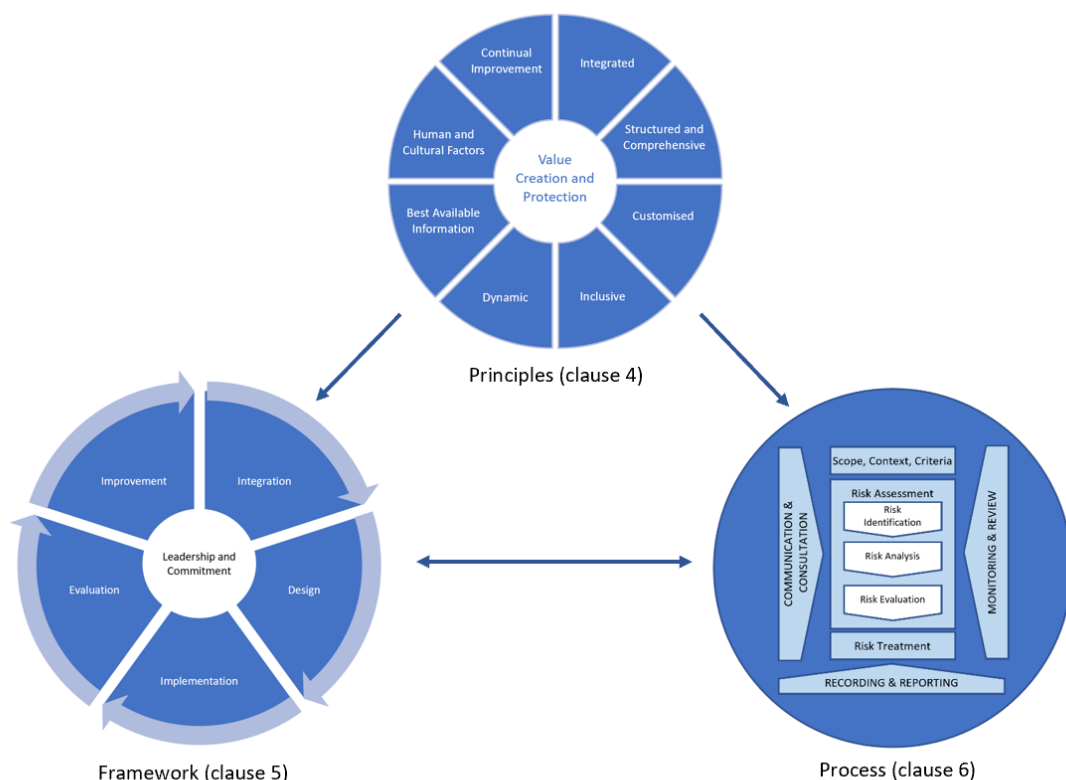
ISO 31000:2018 provides guidance on the development of a risk management approach, designed to be tailored to best apply to any organisation and its requirements. This Strategy has been developed using the Principles, Framework and Process as outlined within ISO 31000:2018.

The diagram below demonstrates the relationship between each component of the Risk Management Strategy, with the Principles forming the foundation of the Strategy. The Principles describe the features to be utilised and influence the Framework and Process elements.

The Framework component of the Strategy is intended to facilitate integration of risk management throughout the Shire, through commitment from leadership to risk management practices. Any gaps identified through analysis of existing practices will be remedied through the application of the Framework and will inform the Process component.

The Risk Management Process is to be designed and tailored to align best to the Shire's structure, resources and practices. The Risk Process is iterative, consisting of Risk Assessment, Risk Identification, Risk Analysis, Risk Evaluation and Risk Treatment, Communication and Consultation, Recording and Reporting along with Monitoring and Review, as noted in the below diagram. The Process component of the Strategy draws on both the Framework and the Principles in its application to managing risk.

High Level Overview of Strategy



Source: Australia/New Zealand Standard ISO 31000:2018

1.3 Risk Management Policy

The Shire's Risk Management Policy (2.22) states the mandate and commitment including roles and responsibilities of Council and all staff:

"Management of risk is considered the responsibility of all elected members, employees and contractors, and is to be integrated throughout the Shire."

The Risk Management Policy must be read and understood in conjunction with this Strategy.

1.4 Risk Management Principles

In accordance with ISO 31000:2018, the following key principles provide necessary guidance and methodology when implementing a structured risk management process.

Human and cultural factors: Risk culture is created from visible leadership and commitment in embedding a risk mindset. All elected members and employees have responsibility for managing risk.

Risk management should be a part of, and not separate from, the Shire's purpose, governance, leadership and commitment, strategy, objectives and operations.¹

Structured and comprehensive: Refers to the risk management process which encompasses:

- Risk identification, assessment and treatment;
- Risk monitoring and review; and
- Risk reporting and communication.

Inclusive accountability and transparency: Leadership to assign clear roles and responsibilities for staff, external stakeholders and decision makers to ensure risk management remains relevant and up-to-date, and is based on informed choices and agreed priorities.

Integrated: Managing risks should create and protect value by contributing to the achievement of objectives as included in the Strategic Community Plan and Corporate Business Plan (Plan for the Future), as well as project outcomes and improving Shire performance as an integrated activity within existing processes.

Customised to Shire risk profile: Recognises the Shire's external and internal influences and challenges, due to its geographical location and community needs.

Dynamic: Risks needs to be managed in a dynamic, iterative and responsive manner.

Continuous improvement: Developing a more risk aware workforce will result in operational processes which take into account risk considerations and enable processes and decision making to improve over time.

Best available information: Risk management is reliant on use of the best available information at any given point in time.

¹ ISO 31000:2018 Risk Management – Guidelines, page 5

1.5 Risk Management Framework

The impact of risk management efforts is highly dependent upon the integration of risk management throughout the Shire. The Risk Management Framework is designed to assist with facilitating high level of integration across activities, practices and functions of the Shire.

Details of each stage within the framework are:

Integration

- Integrate risk management into Shire processes and structure. All elected members and employees are responsible for managing risk.

Design the Strategy

- Understand the organisation and its context;
- Establish and adopt Risk Management Policy;
- Establish roles, responsibilities and accountabilities;
- Allocate resources; and
- Establish internal and external communication and reporting mechanisms.

Implement the Strategy

- Develop Risk Management Plan;
- Engage stakeholders to convey the purpose and importance of the Strategy and Plan;
- Implement corporate risk management processes in all activities throughout the Shire, particularly decision making processes; and
- Identify changes in the internal and external context, as well as identifying emerging risks or changed risk conditions.

Evaluate the Strategy

- Regularly assess the purpose, objectives, and outcomes of the Strategy against actual risk management practices; and
- Consider the suitability and application of the Strategy to the Shire's operations and activities.

Continuous Improvement

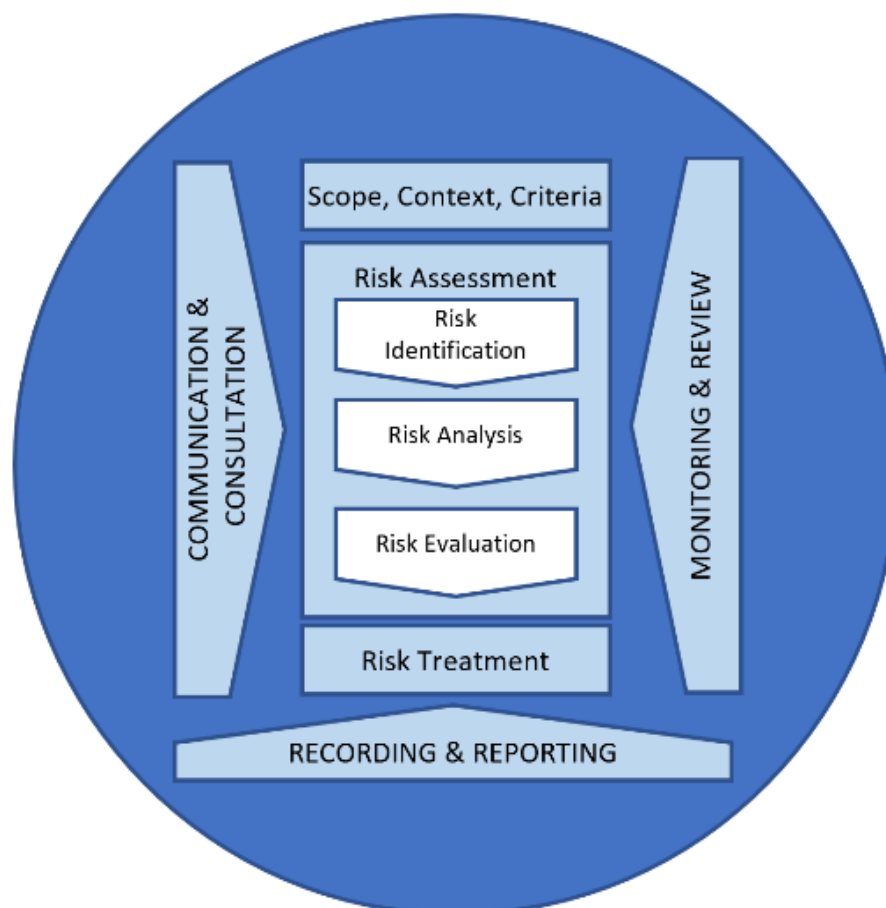
- As gaps or improvement opportunities are identified from risk processes, continuously refine the Framework and the way the process is integrated; and
- Develop plans and tasks and assign them to those accountable for implementation.

1.6 Risk Management Process

The risk management process can be delivered in many different ways. It should play a pivotal role in management of the Shire and decision making, unified with the general operations, practices, procedures and the structure of the Shire. Applications of the risk management process should be tailored to best work with the structure and context of the Shire and draw on the risk principles as defined in Section 1.4, with appropriate consideration afforded to maintaining the dynamic nature of the process, continual improvement, the variable nature of human and cultural factors, modifying and integration of processes/practices.

Given the highly dynamic and variable nature of the risk management process, the general approach by the Shire is to articulate and develop details relating to risk management processes within operational procedures, to best communicate the applicable elements of the process throughout the organisation. Development of these procedures will also enable appropriate feedback to be sought from stakeholders and implemented into decision making processes.

The diagram below depicts the re-iterative and continuous process for managing risks.



Source: Australia/New Zealand ISO31000:2018

1.7 Risk Management Process – Communication and Consultation

Communication and consultation are important elements of the risk management process. These elements promote a better understanding of risk across the Shire and convey the purpose behind actions occurring or required.

An effective risk management process relies on regular communication and consultation, both upward to leadership and downward from leadership and senior staff, involving risk owners, Shire management and Audit and Risk Committee / Council (as applicable).

The main objectives of risk communication and consultation are to:

- Provide information for decision making (relevance of information is dependent on currency);
- Utilise expertise from across the organisation in the course of carrying out risk management activities; and
- Facilitate an inclusive and empowered culture across the Shire in relation to risk management.

Communication of newly identified, untreated high level risks will be as follows:

Risk Context	Purpose	Reporting to:
Strategic	Emerging risks or existing risks which impact on the Council's ability to deliver on its strategic objectives.	CEO/Council
Operating	Risks identified from operational activities which need to be addressed, reported and monitored until effectively treated to an acceptable risk tolerance.	CEO
Projects	Risks identified from capital or infrastructure projects which impact on the project deliverables above the Council's acceptable risk tolerance.	CEO
Consolidated Risk Summary	For Executive Management – summary of high level risks and above items to inform Audit Committee & Council of risk treatments.	Audit Committee / Council

In line with the multi-directional approach to risk consultation it is equally important for newly identified untreated risk to be communicated from Council to the Executive.

Each level of management must communicate risks as they become aware of them, to relevant staff at the level directly above and below them, who must in turn communicate the risks to the next level above or below.

Communication and consultation of medium and higher risks should be through a documented process. Lower level risks may be communicated verbally.

1.8 Risk Management Process – Risk Categories / Risk Themes

The purpose of risk categories and/or risk themes is to group similar risks under the appropriate risk category. The use of standard risk categories enables:

- Structured process for staff to identify and capture risks; and
- Reporting of risks by risk type, providing focus areas requiring risk mitigation, especially where similar risks are identified across functional areas and/or by different stakeholders.

The Shire's risk categories/themes should be continually reviewed to ensure relevance in current environment.

Examples of risk categories within the local government sector include:

1. Performance: ability to achieve key objectives, within current resources, potential loss of infrastructure;
2. Financial: loss of assets, impact on annual revenues or costs, external audit issues, mismanagement of funds;
3. Environmental Risk: harm to the environment;
4. Reputational Damage: adverse publicity;
5. Service Delivery/Business Interruption: loss of service, disruption in business processes or impact to service delivery (including through lack of skilled resources); and
6. Legislative / Regulatory / Policy / Occupational Safety and Health: misconduct, injury, failure to meet statutory, regulatory or compliance requirements.

Risk categories will be defined in the initial establishment of risk registers and should be dynamic to reflect the current environment.

1.9 Risk Management Process – Risk Tolerance / Risk Appetite

Risk tolerance or risk appetite can be defined as the amount and type of risk the Shire is willing to take in order to meet its strategic objectives. Given the characteristic risk profile of local governments, it is important the Elected Members and CEO understand and consider this relatively low appetite for risk when evaluating major decisions. To facilitate meaningful analysis of the Shire's risk exposures, one role of the Council is to constructively challenge management's proposals from a risk perspective.

As risk management processes mature, a risk appetite matrix which pre-defines types of risk and quantifies them in a structured manner will help ensure the Shire's strategic objectives are effectively planned and managed. It enables articulation of specific actions/practices, i.e. the Shire does not tolerate any risk of breaches to regulatory obligations or legislative requirements. This assists staff understanding of how their day to day risk management activities contribute towards the Shire's risk culture and risk profile.

Understanding risk appetite helps determine the level of acceptable/unacceptable risk and the extent to which additional controls are required to treat risk. As a public body, there is an expectation the Shire will maintain an inherent low appetite for risk and as a consequence adopt policies and procedures in order to maintain the organisation's reputation and to protect public funds from loss or misappropriation.

The appetite for risk in relation to service delivery, finance, health, safety and the environment is considered 'low to medium', requiring treatment with effective controls. Where the level of risk is considered 'high' or 'extreme', additional controls are required to reduce the risk level. In circumstances where the level of risk cannot be reduced below 'high', close monitoring of risk controls is required to ensure the relevant internal controls remain effective. In cases of medium to high risk, the Shire will mitigate the risk by taking out insurance where possible.

1.9 Risk Management Process – Risk Tolerance / Risk Appetite (Continued)

Documentation to support risk management process

Documentation of medium and high level risks is best undertaken through the use of a risk register. Maintenance of risk registers demonstrates an active and evidentiary risk management process within the Shire.

The following provides guidance for documentation of risk registers:

- All elected members and employees have responsibilities to identify, assess, evaluate and treat risks in their day to day activities; risks assessed as being mitigated to an acceptable level through operating controls or risk treatments by eliminating the risk are deemed to be effectively addressed and do not require documenting;
- Risks which require further actions or treatment by more senior officers before they are within the acceptable risk tolerance must be documented in the risk register to enable effective communication and monitoring; and
- Any risks deemed to be rated High or Extreme and unable to be immediately treated to an acceptable level, must be escalated to the CEO immediately for further escalation to the Audit & Risk Committee and/or Council, where unable to be adequately treated by the CEO within the constraints of the annual budget. These risks must also be recorded in the risk register.

Assurance activities for risks mitigated through operational and/or financial controls

The Shire has the following governance activities to ensure controls required for risk mitigation are operating as intended:

- Completion of mandatory returns as required by legislation;
- Routine independent verification of operating controls, systems and procedures;
- External audit of financial statements; and
- Via Code of Conduct, Council policies and work procedures.

The following pages contain tools and guidance useful in the implementation of this Strategy.

- Table 1: Roles & Responsibilities
- Table 2: Risk Ratings
- Table 3: Matrix Assessment
- Table 4: Likelihood Rating
- Table 5: Risk Response

Table 1: Roles and Responsibilities

Role	Responsibilities
Council	<p>Council's responsibilities are to:</p> <ul style="list-style-type: none"> • Adopt a Risk Management Policy compliant with the requirements of AS/NZS ISO 31000:2018 and to review and approve the Policy in a timely manner as required. • Be satisfied risks are identified, managed and controlled appropriately, to achieve Shire's strategic objectives. • Supports the allocation of funds / resources to treat risks as required.
Audit & Risk Committee	<ul style="list-style-type: none"> • Requests and reviews reports on risk management on a biannual basis (minimum) or as required depending on the nature of the risk(s). • Monitors the overall risk exposure of the Shire and makes recommendations to Council as appropriate. • Assesses for effectiveness the risk control measures / risk treatment plans in reducing the severity of the risk(s).
Executive	<ul style="list-style-type: none"> • Creates an environment where staff are responsible for and actively involved in managing risk. • Oversight of the Shire's Risk Management Strategy. • Maintain and implement the Risk Management Strategy. • Ensures a consistent risk management approach is embedded in the operations and processes of the Shire. • Actively participates and supports the Risk Management Strategy through identification and creation of suitable risk treatments to control strategic and operational risks facing the Shire. • Monitors the strategic and operational risk management performance. • Reviews the Shire's Risk Summary Report prior to submission to the Audit & Risk Committee.
Staff	<ul style="list-style-type: none"> • Adopt and understand the principles of risk management and comply with policies, processes and practices relating to risk management. • Alert and bring to management's attention, the risks existing within their area. • Conduct risk assessments which are appropriate with the scope of the task and the associated level of risk identified.



Table 2: Consequence Ratings

Description	Performance	Financial	Environment	Reputation	Service Delivery / Business Disruption	Legislative / Regulatory / Policy / OSH
CATASTROPHIC	Unable to achieve key objectives. External resources required. Ongoing loss of critical infrastructure.	>15% of asset value. Adverse >15% deviation from budget. Audit unable to be completed.	Catastrophic long term environmental harm.	Significant damage to public confidence leading to sustained compromise in the achievement of strategic objectives.	Major, including several important areas of service and/or a protracted period. Ongoing loss of business systems.	Criminal instances of regulatory non-compliance. Extreme breaches of Code of Conduct. Personal details compromised / revealed – all. Death.
MAJOR	Major impact on ability to achieve key objectives. Impact cannot be managed with current allocated resources. Long-term loss of critical infrastructure.	5%-15% of asset value. Adverse 5%→15% deviation from budget. Audit qualification on the report and accounts.	Significant long-term environmental harm.	Local publicity of a major and persistent nature, affecting the perception/ standing within the community.	Complete loss of an important service area for a short period. Major disruption to business processes.	Major revenue or cost implications. Individuals at risk of harm. Significant breaches of Code of Conduct. Personal details compromised / revealed – many. Multiple serious injuries.
MODERATE	Moderate impact on ability to achieve key objectives. Significant adjustment to resource allocation. Loss of support infrastructure.	2%-5% of asset value. Adverse 2%→5% deviation from budget. Management letter contains significant issues.	Significant short-term environmental harm.	Damage to reputation to a specific audience, may not have significant long-term or community effects.	Major effect to an important service area for a short period, brief impact on multiple areas. Moderate disruption to business processes.	Minor revenue or cost implications. Breach of Code of Conduct. Personal details compromised / revealed – some. Serious injury and/or illness.
MINOR	Minor impact on ability to achieve key objectives. Additional internal management efforts required. Interruption to support infrastructure.	< 2 of asset value. Adverse impact on revenues and costs <2% deviation from budget. Management letter contains minor issues.	Minor transient environmental harm.	Minor damage to reputation to a small audience, complaint from a large group of people.	Brief disruption of important service area. Noticeable effect to non-crucial service area. Minor disruption to business processes.	Minor breaches of Code of Conduct. Personal details compromised / revealed – isolated. First aid or minor lost time injury.
INSIGNIFICANT	Negligible impact on ability to achieve key objectives. Impact can be managed through routine activities. Negligible interruption to support infrastructure.	Insignificant loss. Insignificant adverse impact on annual revenue or costs. Matters discussed with management not reported.	Negligible transient environmental harm.	Minor unsubstantiated publicity or damage to reputation to a small audience, complaint from individual/small group.	Negligible impact on the effectiveness of the organisation's processes. Negligible disruption to business processes.	Little or no impact to Code of Conduct. Personal details compromised / revealed - an individual's. Incident with or without minor injury.



