



# **Shire of Ngaanyatjaraku**

ON A JOURNEY

## **ORDINARY MEETING OF COUNCIL**

### **ATTACHMENTS**

**Tjulyuru Cultural and Civic Centre**

**Warburton Community**

**27 November 2019**

**at**

**1.00 pm**



# **Shire of Ngaanyatjarra**

ON A JOURNEY

## **ORDINARY MEETING OF COUNCIL**

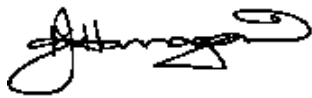
### **MINUTES**

**Tjulyuru Cultural and Civic Centre  
Warburton Community**

**23 October 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.



**Chief Executive Officer**

Date: 23-10-2019

These minutes were confirmed by Council as a true and correct record of proceedings of the Meeting of Council held on the 23 October 2019.

**Presiding Member:** \_\_\_\_\_ **Date:**.....

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## **0. SWEARING IN OF COUNCILLORS ELECT**

In accordance with section 2.29 of the Local Government Act 1995 Councillors Elect were sworn in by making the Declaration by an Elected Members of Council Form (Attachment 0, Electoral Form 7) prior to the Opening of the Ordinary Meeting of Council.

Cr Damian McLean to be a Councillor for the Shire of Ngaanyatjarraku

Cr Preston Thomas to be a Councillor for the Shire of Ngaanyatjarraku

Cr Joylene Frazer a Councillor for the Shire of Ngaanyatjarraku

Crs Elect L West and J Porter were not available to be sworn in and this will be followed up separately.

## **1. DECLARATION OF OPENING, ELECTION OF PRESIDENT / DEPUTY**

### **1.1 DECLARATION OF OPENING**

Being the first meeting of the Council following a biennial election day, the Chief Executive Officer assumed the role of Presiding Person until such time as a Shire President was elected.

The Chief Executive Officer declared the meeting open at 1.12pm.

### **1.2 ELECTION OF SHIRE PRESIDENT**

The election of Shire President was conducted in accordance with Schedule 2.3 of the Local Government Act 1995. The Chief Executive Officer conducted the election as per clause 4(2) of Schedule 2.3.

In accordance with Section 2.28 (Item 11) of the Local Government Act 1995 the term of the Shire President ends when the President is next elected at or after the Local Government's next Ordinary Election. Therefore, it was necessary to elect the Shire President.

Nominations for the office were to be given to the CEO in writing before the meeting or during the meeting before the close of nominations.

As there were no nominations received before the meeting the Chief Executive Officer called for nominations.

Cr P Thomas nominated Cr D McLean as Shire President.

Cr D McLean advised the Chief Executive Officer that he was willing to be nominated for the office.

The Chief executive Officer called for further nominations as nominations were about to close to allow for any nominations made to be dealt with.

There were no further nominations received.

The Chief Executive Officer closed nominations and advised that as there were no further nominations Cr D McLean was elected unopposed as the Shire President.

After the election the Shire President made a declaration (Electoral Form 7) in accordance with Regulation 13 (1)(c) of the Local Government (Constitutions) Regulations 1996.

The Shire President took over the role of Presiding Person.

### **1.3 ELECTION OF DEPUTY SHIRE PRESIDENT**

In accordance with the Section 2.28 (Item 12) of the Local Government Act 1995 the

term of the Deputy Shire President ends at the start of the first meeting of the Council after the Local Government's next Ordinary Election. Therefore, it was necessary to elect the Deputy Shire President.

The Shire President conducted the election as per clause 8(2) of Schedule 2.3.

Cr A Bates nominated Cr P Thomas as Deputy Shire President.

Cr P Thomas advised the Shire President that he was willing to be nominated for the office.

The Shire President called for further nominations as nominations were about to close to allow for any nominations made to be dealt with.

There were no further nominations received.