Table 3: Risk Matrix

		CONSEQUENCE				
		Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Almost Certain	5	Medium	High	High	Extreme/Exceptional	Extreme/Exceptional
Likely	4	Medium	Medium	High	High	Extreme/Exceptional
Possible	3	Low	Medium	Medium	High	High
Unlikely	2	Low	Low	Medium	Medium	High
Rare	1	Very low	Low	Low	Medium	Medium

Table 4: Likelihood Rating

Likelihood	Definition	Frequency of Noted Occurrences	Score
Almost Certain	Expected to occur in most circumstances or occurs regularly. A clear opportunity already apparent, which can easily be achieved.	More than once per year	5
Likely	Occurrence is noticeable or is likely to occur. An opportunity that has been explored and may be achievable.	At least once per year	4
Possible	Occurs occasionally or may occur. Possible opportunity identified.	At least once in 5 years	3
Unlikely	Occurs infrequently or is not likely to occur. Opportunity that is fairly unlikely to happen.	At least once in 10 years	2
Rare	Only occurs in exceptional circumstances. Opportunity that is very unlikely to happen.	Less than once in 20 years	1

Table 5: Risk Response

Risk	Action Required
Extreme/Exceptional	Immediate corrective action
High	Prioritised action required
Medium	Planned action required
Low	Planned action required
Very low	Manage by routine procedures



Document Management

Date approved:

Responsible officer:

Endorsed by:

Approved by: Chief Executive Officer

Next review: 20xx

Terminology

Definitions	
Consequence	The outcome of an event affecting achievement of organisational objectives.
Control	A measure that modifies a risk or manages risks within an organisation.
Establishing the context	Defining the external and internal parameters to be taken into account when managing risk and setting the scope and evaluating the significance of a risk (i.e. risk criteria).
Event	The occurrence or change of a particular set of circumstances.
Likelihood	The chance of a risk event occurring.
Monitoring	Continual checking, critically observing or determining status in order to identify change from the performance level required or expected.
Operational risk	Operational risks are linked to the Business Plan objectives and take into consideration risks which will prevent departments from delivering their annual business plans and ongoing services to the community.
Residual risk	The risk remaining after risk treatment.
Risk	<p>The effect of uncertainty on objectives.</p> <p>The focus should be on the effect of incomplete knowledge of events or circumstances on the Shire's decision making.</p>
Risk analysis	The process to comprehend the nature of risk and to determine the level of risk.
Risk assessment	The overall process of risk identification, risk analysis and risk evaluation.
Risk attitude	The organisation's approach to assessing and eventually pursuing, retaining, taking or turning away from risk.
Risk criteria	The terms of reference against which the significance of a risk is evaluated.
Risk evaluation	The process of comparing the results of a risk analysis with the risk criteria to determine whether the risk and/or its magnitude are acceptable or tolerable.
Risk identification	The process of finding, recognising and describing risks.
Risk management	The co-ordinated activities to direct and control an organisation with requirements to manage risk.

Terminology (Continued)

Definitions	
Risk management policy	The Shire's statement of overall intention and direction related to risk management.
Risk owner	The person with the accountability and authority to manage a risk.
Risk profile	The acceptable level of risk an organisation is prepared to accept. For the purposes of this Framework, the Shire's risk profile is the overall exposure to risk based on its aggregated risks, at a point in time.
Risk source	An element that, either alone or in combination, has the intrinsic potential to give rise to a risk.
Risk treatment	The process to modify risk.
Stakeholder	A person or organisation that can affect, be affected by or perceive themselves to be affected by a decision or activity.
Strategic risk	Strategic risks are the risks that will prevent the Shire from meeting the objectives outlined in its Plan for the Future.
<i>Reference: ISO 31000:2018 Risk management—Guidelines</i>	



Government of Western Australia
Department of Communities

Your ref: 55000205
Enquiries: Richard Struik, 6217 6263

Mr Kevin Hannagan
Chief Executive Officer
Shire of Ngaanyatjaraku
PMB 87
KALGOORLIE 6431

Dear Mr Hannagan

Disability Access and Inclusion Plan

Thank you for lodging your Disability Access and Inclusion Plan (DAIP) for 2019-2022 which will run until 31 December 2022.

I am pleased to advise that your DAIP meets the requirements of the Disability Services Act 1993. This commitment to the needs of people with disability by the Shire of Ngaanyatjaraku is to be commended and I wish you success in the DAIP's implementation.

If you have any further queries about your DAIP or wish to discuss its implementation please contact Richard Struik, Senior Policy and Program Officer, on (08) 6217 6263.

Yours sincerely

Simone Bastin
Director Inclusion Policy & Design
2019

Payment listing August (19/20)				
Chq/EFT	Date	Name	Description	Amount
1244	05/08/2019	TELSTRA CORPORATION LTD	Telephone charges for July 2019	831.84
EFT2565	02/08/2019	Andre Peter Frederick Kerp	Reimbursement for pre-employment medical	132.00
EFT2566	02/08/2019	WARBURTON ROADHOUSE	Account for July 2019	6,481.43
EFT2567	02/08/2019	BLACKSTONE ENTERPRISES (STORE)	Supplies for Early Years program	41.49
EFT2568	02/08/2019	KEY FACTORS PTY LTD (BREAKAWAY)	Plant hire for roadworks on the Jameson to Wanarn Road	103,347.20
EFT2569	02/08/2019	STAPLES AUSTRALIA (WINC)	Stationary order for the Shire office	660.41
EFT2570	02/08/2019	DEPT FOR PLANNING &	DoT Agency transactions 135809 - 135815	1,766.65
EFT2571	02/08/2019	PERFECT COMPUTER SOLUTIONS PTY	IT services and daily monitoring of Shire servers	297.50
EFT2572	02/08/2019	IBIS STYLES HOTEL KALGOORLIE	Accommodation for EHO Phil Swain	149.00
EFT2573	02/08/2019	Mrs A L SHINKFIELD	Supplies for Early Years program	407.35
EFT2574	02/08/2019	MODERN TEACHING AIDS	Supplies for the Early Years program	405.63
EFT2575	02/08/2019	NGAANYATJARRA COUNCIL REGIONAL HOUSING PROGRAM - Repairs &	Replace light sensor in Womens toilet at the Shire office	1,431.71
EFT2576	02/08/2019	LAVERTON SUPPLIES WA	Diesel for EHO Landcruiser KBC591L	200.08
EFT2577	08/08/2019	NATS	Fuel cooler assembly for Works Supervisor vehicle 1EPI385	980.23
EFT2578	08/08/2019	WARRUNYINNA STORE	Diesel for Works Supervisor Landcruiser 1EPI385	199.50
EFT2579	08/08/2019	MCLEODS	Legal advice on the transfer of rubbish trucks to Wingellina, Blackstone and Jameson	1,648.87
EFT2580	08/08/2019	KEY FACTORS PTY LTD (BREAKAWAY)	Roadwork plant hire Jameson-Wanarn Road	111,900.80
EFT2581	08/08/2019	ITVISION AUSTRALIA PTY LTD	Financial processing fee inc Rates and Payroll	9,543.96
EFT2582	08/08/2019	ATO MAIL PAYMENTS	July 2019 BAS payment	3,116.00
EFT2583	08/08/2019	A BATES	Meeting with Federal member Mr Rick Wilson on 8th August 2019	100.00
EFT2584	08/08/2019	DAMIAN MCLEAN	Meeting with Federal member Mr Rick Wilson on 8th August 2019	100.00
EFT2585	08/08/2019	LALLA WEST	Meeting with Federal member Mr Rick Wilson on 8th August 2019	100.00
EFT2586	08/08/2019	ANDREW JONES	Meeting with Federal member Mr Rick Wilson on 8th August 2019	100.00
EFT2587	15/08/2019	Goldfields Maintenance Contracting	Repairs to Warakurna rubbish truck	3,203.75
EFT2588	15/08/2019	Jason Signmakers	Roads to Recovery signs	577.94
EFT2589	15/08/2019	WARAKURNA ROADHOUSE	Diesel for Shire rubbish truck	60.00
EFT2590	15/08/2019	MCLEODS	Review of proposed ILUA	3,333.46
EFT2591	15/08/2019	KEY FACTORS PTY LTD (BREAKAWAY)	Roadworks plant hire Jameson - Wanarn Road	129,615.20
EFT2592	15/08/2019	DEPARTMENT OF FIRE & EMERGENCY	FESA Emergency Services Levy for 2018/19	328.00
EFT2593	15/08/2019	PERFECT COMPUTER SOLUTIONS PTY	IT support - DCEO setup and problem solve	340.00
EFT2594	15/08/2019	MOORE STEPHENS (WA) Pty Ltd	Annual Financial Report Template for 2019	1,045.00
EFT2595	15/08/2019	LAVERTON SUPPLIES WA	Diesel for EHO Landcruiser KBC591L	431.52
EFT2596	15/08/2019	PAXON GROUP	Preparation of Financial Statements and BAS June	1,815.00
EFT2597	15/08/2019	GREENFIELD TECHNICAL SERVICES	Project management of water bore drilling	2,618.00
EFT2598	23/08/2019	Acqua Drill Resources	Drilling Services July - August 2019 - RFT 02 18/19	257,955.50
EFT2599	23/08/2019	IRRUNYTJU STORE	Fuel for Works Supervisor 1EPI385	264.74
EFT2600	23/08/2019	Moore Stephens	Roads to Recovery annual audit for year ended 30 June 2019	2,200.00
EFT2601	23/08/2019	NATS	Freight on 1EBO496 Warburton to NATS	2,035.39
EFT2602	23/08/2019	NGAANYATJARRA SERVICES (ABORIGINAL CORPORATION)	Service on 1EKV323	2,206.41
EFT2603	23/08/2019	SHIRE OF LEONORA	Annual storage and distribution fee for Northern Goldfields Tourism Brochure	667.43
EFT2604	23/08/2019	WARAKURNA ROADHOUSE	Diesel for Shire Rubbish truck	25.06
EFT2605	23/08/2019	MILLY (WARBURTON) STORE	July 2019 account from Warburton (Mily) Store	1,232.66
EFT2606	23/08/2019	WARRUNYINNA STORE	Fuel for Works Supervisor 1EPI385	128.00
EFT2607	23/08/2019	WANARN STORE	Battery for Shire Rubbish Truck	175.00
EFT2608	23/08/2019	AUSTRALIA POST	Australia Post charges for July 2019	9.83
EFT2609	23/08/2019	KEY FACTORS PTY LTD (BREAKAWAY)	Hire of Roadwork plant for works on the Jameson to Wanarn Road	116,523.00

Chq/EFT	Date	Name	Description	Amount
EFT2610	23/08/2019	LGIS PROPERTY	Refund of contributions credit note 100-134125	3,845.39
EFT2611	23/08/2019	PERFECT COMPUTER SOLUTIONS PTY LTD	New Modem for Early Years - DCEO email setup for the Mail shared address	302.50
EFT2612	23/08/2019	CONFERENCE MANAGEMENT SOLUTIONS	Registration for EHO Philip Swain for the 2019 NATSIEH Conference 2019 in Perth	450.00
EFT2613	28/08/2019	DAMIAN MCLEAN	Ordinary Council Meeting fees for 28th August 2019	400.00
EFT2614	28/08/2019	LALLA WEST	Ordinary Council Meeting fees for 28th August 2019	200.00
EFT2615	28/08/2019	PRESTON THOMAS	Ordinary Council Meeting fees for 28th August 2019	200.00
EFT2616	28/08/2019	JOYLENE FRAZER	Ordinary Council Meeting fees for 28th August 2019	200.00
EFT2617	28/08/2019	DEBRA FRAZER	Ordinary Council Meeting fees for 28th August 2019	200.00
EFT2618	29/08/2019	Malaga Cartridge World	Printer cartridges for Early Years program	425.00
EFT2619	29/08/2019	NATS	205/75R17.5 Amberstone Tyres	919.60
EFT2620	29/08/2019	KEY FACTORS PTY LTD (BREAKAWAY)	Hire of Roadwork plant on Jameson to Wanarn	102,929.20
EFT2621	29/08/2019	DEPT FOR PLANNING &	DoT Agency transactions	10,884.70
PAY	07/08/2019	Payroll Direct Debit Of Net Pays	Payroll Direct Debit Of Net Pays	67,589.85
PAY	21/08/2019	Payroll Direct Debit Of Net Pays	Payroll Direct Debit Of Net Pays	41,031.20
DD1243.1	01/08/2019	PIVOTEL SATELLITE PTY LTD	Sat phone charges	180.00
DD1246.1	01/08/2019	WESTPAC BANK	Transaction Fee	31.00
DD1248.1	05/08/2019	COMMONWEALTH BANK OF	CBA merchant fees	122.57
DD1256.1	07/08/2019	WA SUPER	Payroll deductions	4,393.16
DD1256.2	07/08/2019	HOST PLUS	Superannuation contributions	187.27
DD1256.3	07/08/2019	VISION SUPER	Superannuation contributions	801.48
DD1256.4	07/08/2019	HESTA	Superannuation contributions	208.12
DD1256.5	07/08/2019	BT SUPER	Superannuation contributions	107.94
DD1256.6	07/08/2019	SUNSUPER SOLUTIONS	Superannuation contributions	153.90
DD1256.7	07/08/2019	Ther Trustee For Care Super	Superannuation contributions	186.05
DD1261.1	19/08/2019	Geoff Handy Westpac Visa	Westpac Visa for August 2019 FAC	2,412.48
DD1263.1	21/08/2019	WA SUPER	Payroll deductions	2,742.38
DD1263.2	21/08/2019	HOST PLUS	Superannuation contributions	187.27
DD1263.3	21/08/2019	VISION SUPER	Superannuation contributions	801.48
DD1263.4	21/08/2019	HESTA	Superannuation contributions	231.24
DD1263.5	21/08/2019	AUSTRALIAN SUPER	Superannuation contributions	118.28
DD1263.6	21/08/2019	BT SUPER	Superannuation contributions	91.95
DD1263.7	21/08/2019	SUNSUPER SOLUTIONS	Superannuation contributions	29.93
DD1263.8	21/08/2019	Ther Trustee For Care Super	Superannuation contributions	188.87
			Total	1,013,485.35

Your accounts

[Edit view](#) ▾[Transfer funds](#)[Make a payment](#)

! Planned upgrade - Westpac Live unavailable Sunday 1:00am to 4:00am, Sydney time.

Westpac Business
One Flexi

036-016 831911



\$1,391,534.28

Westpac Business
One

036-016 831946



\$0.00

BusinessChoice Visa
Everyday Credit
Card

xxxx xxxx xx18 5736

-\$2,060.90
Available \$3,439.10BusinessChoice Visa
Everyday Credit
Card

xxxx xxxx xx90 9334

-\$491.72
Available \$2,008.28

Term Deposit

035-101 424873



\$1,000,000.00

Term Deposit

035-102 112943



\$500,967.99

Term Deposit

036-016 140221



\$232,367.27

Term Deposit

036-016 167993



\$6,920.47

Term Deposit

036-125 507918



\$304,649.76

Upcoming payments ⚙

There are no payments to display.

New in Westpac Live

Invoicing feature now available with
Business One Low Plan and High
Plan transaction accounts.[Find out more](#)[Add accounts](#)



30 August 2019

6-556

050 / 02978

SHIRE OF NGAANYATJARRAKU
PMB 87
KALGOORLIE WA 6430



Hi Sir

Here are the details of your new NAB Term Deposit

Your NAB Term Deposit matured on 29 August 2019. Following your instructions we:

- Reinvested \$950,000.00 into a new NAB Term Deposit, plus an interest amount of \$5,200.28

Please check the details below. If you would like to make any changes or withdraw your money without cost, you need to let us know by 5 September 2019.

NAB Term Deposit account 30-722-7576

Account name	Shire of Ngaanyatjaraku-
Amount	\$955,200.28
Term	2 months and 29 days
Interest rate p.a.	1.25%
Interest frequency	At maturity
Interest	\$2,944.12
Start date	29 August 2019
Maturity date	27 November 2019



What you've instructed us to do at next maturity

Term Deposit and interest \$958,144.40

As we don't have any maturity instructions recorded for you, we will reinvest as a new NAB Term Deposit for the same term, with the interest rate that applies at maturity and on the same terms and conditions



Important information

If you need to withdraw part or all of your Term Deposit before maturity you must give 31 days' notice and a reduction in interest will apply

We will send you a reminder letter before your NAB Term Deposit matures

At maturity you have 7 calendar days to make any changes to your new NAB Term Deposit or withdraw your money without cost

The current terms and conditions for NAB Term Deposits are available at nab.com.au/termdeposits

If you would like to make any changes to your maturity instructions or have any questions, contact your NAB Banker, give us a call on 13 13 12 or visit your nearest NAB branch.

Thanks,

Ryan Jones
Senior Business Banking Manager

Financial Markets Operations
Premium Business Service
GPO BOX 5227 SYDNEY NSW 2001SHIRE OF NGAANYATJARRAKU
PMB 87
KALGOORLIE WA 6430

Issue Date 30 August 2019

Our Reference B38191304.17

Page Number 1 of 1

Enquiries 1800 643 837

All transactions are subject to confirmation, clearance and receipt of funds (where applicable). Further information about your account, including details of benefits or fees and charges, is available by telephoning the enquiry number listed above. If you have a complaint, information about our dispute resolution process is available by telephoning 13 22 21.

Cash Deposit Account Confirmation adviceAccount Number 38191304
Account Name SHIRE OF NGAANYATJARRAKU**Summary of Cash Investments**

Category	Balance	Rate	Interest Frequency	Maturity Date
Fixed Term Deposit	\$250,527.95	1.410%	At Maturity	13 Sep 19
Fixed Term Deposit	\$250,446.58	1.540%	At Maturity	08 Oct 19

Transaction details

Ref	Description	Details	Transaction Amount
17	Withdrawal	Fixed Term Deposit Due 30 Aug 19 @ 0.530%	\$500,749.86
17	Interest		\$218.13

Settlement details

Ref	Description	Details	Settlement Amount
17	We have credited your bank account		\$500,967.99
	Westpac Banking Corporation 036-016 831911		

Additional account information

From the 1 August 2019, your Cash Deposit Account(CDA) Fixed Term Deposit funds will be automatically reinvested on the maturity date as an At Call Deposit within your CDA unless you provided us with prior instruction to withdraw funds at maturity. You have the flexibility to make the right decision for your investment on or after the maturity date. The At Call component of your CDA is not recommended as a long-term investment option and a higher interest rate may be available on a Fixed Term Deposit.

To provide instructions, enquire on current interest rates, or for any additional information, contact your Relationship Manager, visit any of our branches or phone the number listed above. You can also view details of the current interest rate applicable to CDA At Call Deposits at commbank.com.au

A copy of the current Cash Deposit Account General Information and Terms and Conditions is available at commbank.com.au/CDAterms

This confirmation has been issued unsigned and without any alterations or erasures.

SAL1cs 1003

SHIRE OF NGAANYATJARRAKU

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 31 July 2019

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

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PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 21 August 2019

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 to the extent they are not in-consistent with the *Local Government Act 1995* and accompanying regulations), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1995* and accompanying regulations. 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.

THE LOCAL GOVERNMENT REPORTING ENTITY

All Funds through which the Council controls resources to carry on its functions have been included in this statement. 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 statement, but a separate statement of those monies appears at Note 11.

SIGNIFICANT ACCOUNTING POLICES

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.

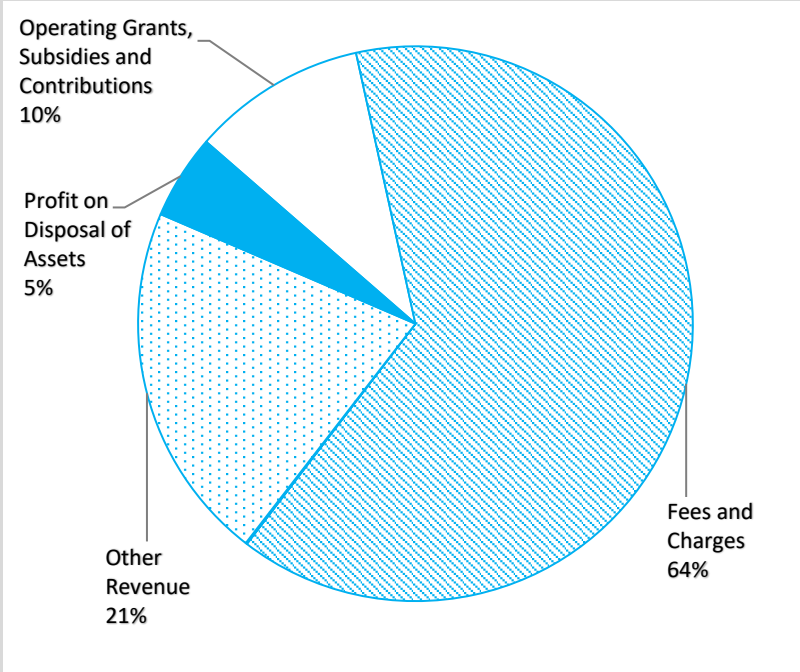
CRITICAL ACCOUNTING ESTIMATES

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.

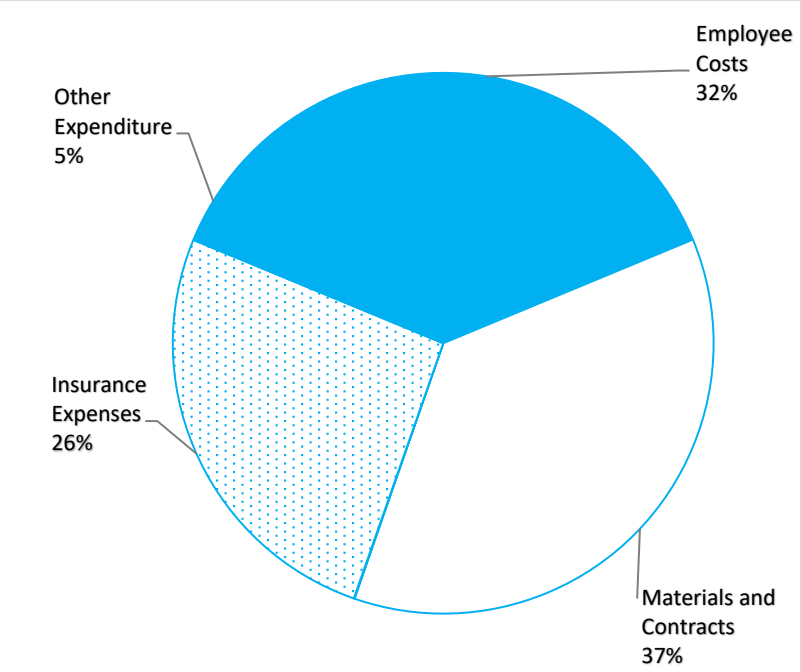
ROUNDING OFF FIGURES

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

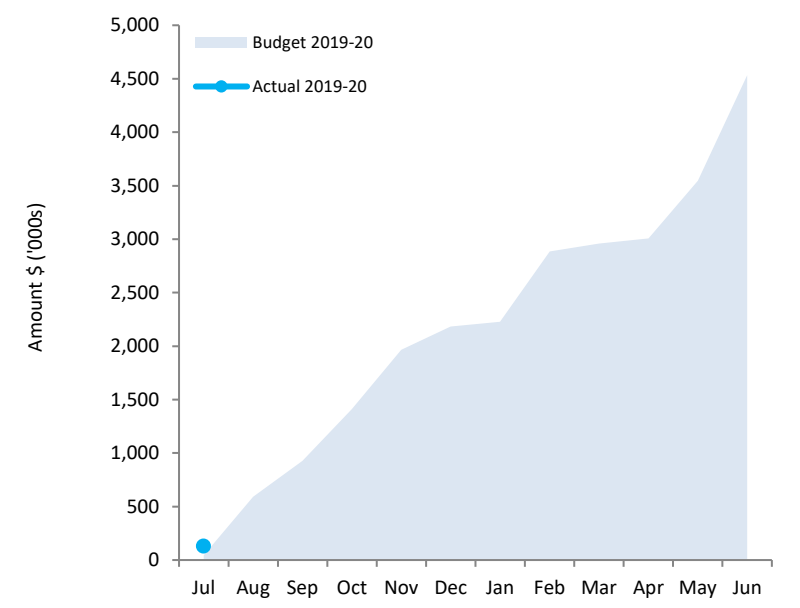
OPERATING REVENUE



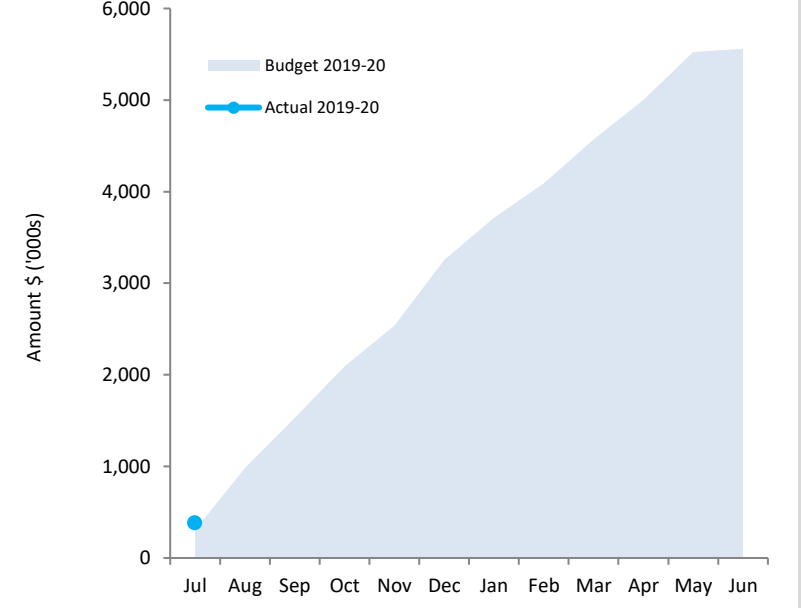
OPERATING EXPENSES



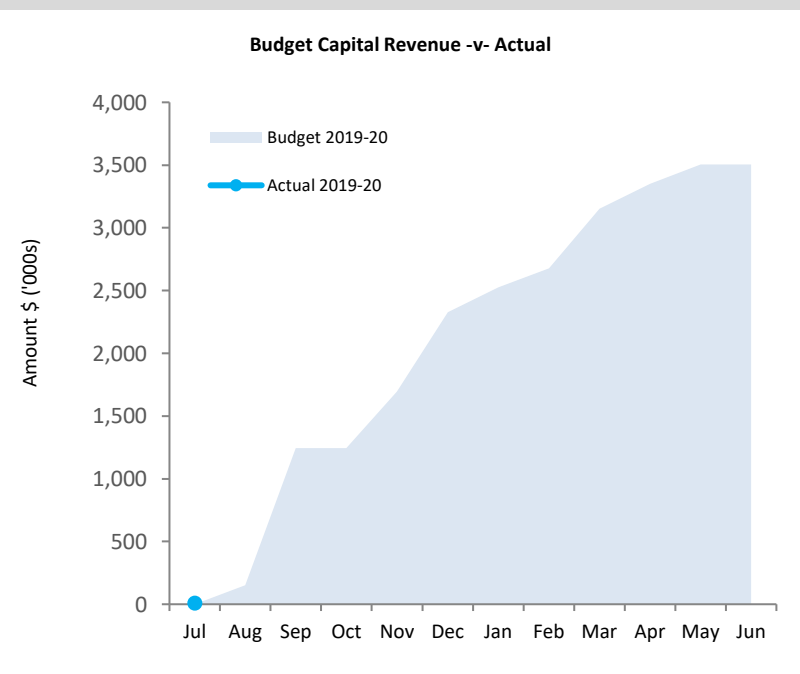
Budget Operating Revenues -v- Actual



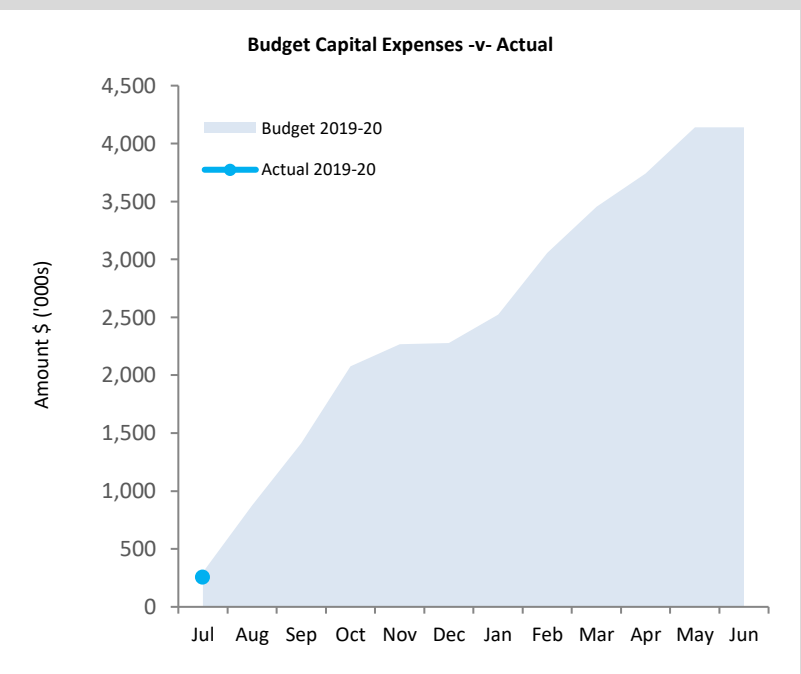
Budget Operating Expenses -v- YTD Actual



CAPITAL REVENUE



CAPITAL EXPENSES



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

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

	ACTIVITIES
GOVERNANCE To provide a decision making process for the efficient allocation of scarce resources.	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.	Rates, general purpose government grants and interest revenue.
LAW, ORDER, PUBLIC SAFETY To provide services to help ensure safer and environmentally conscious community.	Supervision and enforcement of various laws relating to aspects of public safety including emergency services.
HEALTH To provide an operational framework for environmental and community health.	Inspection of food outlets and their control, provision of meat inspection services, noise control and a waste pick-up service Warburton, Warakurna and Wanarn.
COMMUNITY AMENITIES To provide services required by the community.	Rubbish collection services, litter control, Warburton, Warakurna and Wanarn.
RECREATION AND CULTURE To establish and effectively manage infrastructure and resources which will help the social well-being of the community.	Maintenance of public halls, civic centres, Warburton recreation centre and operation of recreation services in Warburton. Provision and maintenance of parks and playgrounds. Operation of other cultural facilities.
TRANSPORT To provide safe, effective and efficient transport services to the community.	Construction and maintenance of roads, streets, footpaths, depot and traffic control. Cleaning of streets and maintenance of street trees.
ECONOMIC SERVICES To help promote the shire and its economic well-being.	Tourism and area promotion and building control.
OTHER PROPERTY AND SERVICES To monitor and control council's overheads operating accounts.	Private works operation, plant repairs, operation costs and administrative costs.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2019**

STATUTORY REPORTING PROGRAMS

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	2,593,533	2,593,533	2,886,390	292,857	11.29%	
Revenue from operating activities							
Governance		27,500	208	15,173	14,965	7194.71%	
General purpose funding - rates	6	277,174	0	0	0	0.00%	
General purpose funding - other		1,678,059	4,167	100	(4,067)	(97.60%)	
Law, order and public safety		416	0	0	0	0.00%	
Health		400	0	200	200	0.00%	
Education and welfare		155,000	0	12,926	12,926	0.00%	
Housing		135,000	11,250	21,432	10,182	90.51%	
Community amenities		105,736	0	0	0	0.00%	
Recreation and culture		280,000	23,333	71,996	48,663	208.56%	▲
Transport		1,610,501	0	6,314	6,314	0.00%	
Economic services		34,000	0	0	0	0.00%	
		4,303,786	38,958	128,141	89,183		
Expenditure from operating activities							
Governance		(204,255)	20,071	(41,171)	(61,242)	305.13%	
General purpose funding		0	0	(1,985)	(1,985)	0.00%	
Law, order and public safety		(7,547)	(427)	(1,828)	(1,401)	(328.10%)	
Health		(365,805)	(34,089)	(57,225)	(23,136)	(67.87%)	▼
Education and welfare		(439,302)	(52,954)	(30,150)	22,804	43.06%	▲
Housing		(420,585)	(24,739)	(20,023)	4,716	19.06%	
Community amenities		(879,116)	(71,264)	(36,904)	34,360	48.22%	▲
Recreation and culture		(839,685)	(58,162)	(42,976)	15,186	26.11%	
Transport		(2,717,655)	(79,949)	(152,709)	(72,760)	(91.01%)	▼
Economic services		(163,098)	(7,713)	(9,322)	(1,609)	(20.86%)	
Other property and services		0	2,229	13,656	11,427	(512.65%)	
		(6,037,048)	(306,997)	(380,637)	(73,640)		
Non-cash amounts excluded from operating activities	1(a)	919,350	75,421	(41,348)	(116,769)	(154.82%)	▼
Amount attributable to operating activities		(813,912)	(192,618)	(293,844)	(101,226)		
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions	11(b)	3,368,563	0	0	0	0.00%	
Proceeds from disposal of assets	7	52,100	0	6,314	6,314	0.00%	
Purchase of property, plant and equipment	8	(4,139,943)	(300,000)	(253,460)	46,540	15.51%	▲
Amount attributable to investing activities		(719,280)	(300,000)	(247,146)	52,854		
Financing Activities							
Transfer to reserves	9	(1,060,341)	0	0	0	0.00%	
Amount attributable to financing activities		(1,060,341)	0	0	0		
Closing funding surplus / (deficit)	1(c)	0	2,100,915	2,345,400			

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer threshold. Refer to Note 12 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2019-20 year is \$20,000 or 10.00% whichever is the greater.

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

KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 JULY 2019

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refer 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 non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

PROFIT ON ASSET DISPOSAL

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

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.

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

Loss on the disposal of fixed assets.

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, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2019

BY NATURE OR TYPE

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	2,593,533	2,593,533	2,886,390	292,857	11.29%	▲
Revenue from operating activities							
Rates	6	277,174	0	0	0	0.00%	
Operating grants, subsidies and contributions	11(a)	3,373,461	208	13,036	12,828	6167.31%	
Fees and charges		485,136	31,250	81,806	50,556	161.78%	▲
Interest earnings		50,000	4,167	100	(4,067)	(97.60%)	
Other revenue		65,915	3,333	26,885	23,552	706.63%	▲
Profit on disposal of assets	7	52,100	0	6,314	6,314	0.00%	
		4,303,786	38,958	128,141	89,183		▲
Expenditure from operating activities							
Employee costs		(1,999,022)	(181,955)	(123,136)	58,819	32.33%	▲
Materials and contracts		(2,723,545)	(45,355)	(139,246)	(93,891)	(207.01%)	
Utility charges		(103,560)	(2,199)	(164)	2,035	92.54%	
Depreciation on non-current assets		(905,050)	(75,421)	0	75,421	100.00%	▲
Interest expenses		(1,500)	(125)	0	125	100.00%	
Insurance expenses		(148,993)	0	(98,493)	(98,493)	0.00%	▼
Other expenditure		(88,978)	(1,942)	(19,598)	(17,656)	(909.17%)	
Loss on disposal of assets	7	(66,400)	0	0	0	0.00%	
		(6,037,048)	(306,997)	(380,637)	(73,640)		
Non-cash amounts excluded from operating activities	1(a)	919,350	75,421	(41,348)	(116,769)	(154.82%)	
Amount attributable to operating activities		(813,912)	(192,618)	(293,844)	(101,226)		
Investing activities							
Non-operating grants, subsidies and contributions	11(b)	3,368,563	0	0	0	0.00%	
Proceeds from disposal of assets	7	52,100	0	6,314	6,314	0.00%	
Payments for property, plant and equipment	8	(4,139,943)	(300,000)	(253,460)	46,540	(15.51%)	▲
Amount attributable to investing activities		(719,280)	(300,000)	(247,146)	52,854		▲
Financing Activities							
Transfer to reserves	9	(1,060,341)	0	0	0	0.00%	
Amount attributable to financing activities		(1,060,341)	0	0	0		
Closing funding surplus / (deficit)	1(c)	0	2,100,915	2,345,400			

KEY INFORMATION

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

Refer to Note 12 for an explanation of the reasons for the variance.

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

(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)
Non-cash items excluded from operating activities		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals		(52,100)	0	(6,314)
Add: Loss on asset disposals		66,400	0	0
Less: Units Held in Local Government House Trust		0	0	(35,034)
Add: Depreciation on assets		905,050	75,421	0
Total non-cash items excluded from operating activities		919,350	75,421	(41,348)

(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.

		This Year Opening 1 July 2019	This Time Last Year 31 July 2018	Year to Date 31 July 2019
Adjustments to net current assets				
Less: Reserves - restricted cash	9	(2,043,937)	(859,471)	(2,043,937)
Add: Provisions - employee	10	257,823	358,930	257,823
Total adjustments to net current assets		(1,786,114)	(500,541)	(1,786,114)

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

Current assets				
Cash and cash equivalents	2	4,937,932	2,246,451	4,173,787
Rates receivables	6	2	41,875	2
Receivables	3	380,089	965,481	480,428
Other current assets	4	71,223	41,862	71,223
Less: Current liabilities				
Payables	5	(202,345)	(878,475)	(15,154)
Contract liabilities	10	(256,574)	0	(320,949)
Provisions	10	(257,823)	(358,930)	(257,823)
Less: Total adjustments to net current assets	1(b)	(1,786,114)	(500,541)	(1,786,114)
Closing funding surplus / (deficit)		2,886,390	1,557,723	2,345,400

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.