The Shire President closed nominations and advised that as there were no further nominations Cr P Thomas was elected unopposed as the Deputy Shire President.

After the election the Deputy Shire President made a declaration (Electoral Form 7) in accordance with Regulation 13 (1)(c) of the Local Government (Constitutions) Regulations 1996.

## **2. ANNOUNCEMENT OF VISITORS**

The Presiding Member welcomed Mr Vince Catania MLA, Member for North West Central.

## **3. ATTENDANCE**

### **3.1 PRESENT**

<b>Elected Members:</b>	President Deputy President Councillor Councillor Councillor	D McLean P Thomas A Bates J Frazer A Jones
<b>Staff:</b>	CEO DCEO EYC	K Hannagan K Fisher A Shinkfield (from 1.42pm)
<b>Guests:</b>	Vince Catania MLA	Member for North West Central
<b>Members of Public:</b>	There were no members of the public in attendance at the commencement of the meeting.	

### **3.2 APOLOGIES**

Cr. D Frazer  
Cr. Elect L West  
Cr. Elect J Porter

### **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 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

## **7. ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION**

The Shire President asked Mr Vince Catania MLA, Member for North West Central if he wished to address the meeting.

Mr Vince Catania MLA, addressed the meeting and gave a short speech and asked Council if there were any issue they wished to raise, The Shire President outlined progress of the Human Rights and Equal Opportunity case against the Federal Government of Australia that was listed for hearing in the High Court of Australia in November 2019.

## **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 P Thomas**

**Seconded: Cr J Frazer**

**That the Unconfirmed Minutes of the Ordinary Meeting of Council held on 25 September 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

<b>FILE REFERENCE:</b>	GV.05
<b>AUTHOR'S NAME AND POSITION:</b>	Kevin Hannagan Chief Executive Officer
<b>NAME OF APPLICANT/RESPONDENT:</b>	Not Applicable
<b>DATE REPORT WRITTEN:</b>	12 October 2019
<b>DISCLOSURE OF INTERESTS:</b>	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 J Frazer**

**Seconded: Cr A Jones**

**That Council notes the attached Council Resolutions – Status as at September 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:** 12 October 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 attended the July, August and September 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 A Bates**

**Seconded: Cr A Jones**

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

**Carried: 5/0**

### 10.3 ORGANISATION STRUCTURE

**FILE REFERENCE:** PL.00

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

**DATE REPORT WRITTEN:** 11 October 2019

**DISCLOSURE OF INTERESTS:** The author has an interest shared in common as the position of CEO is in the organisation structure.

#### **Summary**

For Council to consider an Organisation Structure for the administration of the Shire.

#### **Background**

The Local Government Act 1995 requires Council to ensure there is an appropriate organisation structure for administration of the local government.

#### **Comment**

It is generally accepted that an organisation structure should contain all positions contained in the Shires Annual Budget.

There are to be a number of staff responsibility changes that will affect the need to create a new Casual / Part-Time position of Operations Coordinator.

Chief Executive Officer – the CEO has been focused on Compliance with the Local Government Act and a range of other Federal and State Acts and supporting Legislation that the Shire has not been compliant with. Additionally, contemporary local government systems and processes were needed to be put in place. The Shires Long Term Financial Sustainability is a matter for attention. Additionally, the CEO needs to drive a Lands Service Review with NCAC and other Federal / State Agencies to argue the case for better service provision to the shire's communities. This will also link into the major review of the Shires integrated Strategic Plan in 2020. Economic Development in the Tourism sector is another opportunity to be explored with development of a Tourism Strategy around the sealing of the Great Central Road and development of 'Town Entry' concepts for Warburton to capture more tourism dollars. For the CEO to focus more of these emerging 'strategic' matters he needs to pass more 'operational' matters to other staff.