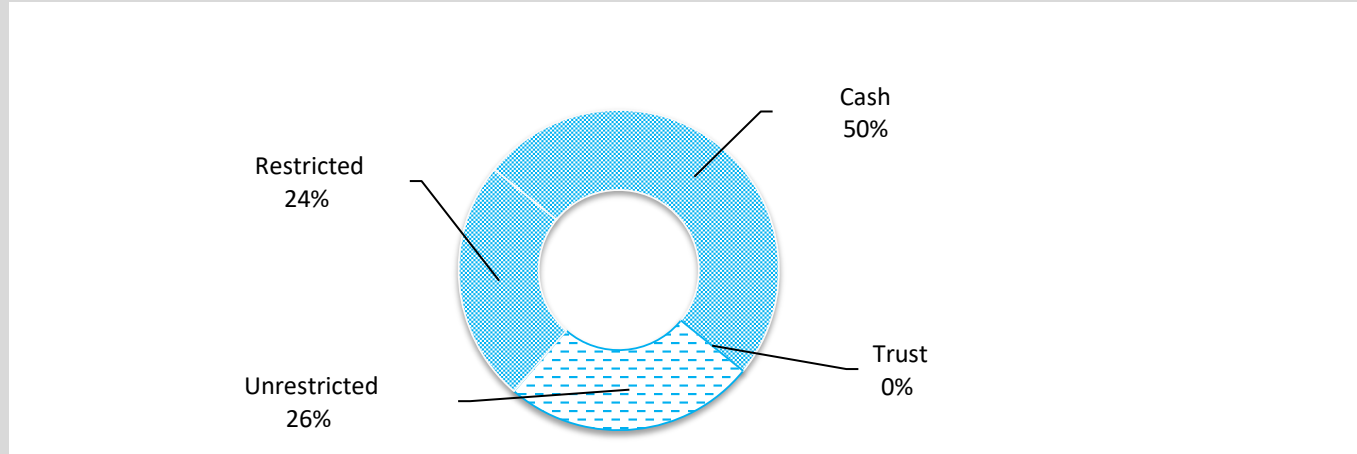
Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash on hand								
Municipal	Cash and cash equivalents	677,350	0	677,350	0	Westpac	0.00%	Nil
Cash Advance	Cash and cash equivalents	2,500	0	2,500	0	N/A	N/A	N/A
NAB TD 7576	Cash and cash equivalents	950,000	0	950,000	0	NAB	2.22%	29/08/2019
CBA CDA Number 38191304	Cash and cash equivalents	250,000	0	250,000	0	CBA	1.63%	7/08/2019
CBA CDA Number 38191304	Cash and cash equivalents	250,000	0	250,000	0	CBA	1.64%	14/08/2019
Cultural Centre Reserve Account	Cash and cash equivalents	0	6,920	6,920	0	Westpac	2.00%	27/09/2019
Asset Replacement, Acquisition Dev Reserve	Cash and cash equivalents	0	1,732,367	1,732,367	0	Westpac	2.00%	27/09/2019
Employee Entitlement Reserve	Cash and cash equivalents	0	304,650	304,650	0	Westpac	2.00%	27/09/2019
Total		2,129,850	2,043,937	4,173,787	0			
Comprising								
Cash and cash equivalents		2,129,850	2,043,937	4,173,787	0			
		2,129,850	2,043,937	4,173,787	0			

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.



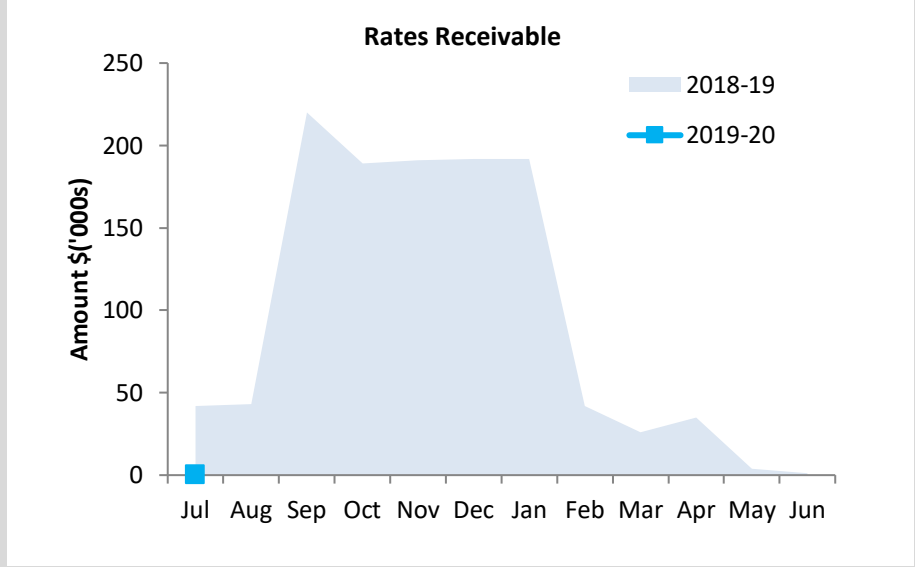
Total Cash	Unrestricted
\$4.17 M	\$2.13 M

Rates receivable	30 Jun 2019	31 Jul 19
	\$	\$
Opening arrears previous years	41,494	2
Levied this year	264,110	0
Less - collections to date	(305,602)	0
Equals current outstanding	2	2
Net rates collectable	2	2
% Collected	100%	0%

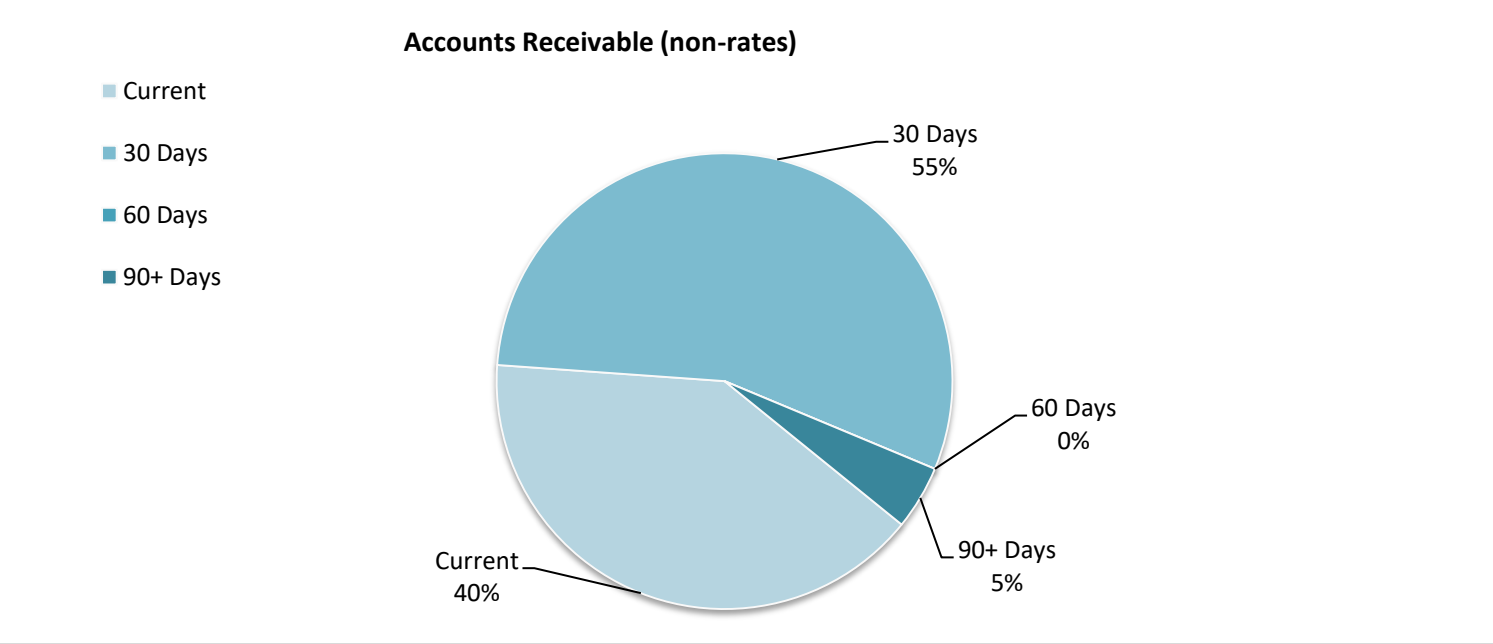
Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	174,742	239,206	0	19,695	433,643
Percentage	0%	40.3%	55.2%	0%	4.5%	
Balance per trial balance						
Sundry receivable						433,643
GST receivable						45,052
Allowance for impairment of receivables						1,733
Total receivables general outstanding						480,428
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 doubtful debts is raised when there is objective evidence that they will not be collectible.



Collected	Rates Due
0%	\$2



Debtors Due
\$480,428
Over 30 Days
60%
Over 90 Days
4.5%

	Opening Balance 1 July 2019	Asset Increase	Asset Reduction	Closing Balance 31 July 2019
Other current assets	\$	\$	\$	\$
Inventory				
Fuel, Oil & Materials On Hand	71,223	0	0	71,223
Total other current assets				71,223
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Inventory

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

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

Land held for resale

Land held for development and resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development.

Borrowing costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed onto the buyer at this point.

Land held for resale is classified as current except where it is held as non-current based on the Council's intentions to release for sale.

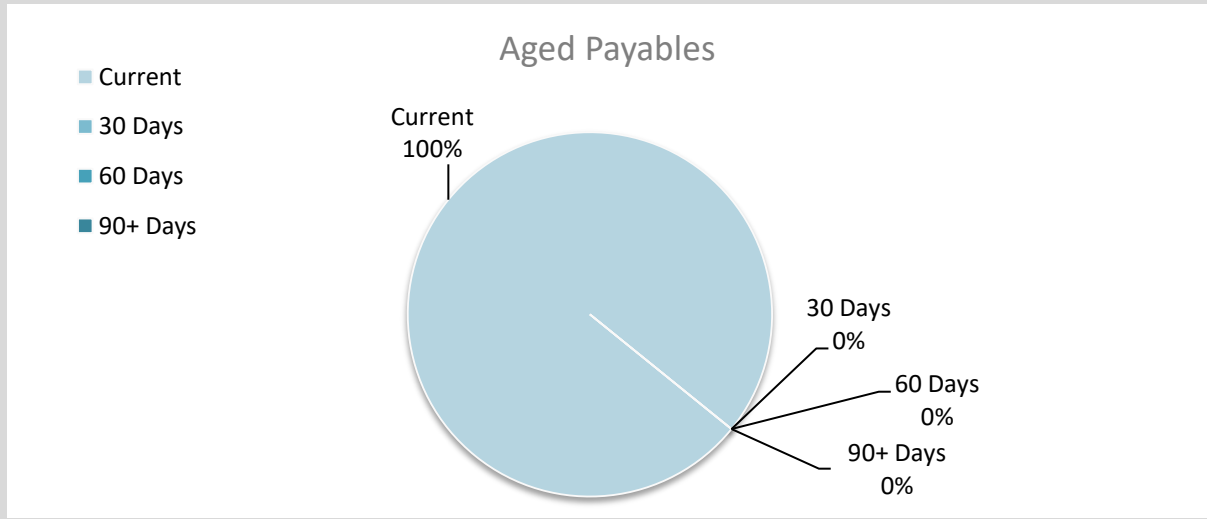
Contract assets

A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

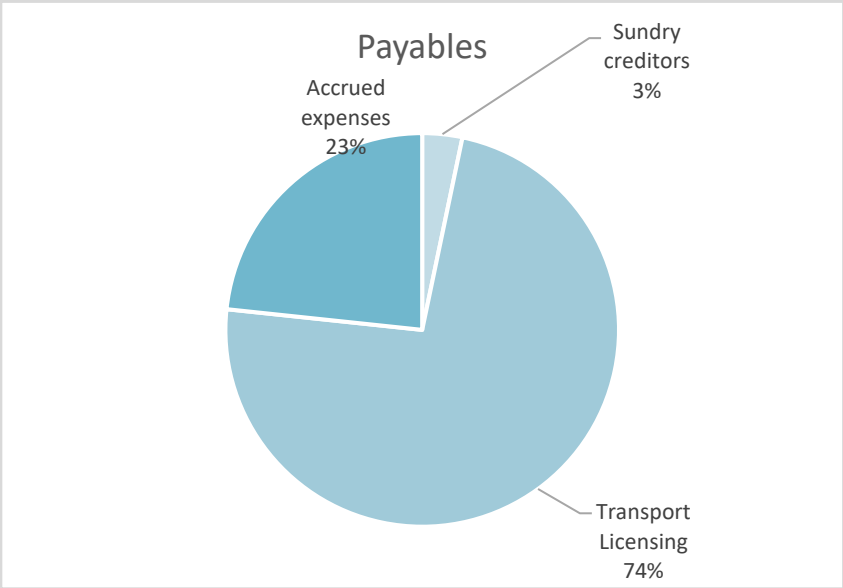
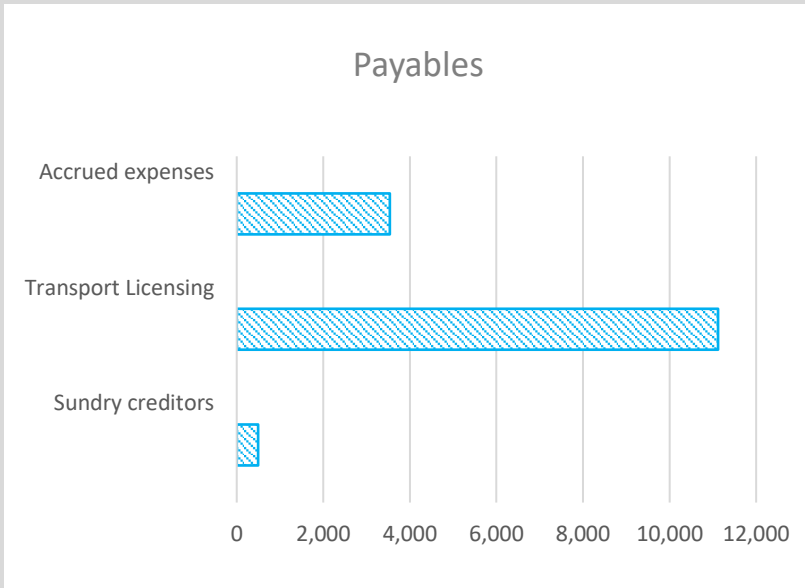
Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	498	0	0	0	498
Percentage	0%	100%	0%	0%	0%	
Balance per trial balance						
Sundry creditors						498
Transport Licensing						11,122
Accrued expenses						3,534
Total payables general outstanding						15,154
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.



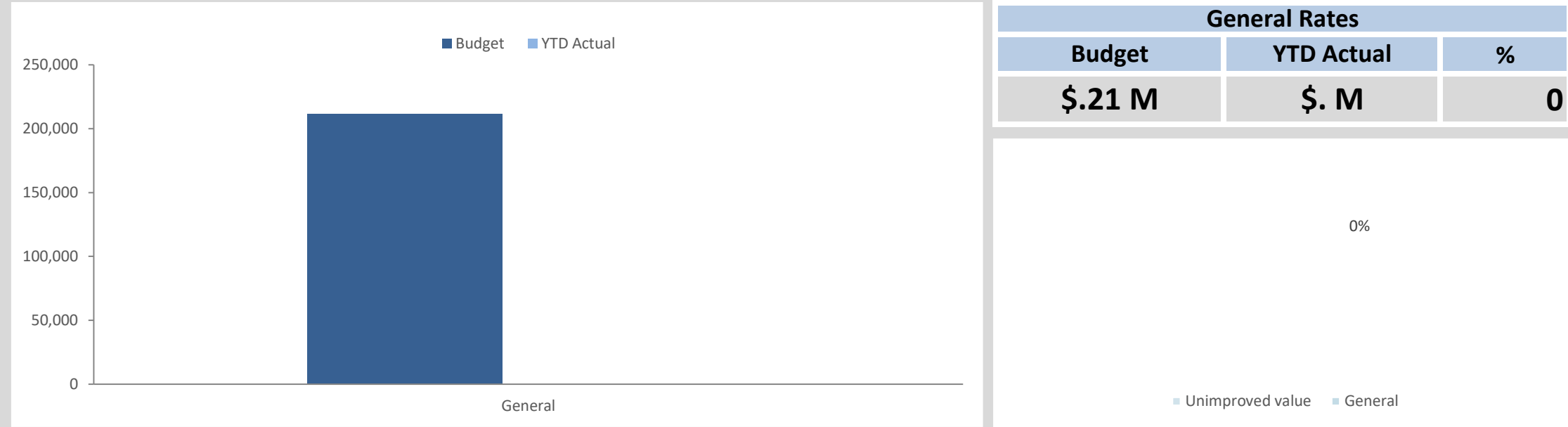
Creditors Due
\$15,154
Over 30 Days
0%
Over 90 Days
0%



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				\$	\$	\$	\$	\$	\$	\$	\$
General rate											
Unimproved value											
General	0.210000	43	1,007,412	211,557	0	0	211,557	0	0	0	0
Sub-Total		43	1,007,412	211,557	0	0	211,557	0	0	0	0
Minimum payment	Minimum \$										
Unimproved value											
General	245	3	2,384	735	0	0	735	0	0	0	0
Sub-total		3	2,384	735	0	0	735	0	0	0	0
Amount from general rates							212,292				0
Ex-gratia rates							64,882				0
Total general rates							277,174				0

KEY INFORMATION

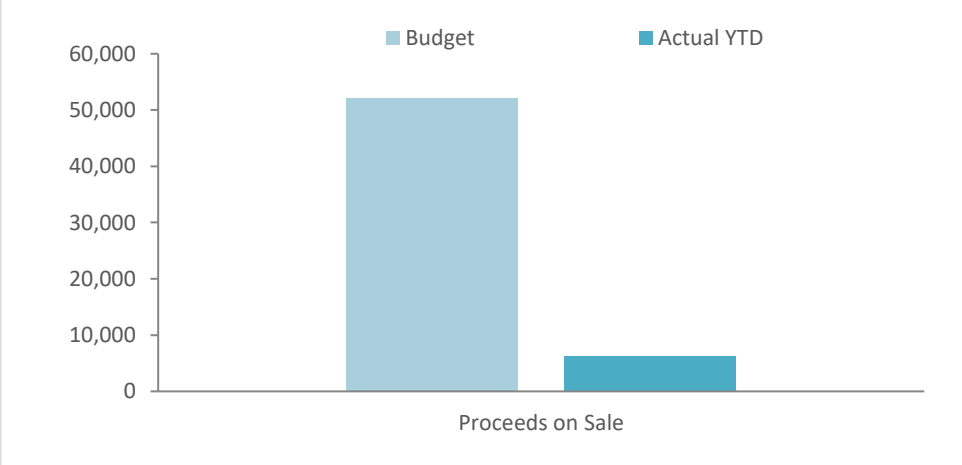
Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.



Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book	Proceeds	Profit	(Loss)	Net Book	Proceeds	Profit	(Loss)
		Value				Value			
		\$	\$	\$	\$	\$	\$	\$	\$
Plant and equipment									
Transport									
PE001	1BGA152 MITSUBISHI TRITON UTE	500	500	0	0	0	0	0	0
PE012	1EBO496 2013 Toyota Prado GX wagon	18,000	17,000	0	(1,000)	0	0	0	0
PE016	1EKC611 2014 Toyota Landcruiser 200	29,000	26,000	0	(3,000)	0	0	0	0
PE017	1EHI532 2014 Nissan Navara D22 ST-R	9,000	6,600	0	(2,400)	0	6,314	6,314	0
PE029	1BDI822 Mitsubishi Canter Truck	2,000	2,000	0	0	0	0	0	0
PE060	1DHR911 2009 Isuzu NPR300	15,000	0	0	(15,000)	0	0	0	0
PE067	1DIK691 2010 Isuzu NPR300	15,000	0	0	(15,000)	0	0	0	0
PE071	1ELK198 2013 Isuzu NPR300	30,000	0	0	(30,000)	0	0	0	0
		118,500	52,100	0	(66,400)	0	6,314	6,314	0

KEY INFORMATION

Disposal of PE017 is yet to be processed and the profit/loss on disposal will be amended once processed.



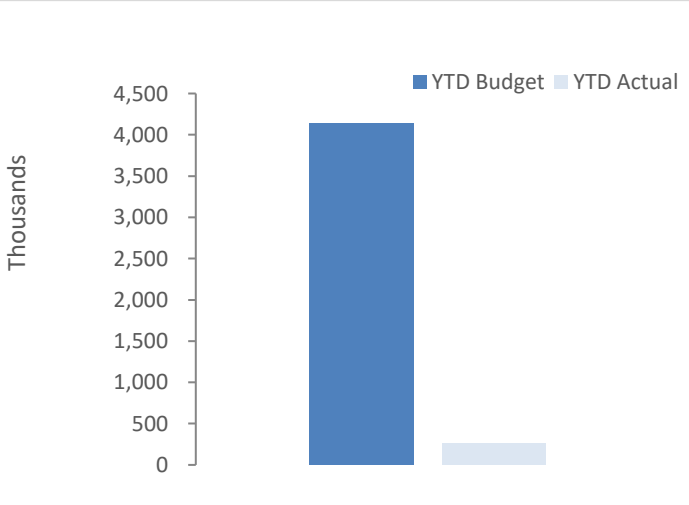
Proceeds on sale		
Annual Budget	YTD Actual	%
\$52,100	\$6,314	12%

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land & Buildings	47,000	0	0	0
Plant & Equipment	127,000	0	0	0
Infrastructure - Roads	3,905,943	300,000	253,460	46,540
Infrastructure - Recreation	25,000	0	0	0
Infrastructure - Other	35,000	0	0	0
Capital Expenditure Totals	4,139,943	300,000	253,460	46,540
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	3,368,563	0	0	0
Other (disposals & C/Fwd)	52,100	0	6,314	(6,314)
Contribution - operations	719,280	300,000	247,146	52,854
Capital funding total	4,139,943	300,000	253,460	46,540

SIGNIFICANT ACCOUNTING POLICIES

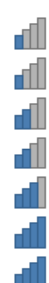
All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current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

KEY INFORMATION



Acquisitions	Annual Budget	YTD Actual	% Spent
	\$4.14 M	\$.25 M	6%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$3.37 M	\$. M	0%

Capital expenditure total
Level of completion indicators



0%
20%
40%
60%
80%
100%
Over 100%

Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

% of
Completion

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

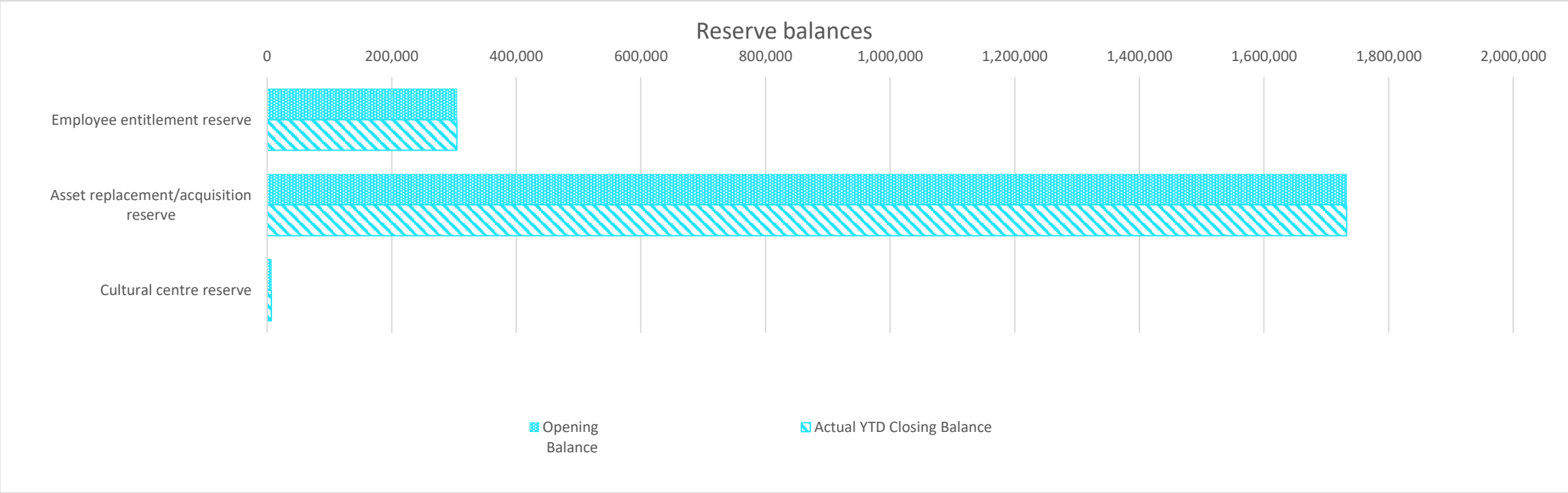
Adopted

		Account Description	Current Budget	YTD Budget	YTD Actual	Variance (Under)/Over
Capital Expenditure						
Infrastructure - Roads						
	147602	Jameson - Southern Bypass	585,000	0	0	0
44%	147611	Jameson Wanarn	574,778	300,000	253,460	46,540
	147612	Warburton Blackstone (RRG)	407,607	0	0	0
	147623	Great Central Road - R2R AAR	930,000	0	0	0
	147624	Great Central Road (Outback Hiway)	300,000	0	0	0
	147625	Giles Mulga Park (RRG)	728,558	0	0	0
	147629	Giles Mulga Park (R2R/AAR)	380,000	0	0	0
6%		Infrastructure - Roads Total	3,905,943	300,000	253,460	46,540
Land & Buildings						
	042600	Staff houses	12,000	0	0	0
	111100	Buildings (Upgrade)	35,000	0	0	0
		Land & Buildings Total	47,000	0	0	0
Plant & Equipment						
	102100	Plant & Equipment (New)	127,000	0	0	0
		Plant & Equipment Total	127,000	0	0	0
Infrastructure - Recreation						
	147564	Warbon Oval Shade Structure	25,000	0	0	0
		Infrastructure - Recreation Total	25,000	0	0	0
Infrastructure - Other						
	121200	Infrastructure (new)	35,000	0	0	0
		Infrastructure - Other Total	35,000	0	0	0
6%		Grand Total	4,139,943	300,000	253,460	46,540

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
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Employee entitlement reserve	304,650	0	0	0	0	0	0	304,650	304,650
Asset replacement/acquisition reserve	1,732,367	0	0	1,060,341	0	0	0	2,792,708	1,732,367
Cultural centre reserve	6,920	0	0	0	0	0	0	6,920	6,920
	2,043,937	0	0	1,060,341	0	0	0	3,104,278	2,043,937

KEY INFORMATION



Other current liabilities	Note	Opening Balance 1 July 2019	Liability Increase	Liability Reduction	Closing Balance 31 July 2019
		\$	\$	\$	\$
Provisions					
Annual leave		151,914	0	0	151,914
Long service leave		105,909	0	0	105,909
Contract liabilities					
Unspent grants, contributions and reimbursements		256,574	77,250	(12,875)	320,949
Total other current assets					578,772
Amounts shown above include GST (where applicable)					

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 1(a) and 1(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 JULY 2019

NOTE 11(a)
OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent operating grant, subsidies and contributions liability					Unspent operating grants, subsidies and contributions revenue		
	Liability 1-Jul	Increase in Liability	Liability Reduction (As revenue)	Liability 30-Jun	Current Liability 30-Jun	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Operating grants and subsidies								
General purpose funding								
General Grants (Untied)	0	0	0		0	1,628,059	0	0
Education and welfare								
Grant - DCD	0	77,250	(12,875)	64,375	64,375	154,500	0	12,875
Transport								
Grants - Direct	0	0	0		0	140,000	0	0
Govt Grant - RA, Ab Access (State)	0	19,671	0	19,671	19,671	424,880	0	0
Govt Grant - RA, Ab Access (Fed)	0	80,142	0	80,142	80,142	609,333	0	0
Fed, Roads Grant (untied)	0	0	0		0	384,189	0	0
Govt Grant-Outback Highway	0	0	0		0	0	0	0
Economic services								
Tourism Strategy Grant	0	0	0		0	30,000	0	0
	0	177,063	(12,875)	164,188	164,188	3,370,961	0	12,875
Operating contributions								
Governance								
Licensing Commission	0	0	0		0	2,500	208	110
Education and welfare								
Income - Other	0	0	0		0	0	0	51
	0	0	0	0	0	2,500	208	161
TOTALS	0	177,063	(12,875)	164,188	164,188	3,373,461	208	13,036

Provider	Unspent non operating grants, subsidies and contributions liability					Non operating grants, subsidies and contributions revenue		
	Liability	Increase	Liability	Liability	Current	Adopted Budget	YTD	YTD Revenue
	1-Jul	in	Reduction	30-Jun	Liability	Revenue	Budget	Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Non-operating grants and subsidies								
Transport								
Grant - Special Projects	0	156,761	0	156,761	156,761	757,444	0	0
Grant-Roads to Recovery	0	0	0		0	416,119	0	0
Govt Grant - RA, Ab Access (Fed)	0	0	0		0	1,895,000	0	0
Govt Grant-Outback Highway	0	0	0		0	300,000	0	0
	0	156,761	0	156,761	156,761	3,368,563	0	0
TOTALS	0	156,761	0	156,761	156,761	3,368,563	0	0

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2019**

**NOTE 12
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 2019-20 year is \$20,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
Revenue from operating activities				
Recreation and culture	48,663	208.56%	▲	
Expenditure from operating activities				
Health	(23,136)	(67.87%)	▼	
Education and welfare	22,804	43.06%	▲	
Community amenities	34,360	48.22%	▲	
Transport	(72,760)	(91.01%)	▼	
Investing activities				
Capital acquisitions	46,540	15.51%	▲	

SHIRE OF NGAANYATJARRAKU

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 31 August 2019

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

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PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 12 September 2019

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 to the extent they are not in-consistent with the *Local Government Act 1995* and accompanying regulations), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1995* and accompanying regulations. 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.

THE LOCAL GOVERNMENT REPORTING ENTITY

All Funds through which the Council controls resources to carry on its functions have been included in this statement. 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 statement, but a separate statement of those monies appears at Note 11.

SIGNIFICANT ACCOUNTING POLICES

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.

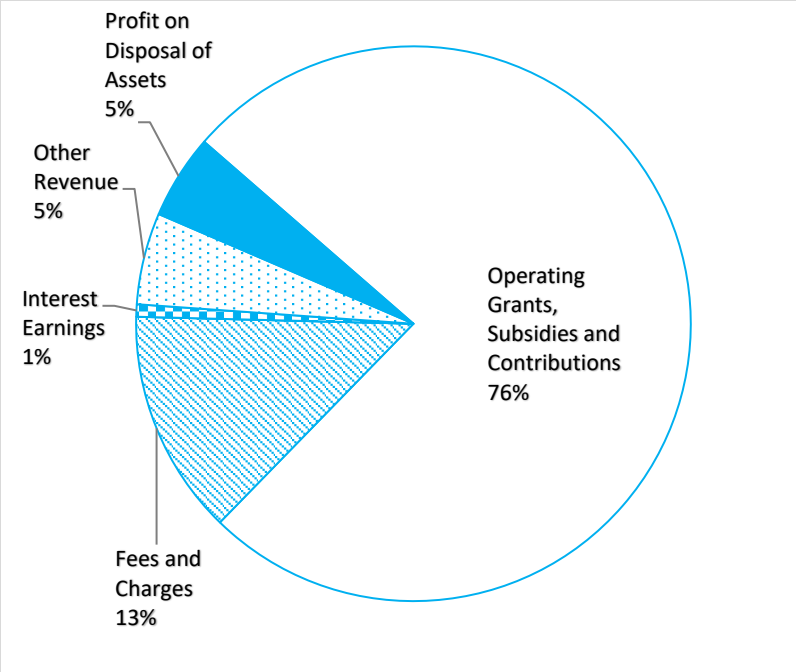
CRITICAL ACCOUNTING ESTIMATES

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.

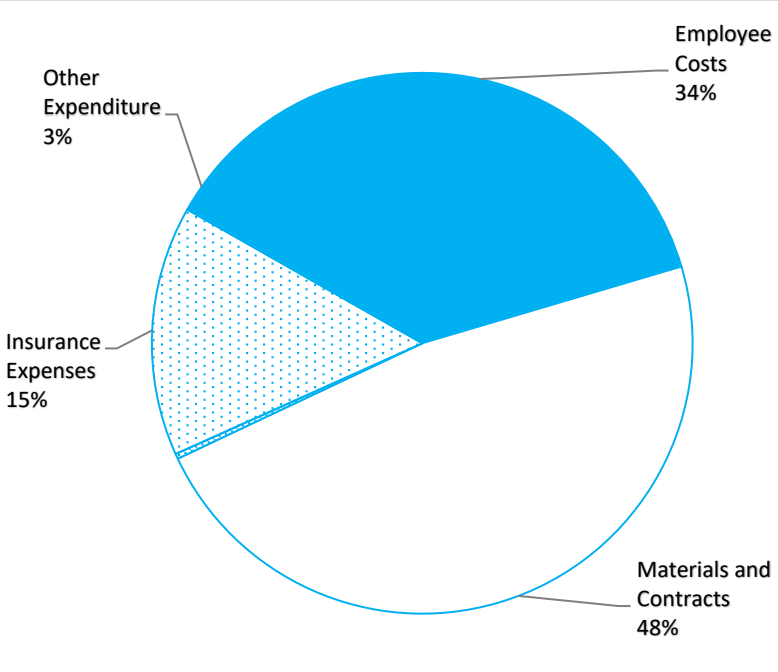
ROUNDING OFF FIGURES

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

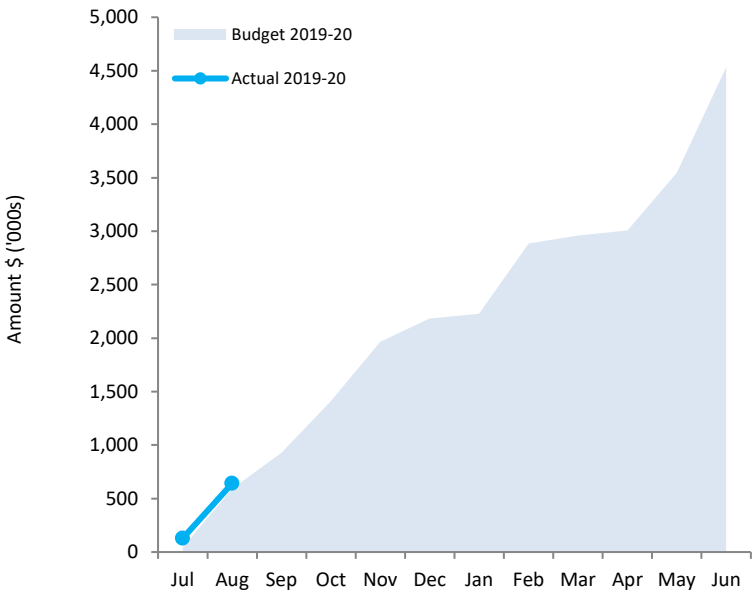
OPERATING REVENUE



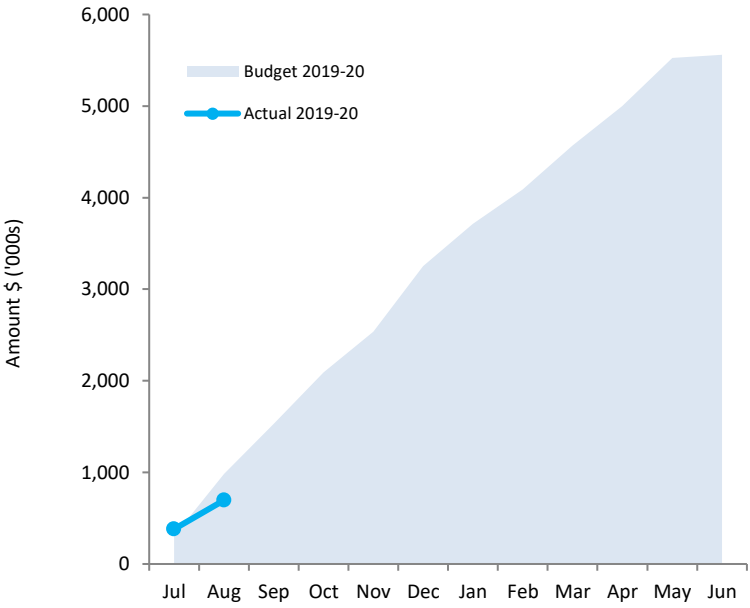
OPERATING EXPENSES



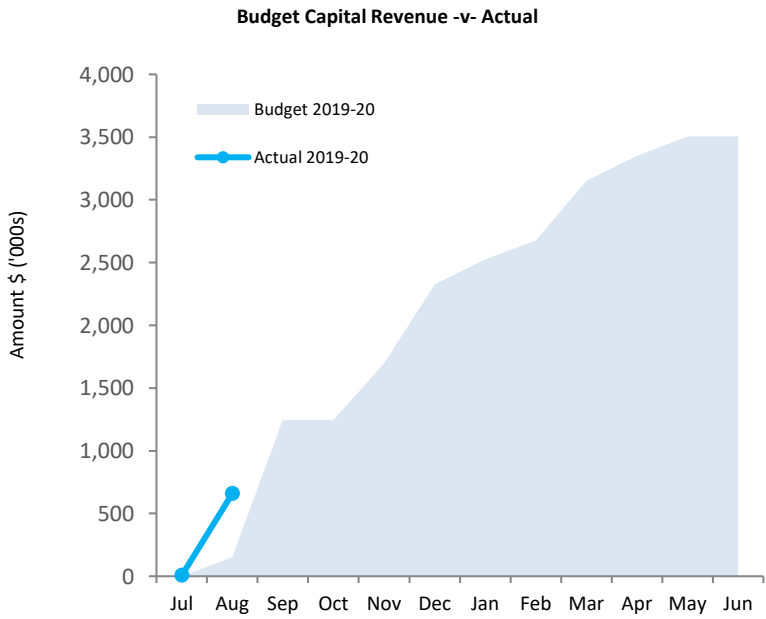
Budget Operating Revenues -v- Actual



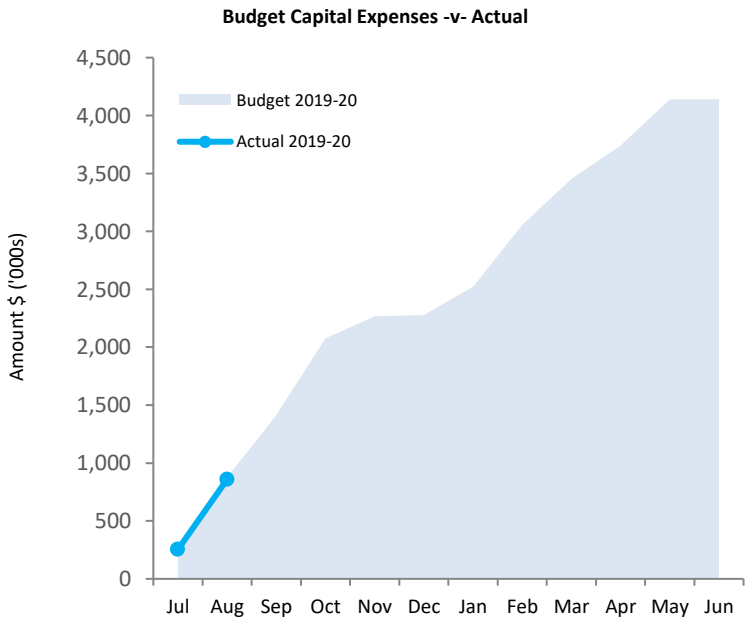
Budget Operating Expenses -v- YTD Actual