Deputy CEO – The DCEO has been assisting the CEO with compliance matters and establishing contemporary local government systems and processes. The 2018/19 Annual Financial Statements for the first time in years have been delivered to the Auditors on time and it is expected to be completed within the DLGSC timeframes of 31 December 2019. The Shire has not renewed the 'Financial Services' component of the BPMS providers contract. These financial functions will now be done 'in-house' saving the Shire \$60k p.a. The CEO will also be passing more 'operational' matters to the DCEO and new Operations Coordinator to free up his time for more 'strategic' matters. It is also proposed to pass the Recreations Services function from the DCEO to the OC as it is an 'operational' function.

Principal EH / Building Officer – has advised that he wishes to reduce his hours in 2020 due to other personal commitments. Additionally, now that the Shire does not participate in the Aboriginal Environmental Health Program, this has reduced his management and supervision time. It is also proposed to pass the Waste and Building Operations functions to the new OC role as they are 'operational' functions. There are also a number of projects that need progressing, and these are proposed to be transferred to the OC as 'operational' matters.

It is now appropriate for Council to consider an organisation structure as a result of these changes to be implemented in 2020 and to also be reflected in the 2019/20 Mid-Year Budget Review.

**Statutory Environment**

*Local Government Act 1995*

**5.2. Administration of local governments**

*The council of a local government is to ensure that there is an appropriate structure for administering the local government.*

**Financial Implications**

The new position of Operations Coordinator has been factored into the Shire's Long Term Financial Plan. The impact of these changes will not be significant as there are offsetting savings in other areas as hours are reduced there.

**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**

10.3 – Proposed Organisation Structure 2020

**Voting Requirement**

Simple Majority Required.

**Officers Recommendation and Council Resolution**

**Moved: Cr A Jones**

**Seconded: Cr J Frazer**

**That Council approves the attached Proposed Organisation Structure 2020 as an appropriate structure for administering the local government.**

**Carried: 5/0**

## 10.4 APPOINTMENT OF COUNCILLORS AND STAFF TO COMMITTEES

<b>FILE REFERENCE:</b>	GV.00
<b>AUTHOR'S NAME AND POSITION:</b>	Kevin Hannagan Chief Executive Officer
<b>DATE REPORT WRITTEN:</b>	11 October 2019
<b>DISCLOSURE OF INTERESTS:</b>	The author has an impartiality interest shared in common as the position of CEO is to be appointed to some committees.

### Summary

Following the Election on the 19 October 2019, Council must establish any Committees or Working Groups of Council that it considers are required and consider appointing delegates to those and also nominating delegates to any external committees or organisation as it deems appropriate.

### Background

Being the first Ordinary Meeting of Council following the General Local Government Elections on the 19 October 2019, Council is required to give consideration to appointing Councilors and staff members to various committees on which it is represented.

### Comment

Staff have reviewed the Committees, Working Groups and External Committees in an effort to ensure they are up to date and the various groups are detailed in the recommendation.

In respect to Deputies, it is suggested that Council appoint the Councilors who are not members to the Committee as Deputies so they are able to attend and participate in Committee meetings to ensure quorums.

Committees (e.g. Land Conservation Committees or Development Assessment Panels) where an appointment is for a particular term, and or where they relate to the delegate being appointed by an external agency, have also been included if the representative's term is current.

### Statutory Environment

*Local Government Act 1995*

*Part 5 Subdivision 2, Sections 5.8 to 5.18*

*Local Government (Administration) Regulations 1996*

*Regulation 4.*

A local government may establish (by an absolute majority) committees of three or more persons to assist the Council and to exercise the powers and discharge the duties of the Council. Council may also nominate Councilors (or staff) to represent it on external committees such as those established by the State Government (e.g., Land Conservation District Committees).

A Council Committee is to have as its member's persons appointed (absolute majority) by the local government to be members of the committee. At any given time each Councilor is entitled to be a member of at least one committee and if a Councilor nominates himself or herself to be a member of such a committee or committees, the local government is to include that Councilor in the persons appointed to at least one of those committees as the local government decides (section 5.10 Local Government Act 1995).