CAPITAL REVENUE



CAPITAL EXPENSES



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

KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 AUGUST 2019

STATUTORY REPORTING PROGRAMS

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

	ACTIVITIES
GOVERNANCE To provide a decision making process for the efficient allocation of scarce resources.	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.	Rates, general purpose government grants and interest revenue.
LAW, ORDER, PUBLIC SAFETY To provide services to help ensure safer and environmentally conscious community.	Supervision and enforcement of various laws relating to aspects of public safety including emergency services.
HEALTH To provide an operational framework for environmental and community health.	Inspection of food outlets and their control, provision of meat inspection services, noise control and a waste pick-up service Warburton, Warakurna and Wanarn.
EDUCATION AND WELFARE To provide services to children and youth.	Maintenance of playgroup centres (early years learning) Warburton, Blackstone, Jameson.
HOUSING To provide and maintain staff housing.	Provision and maintenance of staff housing.
COMMUNITY AMENITIES To provide services required by the community.	Rubbish collection services, litter control, Warburton, Warakurna and Wanarn.
RECREATION AND CULTURE To establish and effectively manage infrastructure and resources which will help the social well-being of the community.	Maintenance of public halls, civic centres, Warburton recreation centre and operation of recreation services in Warburton. Provision and maintenance of parks and playgrounds. Operation of other cultural facilities.
TRANSPORT To provide safe, effective and efficient transport services to the community.	Construction and maintenance of roads, streets, footpaths, depot and traffic control. Cleaning of streets and maintenance of street trees.
ECONOMIC SERVICES To help promote the shire and its economic well-being.	Tourism and area promotion and building control.
OTHER PROPERTY AND SERVICES To monitor and control council's overheads operating accounts.	Private works operation, plant repairs, operation costs and administrative costs.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2019**

STATUTORY REPORTING PROGRAMS

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	2,593,533	2,593,533	3,059,376	465,843	17.96%	
Revenue from operating activities							
Governance		27,500	417	15,536	15,119	3625.66%	
General purpose funding - rates	6	277,174	0	0	0	0.00%	
General purpose funding - other		1,678,059	415,348	386,631	(28,717)	(6.91%)	
Law, order and public safety		416	0	0	0	0.00%	
Health		400	400	200	(200)	(50.00%)	
Education and welfare		155,000	500	26,686	26,186	5237.20%	▲
Housing		135,000	22,500	25,964	3,464	15.40%	
Community amenities		105,736	0	472	472	0.00%	
Recreation and culture		280,000	70,000	75,455	5,455	7.79%	
Transport		1,558,401	248,380	109,503	(138,877)	(55.91%)	▼
Economic services		34,000	0	105	105	0.00%	
		4,251,686	757,545	640,552	(116,993)		▼
Expenditure from operating activities							
Governance		(204,255)	(123,579)	(31,351)	92,228	74.63%	▲
General purpose funding		0	0	(187)	(187)	0.00%	
Law, order and public safety		(7,547)	(853)	(967)	(114)	(13.36%)	
Health		(365,805)	(74,678)	(71,824)	2,854	3.82%	
Education and welfare		(439,302)	(105,908)	(71,446)	34,462	32.54%	▲
Housing		(420,585)	(78,190)	(45,995)	32,195	41.18%	▲
Community amenities		(879,116)	(150,971)	(124,787)	26,184	17.34%	▲
Recreation and culture		(839,685)	(122,836)	(89,636)	33,200	27.03%	▲
Transport		(2,717,655)	(316,972)	(288,536)	28,436	8.97%	
Economic services		(163,098)	(15,427)	(17,510)	(2,083)	(13.50%)	
Other property and services		0	4,461	59,784	55,323	(1240.15%)	
		(6,037,048)	(984,953)	(682,455)	302,498		▲
Non-cash amounts excluded from operating activities	1(a)	971,450	150,842	(31,518)	(182,360)	(120.89%)	▼
Amount attributable to operating activities		(813,912)	(76,566)	(73,421)	3,145		
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions	11(b)	3,368,563	0	650,624	650,624	0.00%	▲
Proceeds from disposal of assets	7	52,100	31,518	31,518	0	0.00%	
Purchase of property, plant and equipment	8	(4,139,943)	(874,778)	(859,150)	15,628	1.79%	
Amount attributable to investing activities		(719,280)	(843,260)	(177,008)	666,252		▲
Financing Activities							
Transfer to reserves	9	(1,060,341)	(968)	(968)	0	0.00%	
Amount attributable to financing activities		(1,060,341)	(968)	(968)	0		
Closing funding surplus / (deficit)	1(c)	0	1,672,739	2,807,979			

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 12 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2019-20 year is \$20,000 or 10.00% whichever is the greater.

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

KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 AUGUST 2019

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refer 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 non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

PROFIT ON ASSET DISPOSAL

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

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.

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

Loss on the disposal of fixed assets.

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, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2019

BY NATURE OR TYPE

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	2,593,533	2,593,533	3,059,376	465,843	17.96%	▲
Revenue from operating activities							
Rates	6	277,174	0	0	0	0.00%	
Operating grants, subsidies and contributions	11(a)	3,373,461	655,812	486,206	(169,606)	(25.86%)	▼
Fees and charges		485,136	82,900	83,973	1,073	1.29%	
Interest earnings		50,000	8,333	4,605	(3,728)	(44.74%)	
Other revenue		65,915	10,500	34,250	23,750	226.19%	▲
Profit on disposal of assets	7	0	0	31,518	31,518	0.00%	▲
		4,251,686	757,545	640,552	(116,993)		▼
Expenditure from operating activities							
Employee costs		(1,999,022)	(370,410)	(232,259)	138,151	37.30%	▲
Materials and contracts		(2,723,545)	(321,019)	(324,571)	(3,552)	(1.11%)	
Utility charges		(103,560)	(4,398)	(2,111)	2,287	52.00%	
Depreciation on non-current assets		(905,050)	(150,842)	0	150,842	100.00%	▲
Interest expenses		(1,500)	(250)	0	250	100.00%	
Insurance expenses		(148,993)	(117,401)	(101,989)	15,412	13.13%	
Other expenditure		(88,978)	(20,633)	(21,525)	(892)	(4.32%)	
Loss on disposal of assets	7	(66,400)	0	0	0	0.00%	
		(6,037,048)	(984,953)	(682,455)	302,498		▲
Non-cash amounts excluded from operating activities	1(a)	971,450	150,842	(31,518)	(182,360)	(120.89%)	▼
Amount attributable to operating activities		(813,912)	(76,566)	(73,421)	3,145		
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	11(b)	3,368,563	0	650,624	650,624	0.00%	▲
Proceeds from disposal of assets	7	52,100	31,518	31,518	0	0.00%	
Payments for property, plant and equipment	8	(4,139,943)	(874,778)	(859,150)	15,628	(1.79%)	
Amount attributable to investing activities		(719,280)	(843,260)	(177,008)	666,252		▲
Financing Activities							
Transfer to reserves	9	(1,060,341)	(968)	(968)	0	0.00%	
Amount attributable to financing activities		(1,060,341)	(968)	(968)	0		
Closing funding surplus / (deficit)	1(c)	0	1,672,739	2,807,979			

KEY INFORMATION

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

Refer to Note 12 for an explanation of the reasons for the variance.

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

(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)
Non-cash items excluded from operating activities		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals		0	0	(31,518)
Add: Loss on asset disposals		66,400	0	0
Add: Depreciation on assets		905,050	150,842	0
Total non-cash items excluded from operating activities		971,450	150,842	(31,518)

(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 2019	This Time Last Year 31 August 2018	Year to Date 31 August 2019
Adjustments to net current assets				
Less: Reserves - restricted cash	9	(2,043,937)	(240,446)	(2,044,905)
Add: Provisions - employee	10	257,823	281,019	257,823
Total adjustments to net current assets		(1,786,114)	40,573	(1,787,082)

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

Current assets				
Cash and cash equivalents	2	4,937,932	3,017,702	4,672,427
Rates receivables	3	2	42,259	2
Receivables	3	345,049	1,989,017	318,905
Other current assets	4	71,223	41,862	71,223
Less: Current liabilities				
Payables	5	(250,893)	(854,671)	(4,506)
Contract liabilities	10	0	0	(205,167)
Provisions	10	(257,823)	(281,019)	(257,823)
Less: Total adjustments to net current assets	1(b)	(1,786,114)	40,573	(1,787,082)
Closing funding surplus / (deficit)		3,059,376	3,995,723	2,807,979

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	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash on hand								
Cash at Bank - Municipal	Cash and cash equivalents	2,625,022	0	2,625,022	0	Westpac	0.00%	Nil
Cash Advance	Cash and cash equivalents	2,500	0	2,500	0	N/A	N/A	N/A
Term Deposit 0221	Cash and cash equivalents	0	232,367	232,367	0	Westpac	2.00%	27/09/2019
Term Deposit 2943	Cash and cash equivalents	0	500,968	500,968	0	Westpac	1.81%	2/12/2019
Term Deposit 4873	Cash and cash equivalents	0	1,000,000	1,000,000	0	Westpac	N/A	27/09/2019
Term Deposit 7918	Cash and cash equivalents	0	304,650	304,650	0	Westpac	2.00%	27/09/2019
Term Deposit 7993	Cash and cash equivalents	0	6,920	6,920	0	Westpac	2.00%	27/09/2019
Total		2,627,522	2,044,905	4,672,427	0			
Comprising								
Cash and cash equivalents		2,627,522	2,044,905	4,672,427	0			
		2,627,522	2,044,905	4,672,427	0			

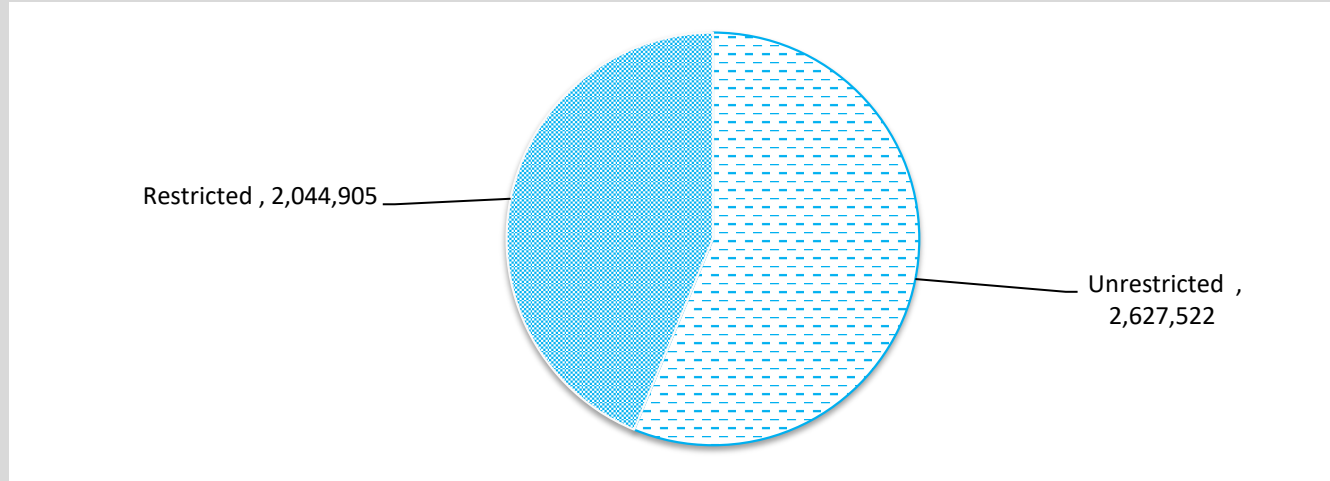
KEY INFORMATION

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.



Total Cash	Unrestricted
\$4.67 M	\$2.63 M

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2019

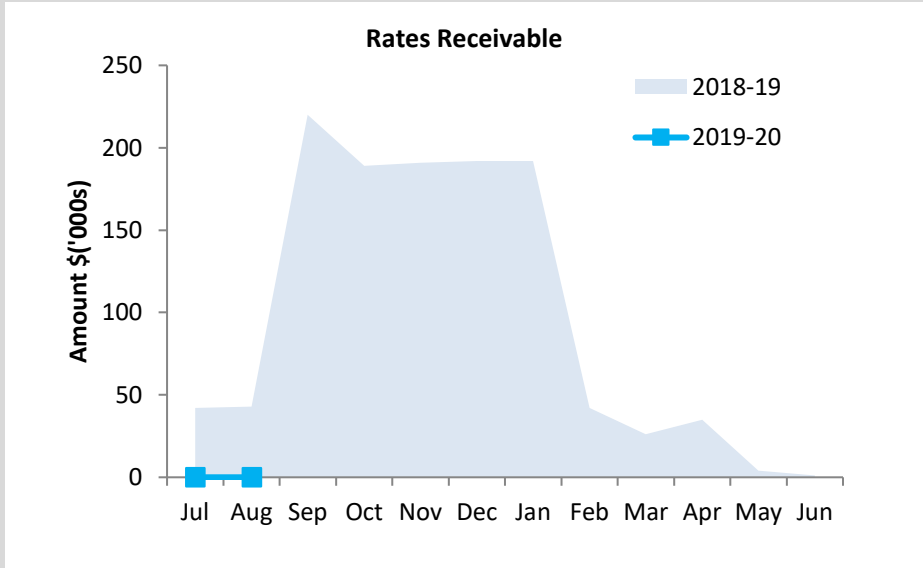
OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

Rates receivable	30 Jun 2019	31 Aug 19
	\$	\$
Opening arrears previous years	41,494	2
Levied this year	264,110	0
Less - collections to date	(305,602)	0
Equals current outstanding	2	2
Net rates collectable	2	2
% Collected	100%	0%

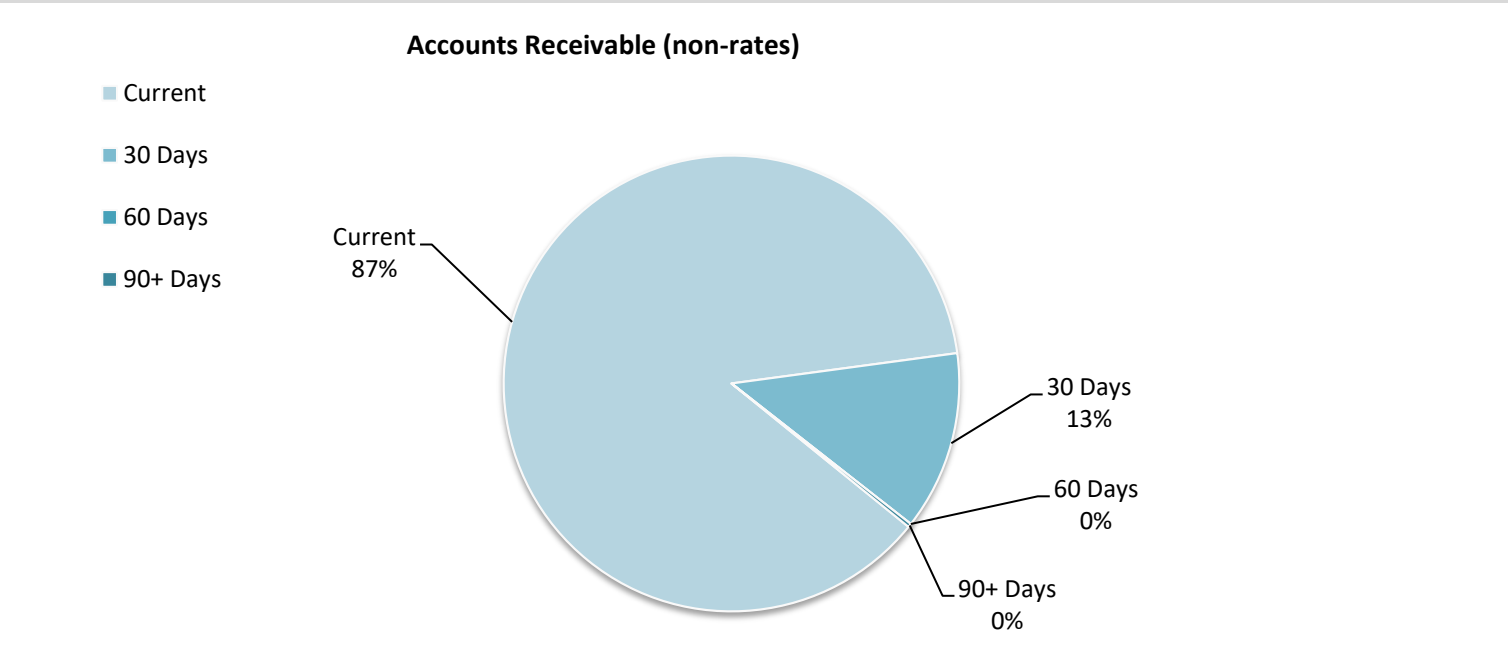
Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	261,803	38,212	0	781	300,796
Percentage	0.0%	87%	12.7%	0%	0.3%	
Balance per trial balance						
Sundry receivable						300,796
GST receivable						18,109
Total receivables general outstanding						318,905
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 doubtful debts is raised when there is objective evidence that they will not be collectible.



Collected	Rates Due
0%	\$2



Debtors Due
\$318,905
Over 30 Days
13%
Over 90 Days
0.3%

	Opening Balance 1 July 2019	Asset Increase	Asset Reduction	Closing Balance 31 August 2019
Other current assets	\$	\$	\$	\$
Inventory				
Fuel, oil and materials on hand	71,223	0	0	71,223
Total other current assets				71,223
Amounts shown above include GST (where applicable)				

KEY INFORMATION

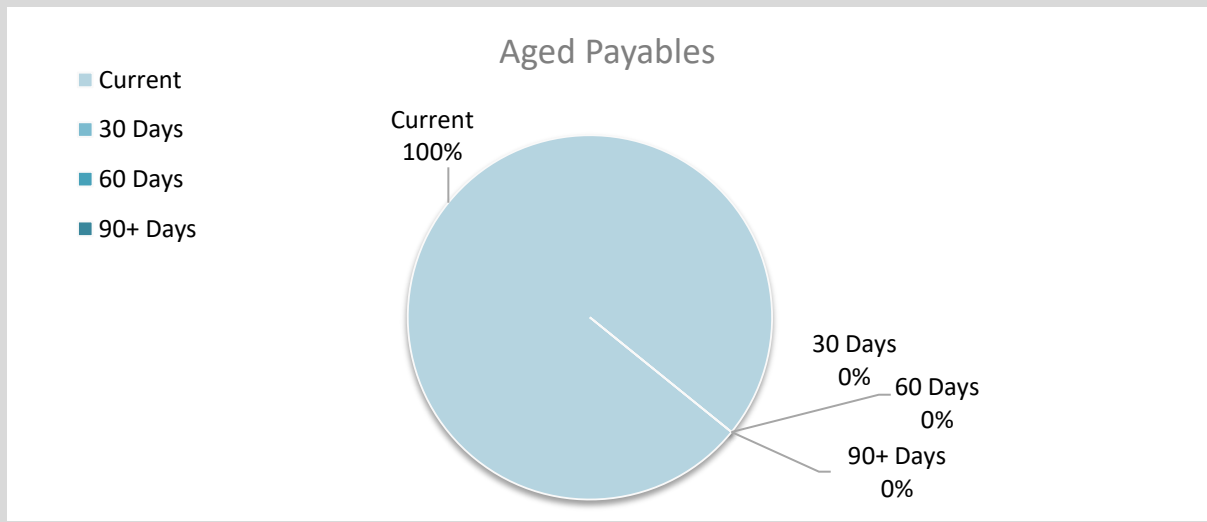
Inventory

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

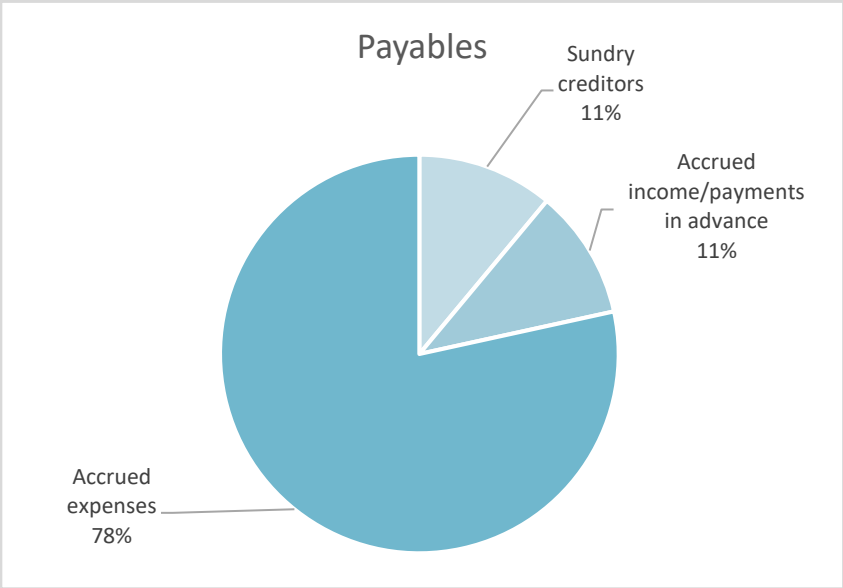
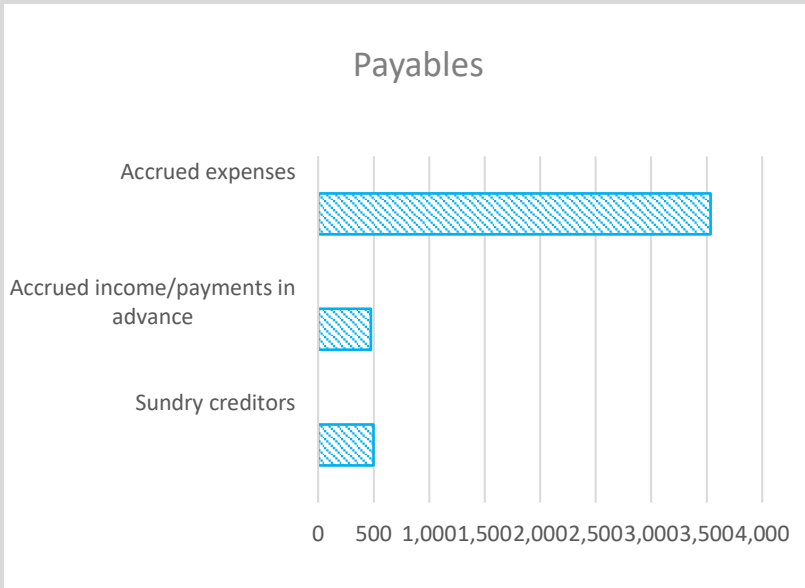
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	498	0	0	0	498
Percentage	0%	100%	0%	0%	0%	
Balance per trial balance						
Sundry creditors						498
Accrued income/payments in advance						474
Accrued expenses						3,534
Total payables general outstanding						4,506
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.



Creditors Due
\$4,506
Over 30 Days
0%
Over 90 Days
0%



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				\$	\$	\$	\$	\$	\$	\$	\$
Unimproved value											
General	0.210000	43	1,007,412	211,557	0	0	211,557	0	0	0	0
Sub-Total		43	1,007,412	211,557	0	0	211,557	0	0	0	0
Minimum payment				Minimum \$							
Unimproved value											
General	245	3	2,384	735	0	0	735	0	0	0	0
Sub-total		3	2,384	735	0	0	735	0	0	0	0
Amount from general rates							212,292				0
Ex-gratia rates							64,882				0
Total general rates							277,174				0

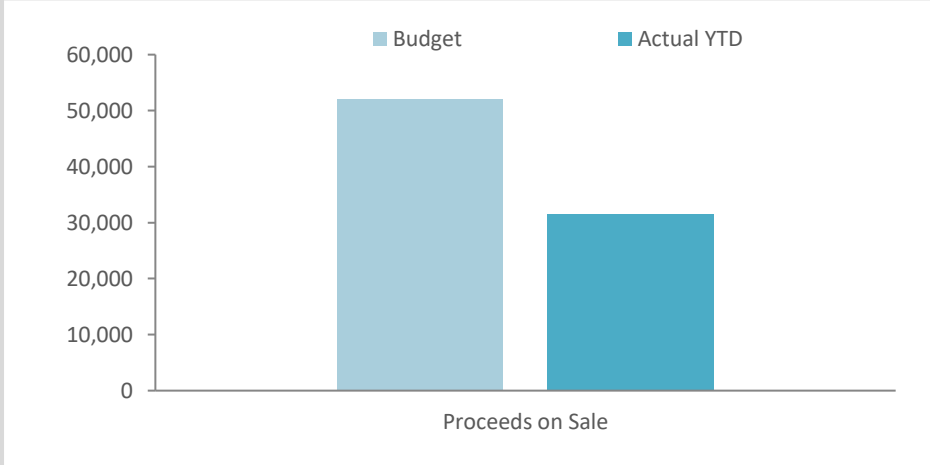
KEY INFORMATION

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

General Rates		
Budget	YTD Actual	%
\$.21 M	\$. M	0

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book	Proceeds	Profit	(Loss)	Net Book	Proceeds	Profit	(Loss)
		Value				Value			
		\$	\$	\$	\$	\$	\$	\$	\$
Plant and equipment									
Transport									
	1BGA152 MITSUBISHI TRITON UTE	500	500	0	0	0	0	0	0
	1EBO496 2013 Toyota Prado GX wagon	18,000	17,000	0	(1,000)	0	22,954	22,954	0
	1EKC611 2014 Toyota Landcruiser 200	29,000	26,000	0	(3,000)	0	0	0	0
	1EHI532 2014 Nissan Navara D22 ST-R	9,000	6,600	0	(2,400)	0	6,314	6,314	0
	1BDI822 Mitsubishi Canter Truck	2,000	2,000	0	0	0	2,250	2,250	0
	1DHR911 2009 Isuzu NPR300	15,000	0	0	(15,000)	0	0	0	0
	1DIK691 2010 Isuzu NPR300	15,000	0	0	(15,000)	0	0	0	0
	1ELK198 2013 Isuzu NPR300	30,000	0	0	(30,000)	0	0	0	0
		118,500	52,100	0	(66,400)	0	31,518	31,518	0

KEY INFORMATION



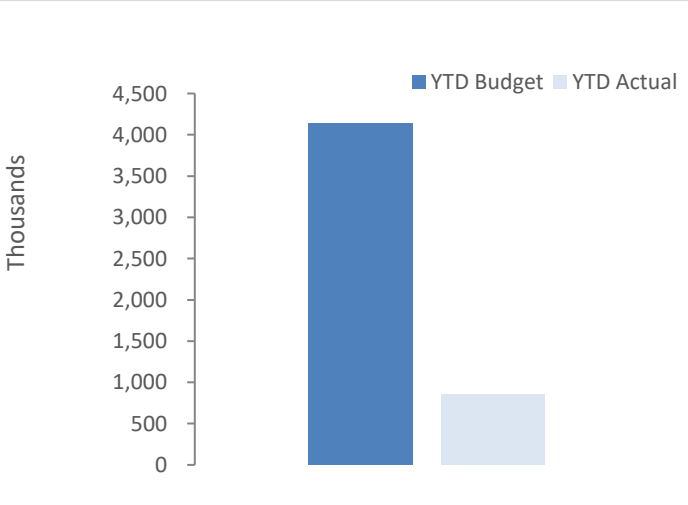
Proceeds on sale		
Annual Budget	YTD Actual	%
\$52,100	\$31,518	60%

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land & Buildings	47,000	0	0	0
Plant & Equipment	127,000	0	0	0
Infrastructure - Roads	3,905,943	874,778	859,094	(15,684)
Infrastructure - Recreation	25,000	0	56	56
Infrastructure - Other	35,000	0	0	0
Capital Expenditure Totals	4,139,943	874,778	859,150	(15,628)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	3,368,563	0	650,624	650,624
Other (disposals & C/Fwd)	52,100	31,518	31,518	0
Contribution - operations	719,280	843,260	177,008	(666,252)
Capital funding total	4,139,943	874,778	859,150	(15,628)

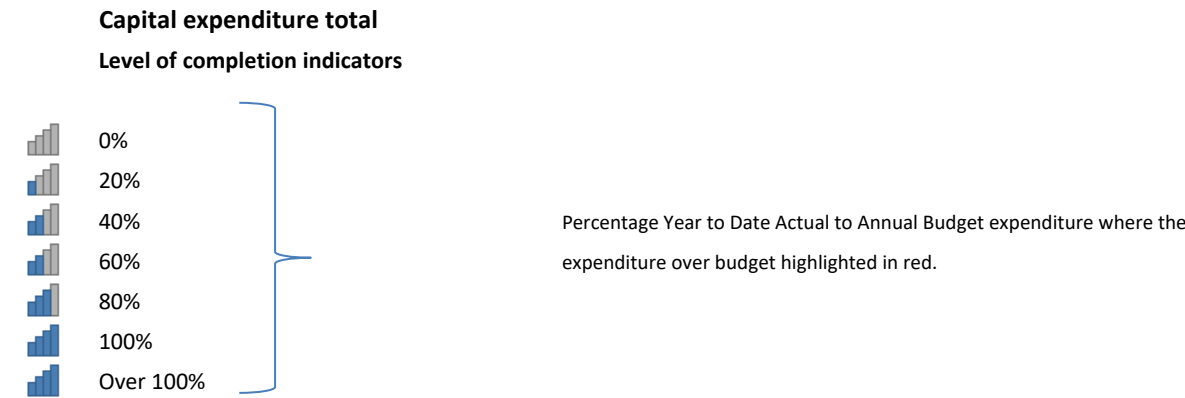
SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION



Acquisitions	Annual Budget	YTD Actual	% Spent
	\$4.14 M	\$.86 M	21%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$3.37 M	\$.65 M	19%



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

		Adopted			
Account Description		Current Budget	Year to Date Budget	Year to Date Actual	Variance (Under)/Over
Capital Expenditure					
Infrastructure - Roads					
147602	Jameson - Southern Bypass	585,000	0	0	0
147611	Jameson Wanarn	574,778	574,778	610,263	35,485
147612	Warburton Blackstone (RRG)	407,607	0	11,946	11,946
147623	Great Central Road - R2R AAR	930,000	0	0	0
147624	Great Central Road (Outback Hiway)	300,000	300,000	236,885	(63,115)
147625	Giles Mulga Park (RRG)	728,558	0	0	0
147629	Giles Mulga Park (R2R/AAR)	380,000	0	0	0
Infrastructure - Roads Total		3,905,943	874,778	859,094	(15,684)
Land & Buildings					
042600	Staff houses	12,000	0	0	0
111100	Buildings (Upgrade)	35,000	0	0	0
Land & Buildings Total		47,000	0	0	0
Plant & Equipment					
102100	Plant & Equipment (New)	127,000	0	0	0
Plant & Equipment Total		127,000	0	0	0
Infrastructure - Recreation					
147564	Warbon Oval Shade Structure	25,000	0	56	56
Infrastructure - Recreation Total		25,000	0	56	56
Infrastructure - Other					
121200	Infrastructure (new)	35,000	0	0	0
Infrastructure - Other Total		35,000	0	0	0
Grand Total		4,139,943	874,778	859,150	(15,628)

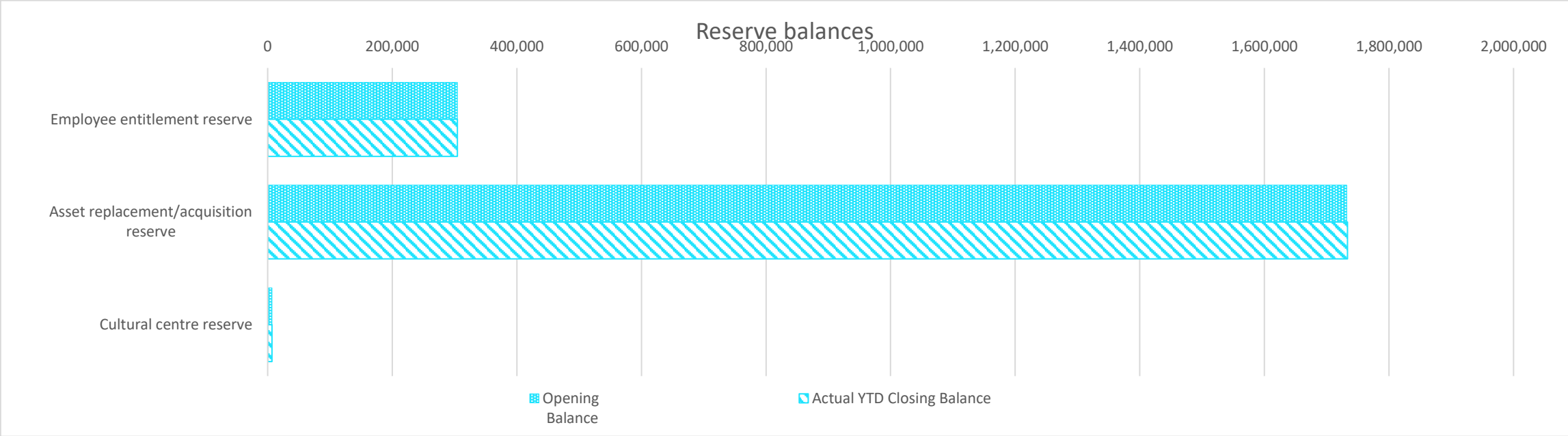
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2019

OPERATING ACTIVITIES
NOTE 9
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
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Employee entitlement reserve	304,650	0	0	0	0	0	0	304,650	304,650
Asset replacement/acquisition reserve	1,732,367	0	968	1,060,341	0	0	0	2,792,708	1,733,335
Cultural centre reserve	6,920	0	0	0	0	0	0	6,920	6,920
	2,043,937	0	968	1,060,341	0	0	0	3,104,278	2,044,905

KEY INFORMATION



Other current liabilities	Note	Opening Balance 1 July 2019	Liability Increase	Liability Reduction	Closing Balance 31 August 2019
		\$	\$	\$	\$
Contract liabilities					
Unspent grants, contributions and reimbursements					
- operating	11(a)	0	77,250	(25,750)	51,500
- non-operating	11(b)	0	153,667	0	153,667
Total unspent grants, contributions and reimbursements					205,167
Provisions					
Annual leave		151,914	0	0	151,914
Long service leave		105,909	0	0	105,909
Total Provisions					257,823
Total other current assets					462,990
Amounts shown above include GST (where applicable)					

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 11(a) and 11(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 AUGUST 2019**

**NOTE 11(a)
OPERATING GRANTS AND CONTRIBUTIONS**

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability 1-Jul	Increase in Liability	Liability Reduction (As revenue)	Liability 30-Jun	Current Liability 30-Jun	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Operating grants and subsidies								
General purpose funding								
General Grants (Untied)	0	0	0	0	0	1,628,059	407,015	382,026
Education and welfare								
Grant - DCD	0	77,250	(25,750)	51,500	51,500	154,500	0	25,750
Transport								
Grants - Direct	0	0	0	0	0	140,000	0	0
Govt Grant - RA, Ab Access (State)	0	0	0	0	0	424,880	0	0
Govt Grant - RA, Ab Access (Fed)	0	0	0	0	0	609,333	152,333	0
Fed, Roads Grant (untied)	0	0	0	0	0	384,189	96,047	77,986
Economic services								
Tourism Strategy Grant	0	0	0	0	0	30,000	0	0
	0	77,250	(25,750)	51,500	51,500	3,370,961	655,395	485,762
Operating contributions								
Governance								
Licensing Commission	0	0	0	0	0	2,500	417	393
Education and welfare								
Income - Other	0	0	0	0	0	0	0	51
	0	0	0	0	0	2,500	417	444
TOTALS	0	77,250	(25,750)	51,500	51,500	3,373,461	655,812	486,206

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2019**

**NOTE 11(b)
NON-OPERATING GRANTS AND CONTRIBUTIONS**

Provider	Unspent non operating grants, subsidies and contributions liability					Non operating grants, subsidies and contributions revenue		
	Liability 1-Jul	Increase in Liability	Liability Reduction (As revenue)	Liability 30-Jun	Current Liability 30-Jun	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual (b)
	\$	\$	\$	\$	\$	\$	\$	\$
Non-operating grants and subsidies								
Transport								
Grant - Special Projects	0	0	0	0	0	757,444	0	0
Grant-Roads to Recovery	0	0	0	0	0	416,119	0	416,119
Govt Grant - RA, Ab Access (Fed)	0	153,667	0	153,667	153,667	1,895,000	0	0
Govt Grant-Outback Highway	0	0	0	0	0	300,000	0	234,505
	0	153,667	0	153,667	153,667	3,368,563	0	650,624
TOTALS	0	153,667	0	153,667	153,667	3,368,563	0	650,624

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2019**

**NOTE 12
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 2019-20 year is \$20,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
Revenue from operating activities				
Education and welfare	26,186	5237.20%	▲ Timing	Timing difference see Note 11a
Transport	(138,877)	(55.91%)	▼ Timing	Adjustment to YTD required to align timing of grant funding.
Expenditure from operating activities				
Governance	92,228	74.63%	▲ Timing	Electrical work & GVROC invoices not received. Insurance invoice timing to be adjusted.
Education and welfare	34,462	32.54%	▲ Timing	Staffing expenditure is currently under budget and depreciation is yet to be run.
Housing	32,195	41.18%	▲ Timing	Insurance invoice timing to be adjusted. Depreciation yet to be run.
Community amenities	26,184	17.34%	▲ Timing	Staffing expenditure is currently running below budget. Depreciation is yet to be run.
Recreation and culture	33,200	27.03%	▲ Timing	A number of accounts in this area are under budget. Depreciation yet to be run also is contributing to this positive variance.
Investing activities				
Non-operating grants, subsidies and contributions	650,624	0.00%	▲ Timing	Earlier than budgeted for receipt of road grant income.

ACTION SHEET

Health & Building Officer – Philip Swain

Dates on Site:

28 August – 4th September 2019

12th-13th September Env Health WA Conference - Perth

16th 19th September NATSIEH Conference - Perth

Next site visit:

23rd -30th October 2019

Date	Subject	Action Taken
3 August 2019	Construction Training Fund	I have provided advice to WALGA in relation to Local Government collection of the CTF. The Shire does not currently collect the CTF as there are not always staff on site that are able to calculate the relevant amounts and building permits are invoiced at the time of issue. Consequently, the advice to WALGA is reflective of the difficulty of collecting funds in small and remote local government environments. Action: No further action pending outcome of enquiry.
7 August 2019	Building Permit Issued to Finalise Wanarn Respite Facility	The buildings at Wanarn are complete. NCAMS have progressed the documentation, testing and application for the Occupancy Certification of the buildings, which has now been issued and the buildings are complete. Action: No further action
22 August 2019	Septic Approvals – State Government Dwellings	I have issued the septic approvals for Lots 64 & 65 in Jameson which are dwellings now under construction. Action: PS to issue permits to use systems when installed.
27 August 2019	Food and Public Health Acts – Annual Reporting	I have submitted the annual report to State Government relating to the administration of the Food Act 2008 and the Public Health Act 2016. Action: No further action pending release of State Report.
Aug/Sept 2019	Staff Waste & Maintenance Staffing	The CEO previously undertook recruitment for a Supervisor for the revised staff structure and Joe Ribero has been appointed to the role. Joe is now responsible for supervising all refuse and maintenance staff. A revised refuse collection schedule has been implemented for Warburton to operate within available budget and service are being retained in Wanarn and Warakurna. The garden maintenance programme for Council buildings and facilities is progressing well. The Supervisor however, was victim of a snakebite on 11 September and had to be flown to Kalgoorlie. He is recovering well and should return to Warburton shortly. The old waste vehicle has been sold and we are having

		<p>some difficulty maintaining the vehicles in Wanarn and Warakurna.</p> <p>Action: PS to liaise with supervisor to establish Shire property maintenance programme and refuse service schedules.</p>
Aug/Sept 2019	Defrosted and dusty food deliveries to communities by NATS	<p>Complaints from store and Roadhouse Managers regarding the condition of food delivered to communities have subsided. I had previously written to NATS and requested that they ensure proper logistics are in place for the cold chain and that goods are protected from contamination. The City of Canning have visited the warehouse on several occasions in recent weeks to compel improvements in the operation of the food business. The City of Canning has issued an Improvement Notice on NATS to ensure compliance with the food standards. Discussions with the new owner operator of the refrigerated and frozen delivery vehicles has confirmed some improvement with the monitoring and management of deliveries. Advice from Canning Staff have advised that the transport company has had difficulty getting the door seals repaired and on repairing the seals found the doors would not close. The doors are being rebuilt and currently hire trailers with temperature loggers are being used to transport the products to site. I am still awaiting confirmation from The City of Canning that the Improvement Notice has been closed out.</p> <p>Action: PS to continue to liaise with the transport driver, NATS and the City of Canning to ensure food is being properly temperature controlled during transportation and that containers are sealed to prevent dirt and dust contamination.</p>
Aug/Sept 2019	Waste Collection Audit	<p>I have undertaken a waste audit of Warakurna, Wanarn, Warburton, Mantamaru and Papulankutja communities to determine, accurately, the appropriate charges for each community. Council has again adopted substantial increases in waste fees for the 2019-20 year however the current services are grossly underfunded due to the removal of MUNS funding with no recompense to the Shire. The DCEO and Finance Officer will be finalising the audited figures and issuing invoices later this month.</p> <p>Action: Audits of communities to be reconciled for the fees and charges to be invoiced shortly.</p>
Aug/Sept 2019	Work Camp Effluent Disposal System	<p>The work camp effluent disposal system was found to be completely inoperable and flooded in May. The unit has not been operational for some time and despite a technician raising concerns and staff complaints to Management the required repairs had not been undertaken. The unit requires maintenance inspections every 3 months. As a result, and as I don't have legislative powers to enforce action against the State I referred the matter to the Department of Health. There has been some work done on the unit and my understanding is that operable, but that the ozone system has been</p>

		<p>removed meaning there is no bacterial treatment of the wastewater before it is discharged to the subsoil bed. I will have to verify that the system can be operated in this way.</p> <p>Action: PS to pursue issue with Corrective Services and DoH</p>
Aug/Sept 2019	Food Business Inspections	<p>I have compiled the routine Food Business Inspection schedule for 2019-20. Ng Health have provided the updated Food Safety Plan for the HACC facilities but it is still not to a standard that the Shire can verify. The works at the Mantamaru and Blackstone HACC's are still to be completed with Warburton and Warakurna refits now completed. I was in the process of issuing an Improvement Notice for the resealing or replacement of the coolroom floor at Jameson Store but the proprietors have recently left so I will liaise with the new operator/s before issuing. Other premises are generally compliant with the Act, Regulations and Standards. I have commenced the inspections in August/September with the Wanarn Aged Care facility and HACC Centre in Jameson. The Wanarn Aged Care Audit has also been scheduled for early December in consultation with Ngaanyatjarra Health.</p> <p>Action: Improvement Notice to be issued on the Mantamaru (Jameson) Store following liaison with the new proprietors. Routine inspections to be conducted as and when required.</p>
Aug/Sept 2019	Multi-Purpose Police Facility Refurbishments & Additions, Warburton	<p>The Shire has received further advice regarding refurbishment and the installation of some accommodation buildings at the Multi-Functional Police Facility in Warburton. NCAMS have relocated and replaced the effluent overflow line previously located on the building site. I have recently issued a septic installation permit, however the State has already issued the Building Permit in contravention of the legislation. I have written to the State accordingly requesting that they afford the Shire the opportunity to issue permits prior to the issue of Building Permits.</p> <p>Action: PS to monitor construction of accommodation units and building refurbishment.</p>
Aug/Sept 2019	Container Deposit Scheme – for WA	<p>I have been regularly attending the CDS working Group meetings in Perth. The implementation of the legislation is progressing well. The Shire has previously provided advice on the appropriate collection sites and infrastructure for the "lands". I had referred the concept for collection agency to Ng Council for determination as to the appropriate organisation to run collection points in Warburton and Warakurna. To date there have been no groups or organisations come forward to run the facilities and advice from the Shire President is that the communities will not take the role on. I am exploring other options to provide the deposit recovery on the two communities and the Roadhouse Managers have expressed some interest in operating the centres.</p> <p>Action: PS to investigate other collection options.</p>

Aug/Sept 2019	Community Service Summary – Public Health Plan	<p>I have been unable to satisfactorily progress the document with the consultant. Consequently, I am seeking an alternative consultant. I am hoping to find someone shortly that can prepare the final draft document which will present the statistical information in a diagrammatic format to assist readers of the document in understanding the Shire's priority setting.</p> <p>Action: Public Health Plan development to be included in the Corporate Business Plan and baseline report to be finalised for submission to Council.</p>
Aug/Sept 2019	Waste Oil Transportation	<p>I have for 18 months now had specific concerns regarding the amount of waste oil (200 litre drums) stored in communities and am exploring options to get the product back to Perth for recycling. Most waste oil is from the power stations and there are currently thousands of litres in most communities. The Shire of Leonora have a regular collection of their waste oil and have offered to accept the product and crush and dispose of drums for minimal costs. The removal of waste oil is progressing in Warburton.</p> <p>Action: PS to monitor waste oil removal from communities.</p>
Aug/Sept 2019	Electrical Upgrade – Shire Office and Gallery	<p>The electrical upgrade was undertaken during my visit in early August. There were significant problems experienced by the electricians as much of the original and subsequent wiring hadn't been labelled or done to standard. I am awaiting the details of variation in this regard but it will be significant. The buildings have now had RCD protections upgraded to current standards with easy to install replacements which should save on maintenance in the future. Some other minor works are still to be completed including flashings around wiring in the in the main office.</p> <p>Action: PS to document electrical variations and confirm payment with CEO</p>
Aug/Sept 2019	Car Body Removal – Communities	<p>There are approximately 2000 vehicle bodies in stockpiles at Warburton, Jameson, Blackstone Wingellina, Warakurna and Wanarn. I have again met with Simsmetal staff in Perth to evaluate the possibility of car body removal from the lands. It is hoped that Simsmetal can remove vehicles if transport can be obtained at a viable price. To this end Simsmetal have submitted a cooperative grant application to the Waste Authority to request compensation for transport costs. As the vehicles will be removed on behalf of communities any income generated for waste metal will go back to the communities themselves. I have forwarded a letter of support to Simsmetal from the CEO.</p> <p>Action: PS to liaise with Simsmetal pending outcome of the grant application.</p>
31 August 2019	Building Permits Warburton	<p>I have issued two building applications for sheds on two different lots in Warburton. One is a garage on Lot 161 Ninth St and the other is a Sea Container</p>

		<p>shade structure to be installed near the warehouse on Lot 88.</p> <p>Action: PS to monitor building construction</p>
1 September 2019	Potable Water advice Jameson	<p>The Shire has received advice that nitrate levels in the bore supply servicing Jameson community exceed WHO recommendations for same consumption of drinking water. Consequently the community has been advised to only consume packaged water which has been made available from the Community Office. There is no other ready contingency in place so it is likely that this situation will exist for the next few months at least. Alternatives could include carting threatened water from adjoining communities (but this will require additional tank storage) or putting down new bores to try and locate supply with lower nitrate levels.</p> <p>Action: PS to liaise with Services and Department of Health in relation to options and contingencies for Jameson Water supply.</p>
2-6 September 2019	Trachoma Screening Ngaanyatjarra Communities	<p>The Department of Health have conducted on site Trachoma screening and treatments in all communities. The preliminary results from the screening are not very positive with a significant number of children found with the disease. During the screening the team identified houses where children were residing to enable EH bathroom inspections to be conducted as follow-ups.</p> <p>Action: PS to liaise with NG Health once site identifications received and arrange follow-up inspections where possible.</p>
Pending	Uninstalled Shade Structure - Warburton	<p>I have issued the Building Permit for the structure to be installed near the softball field and children's playground adjacent to the main oval. The structure is quite substantial and my intention at this stage is to have contractors put up the main structure and have work camp inmates and CDEP customers assist in filling the "gabion" wall (stoned filled metal caged wall) to complete the shade structure as a community project. I have contracted NCAMS to install the structure.</p> <p>Action: PS to liaise with builder to install the footings and main structure.</p>
Pending	Issue of Occupancy Certifications for Buildings approved under the 2011 Building Act and the 2012 Regulations	<p>A temporary Occupancy Certificate for the Warburton NG Council Store expired on the 16th April. The Store was constructed without compliant toilet facilities and has since had the addition of office space within the stores. Whilst the offices are not of sufficient size to require dual classification (Class 7 & 5) of the building, they still require the construction of a Universal Access Toilet facility. NCAMS have determined to install a new facility adjacent to the warehouse and are currently seeking plumbing advice to make provision for a UAT. I am liaising with NCAMS regarding the</p>

		<p>application and extension of the temporary permit and have most recently discussed the appropriate location of septic tank on site in order to access the STED.</p> <p>Action: PS to liaise with NCAMS and arrange the issue of necessary permits to enable the issue of the final OC at the Warburton Stores.</p>
Pending	Improvement Notice – Blackstone Store	<p>I have issued a notice on Papulankutja Community Incorporated regarding the condition, maintenance and cleanliness of the Blackstone Store. I have since followed up with the new proprietors and the CSM and the store is selling only packaged product until the kitchen upgrading and cleaning can be conducted.</p> <p>Action: PS to continue liaising with new proprietors to enable Notice closure in due course.</p>
Pending	Wild Dog Issues – Cassini Resources Minesite and Warakurna Community	<p>Whilst predominantly a Land Management issue the Shire has been trying to assist with the control of wild dogs at these two locations. In recent months the problems have become substantially worse. It is hoped that Land Management can take the lead on this issue as part of the WA Wild Dog Action Plan and I have forwarded relevant information to Alex Knight. The ACEO has also sought independent legal advice on this matter which confirms that the Shire does not have any real jurisdiction in relation to wild dog control as distinct from Dog Act matters which the Shire could choose to enforce via its own local laws.</p> <p>Action: PS to continue liaison with Land Management and agencies to establish a better wild dog control regime within the Shire</p>
Pending	Blackstone Waste Site relocation	<p>The temporary trench and the previous trench area have been pushed over and cleaned up. Temporary Signage has been installed and final signage is being ordered for the new site.</p> <p>Action: PS to arrange signage for permanent installation now the trench is constructed.</p>
Pending	Swimming Pool Sampling and Procedures	<p>I have reviewed the previous documentation on the pools and located procedure manuals for the Blackstone and Warakurna pools. I will provide updated manuals in conjunction with the Youth Services review and the staffing of community pools being resolved.</p> <p>Action: PS to provide updated manuals to pool managers if appointed by communities.</p>
Pending	Tjukurla Community – Waste Issues – Bin Infrastructure	<p>There is a need to re-establish the new waste site in Tjukurla which is limited by the ability to get the machinery to Tjukurla. I will continue to liaise with the Works Supervisor to make some alterations to the site when equipment allows.</p> <p>Action: PS to pursue machinery time/budget for waste site improvements.</p>

Pending	Warburton Roadhouse – Proposed Caravan Park Extensions	<p>The Permit was issued in late July 2018 and all reporting and financial aspects of the application have been addressed.</p> <p>Action: PS to liaise with Builder and NCAMS during construction of new facilities.</p>
Pending	Waste Services Warakurna	<p>I have discussed the shortcomings of the Warakurna Landfill with the Works Supervisor and he will endeavour to have machinery divert to modify the trench by lifting the floor by 500mm when the contractors are next in the area.</p> <p>Action: PS to liaise with CSM and Elves Brites for machinery time to modify the trench.</p>
Pending	New Arts Centre Warakurna	<p>I have provided advice to the community and services regarding a suitable location for the proposed new arts centre. The lots being investigated are Lot 39 and Lot 109 on the Community Layout Plan. Lot 39 is Zoned Community Purposes under the CLP and the proposed use is compatible. Lot 109 is zoned Recreation and the definitions in the CLP suggest such areas should be allocated to active and passive recreation. Given the unusual shape of the lot, the intention was for it to be a vegetation link running through the community areas. The CLP can be amended relatively easily but if Lot 39 is workable it would seem to be the most compatible location without having to resort to amendment.</p> <p>Action: Nil pending further progress of the proposal by community.</p>

ACTION SHEET

Works Engineer – Peter Kerp

Dates on Site: 7th – 12th September 2019

Next site visit: 1st November – 7th November 2019

Date	Subject	Action Taken
September 2019	Realigned road sections with anomaly SLK readings	<p>MRWA provided following advice 21 August 2019 <i>Getting an accurate SLK along the centreline of the GCR, that takes into consideration all of the alignment improvement/changes that have been made over the past 20 years is a task that has been identified in the project plan</i> <i>Depending upon what level of accuracy and what data you want to collect on shire roads (other than GCR) for inventory management – it may be possible to include that task in the same mobilisation. This could save NG with substantial cost savings given we have to mobilise vehicle for our own work</i></p> <p>ACTION Follow up with Main Roads WA for estimated costs that have been included in 2019/2020 budget for survey works to be progressed post haste, to ensure SLK reader app is accurate on all Shire roads</p>
September 2019	Gravel pit locations	<p>Progressing site visits to each known gravel pit to ascertain locations and sizes as this information has never been recorded and is so important for forward capital work programs.</p> <p>ACTION A listing of all gravel, limestone and crushed granite rock base pits operated by the Shire will be established detailing the following:</p> <ul style="list-style-type: none"> • Road Name and its kilometre reading (SLK) • Material source (gravel, limestone etc.) • Estimated m3 stockpiled, and date recorded • Potential for expansion and estimated m3 extracted (check expansion for veg and heritage approvals)
September 2019	R2R signage	<p>R2R signage that have been installed on Shire roads for more than the mandatory 12 months period have been systemically removed Four new R2R signage have been purchased compliant to new Federal Government R2R signage guidelines and two will be installed on the Jameson Western Bypass Road recently completed</p> <p>ACTION Two R2R signage to be installed on Jameson Western Bypass Road immediately</p>
September 2019	Traffic Counters	<p>Elves is positioning all 3 traffic counters on various locations on Great Central Rd, Jameson Warnarn</p>

		<p>Rd, Glies Mulga Park Rd and Warburton Blackstone Rd for a minimum 14-day period. Traffic counters will also be placed on each community road for a minimum 7-day period. Information collected will be the number, vehicle type and speed of vehicles on each road. Annual Average Daily Traffic (AADT) is a measure used by the Grants Commission of the data collected by local government and provided to MRWA for determining funding for the maintenance and construction of local government road network. Current AADT data showing more vehicles using road network will result in the Shire receiving substantially more FAGs road funding.</p> <p>ACTION Traffic counters be progressively installed on nominated sections on all Shire rural roads and community townsite roads with the data collected submitted to MRWA on a regular basis.</p>
September 2019	Jameson Western Bypass – Bi-Directional Hazard Marker signage and Guide Posts Installation	<p>Bi-directional hazard marker signage and guide posts require installing on Jameson Western Bypass Road to delineate T-Junction on terminating roads and road pavement edge respectively of recently completed road</p> <p>ACTION Purchase two bi-directional hazard marker signage and appropriate number of timber and/or plastic guide posts in accordance with AS 1742.2-2009 and Clause 5 MRWA Guidelines “Design of Guide Posts” document number D11#319221</p>
September 2019	Jameson Warnarn Rd Inclusion Roads 2030 Regional Strategies for Significant Local Government Roads	<p>Works Engineer to prepare draft report for Shire CEO on Jameson Warnarn Road for MRWA consideration for inclusion in Road 2030 Regional Strategies for Significant Local Government Roads</p> <p>ACTION Works Engineer completed draft report for Shire CEO on Jameson Warnarn Road for consideration for inclusion in Road 2030 Regional Strategies for Significant Local Government Roads</p>
September 2019	NAMAF Road Asset Condition Rating	<p>Works Engineer familiarizing himself with the National Asset Management Framework and Asset Condition and Rating project completed by GHD engineering consultants January 2018</p> <p>The GHD report has provided a standard condition rating table for all road asset types and is incumbent on myself and Elves to collect better information on the road infrastructure assets based on the GHD condition rating table.</p> <p>This is a very convoluted process and will take considerable time to complete.</p> <p>ACTION</p>

		Works Engineer and Elves to progress collection on the road infrastructure assets over the following 12 months based on the GHD condition rating table
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JAMESON – WANARN ROAD

Road No. 6120014

Local Distributor

Ngaanyatjarraku Shire

Last Reviewed: N.A. (new)

FUNCTION

The road services the Jameson Aboriginal Community and allows interaction with neighbouring communities along the Great Central Road. The route is also used by a small number of tourists, equipped for remote travelling as it links directly to other communities such as Blackstone and Wingellina into South Australia.

The road is a general supplies and fuel route to the Jameson Community and two mining camps in the final stages of exploration (Jameson West Musgrave Project Pre-Feasibility Study and Development ready, and Wingellina Nickel-Cobalt Project).

DEVELOPMENT NEED

The road is impassable after heavy rain. The resultant disruption to the programmed movement of essential stores and fuel causes inconvenience, isolation and hardship to the communities of the area. Upgrading of the road ensures a basic level of safety for the road user and reliability of access during periods of heavy rainfall.

At present this route is predominantly a combination of Type 1 and Type 2 standard formations; given the usage and mix of traffic on these roads it is appropriate to consider an upgrade in road standard.

DEVELOPMENT STRATEGY

The steady increase in mineral resource development and exploration in this region will see a corresponding increase in traffic on alternative routes such as this. There is a need to ensure an adequate level of safety and reliability for users of this route.

Upgrade to a uniform Type 3 standard to reduce the periods of closure and subsequent isolation, and to improve the overall amenity of this road

The development strategy should provide an acceptable level of service.

Should affected communities decide to promote the road as a tourist route, particularly an eco-tourism route, it would become heavily used because it provides an alternative route from the Great Central Road to South Australia.