If at a meeting of the Council a local government is to make an appointment to a committee that has or will have a Councilor as a member and the President informs the local government of his or her wish to be a member of the committee, the local government is to appoint the President to be a member of the committee.

Where a person is appointed as a member of a committee the person's membership of the committee continues until:

- The person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be;
- The person resigns from membership of the committee;
- The committee is disbanded; or
- The next ordinary election day, whichever happens first.

A committee member may resign from membership of the committee by giving the CEO or the committee's presiding member written notice of the resignation.

### **Financial Implications**

There are no financial implications relevant to this appointment process, but expenses will be incurred to facilitate attendance at some of the listed meetings (e.g. airfares/accommodation to attend GVROC Regional Council Meetings).

Secretariat services of the various Council Committees or Working Groups is detailed as being relevant to the relevant Directorate. That notwithstanding the Office of CEO will assist as required with minute taking and governance control processes as usual.

### **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, CP1.4 - Committees

### **Attachments**

Not Applicable

### **Voting Requirement**

Absolute Majority Required.

### **Officers Recommendation and Council Resolution**

**Moved: Cr A Jones      Seconded: Cr P Thomas**

**That with respect to the appointment of Councillors and Staff to Committees, Council:**

- 1. Confirm that all previous appointments of Councillors and Staff to Shire of Ngaanyatjaraku Committees, and the Committees themselves, have expired.**
- 2. Establish the following Committees of Council and make the following appointments to those Committees:**



### **1. Audit Committee**

**Members:** All Councilors.

**Deputies:** N.A.

**Secretariat:** Chief Executive Officer or nominee.

**Membership:** All Councilors.

**Quorum:** 5 Councilors.

**Purpose:** Under the Local Government Act 1995, Local Governments are required to appoint an Audit Committee:

#### **7.1A. Audit committee**

- (1) *A local government is to establish an audit committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.***
- (2) *The members of the audit committee of a local government are to be appointed\* by the local government and at least 3 of the members, and the majority of the members, are to be council members.***  
**\* Absolute majority required.**
- (3) *A CEO is not to be a member of an audit committee and may not nominate a person to be a member of an audit committee or have a person to represent the CEO as a member of an audit committee.***
- (4) *An employee is not to be a member of an audit committee.***

**Meeting cycle:** At least once annually e.g. to recommend the adoption of the Annual Report or as required, other matters.

### **2. Local Emergency Management Committee**

**Delegates:** Cr D McLean, Chief Executive Officer and Deputy Chief Executive Officer.

**Deputies:** All other Councillors.

**Secretariat:** Chief Executive Officer or nominee.

**Membership:** Shire of Ngaanyatjaraku – Local Recovery Co-ordinator (Presiding Person).

**Other representation as per determination of the delegate Councillors and the Chief Executive Officer.**

**Quorum:** Pursuant to S38 (4) of the Emergency Management Act 2005.

**Purpose:** Pursuant to S39 of the Emergency Management Act 2005.

**Meeting Cycle:** As required.

### **3. Nominate or appoint (as applicable) the following to External Groups:**

#### **a) Goldfields Voluntary Regional Organisation of Councils**

**Delegates:** Cr D McLean and Chief Executive Officer

**Deputies:** Councillors P Thomas and A Bates

**Meeting Cycle:** As required

#### **b) MRWA Regional Road Group**

**Delegates:** Cr D McLean

**Deputies:** All other Councillors and Chief Executive Officer

**Meeting Cycle:** As required

c) **MRWA Regional Road Group – Technical Working Group**

**Delegates: Chief Executive Officer**

**Deputies: Works Engineer**

**Meeting Cycle: As required**

d) **MRWA Great Central Road Sealing Governance Group**

**Delegates: Chief Executive Officer**

**Deputies: Works Engineer**

**Meeting Cycle: As required**

e) **Outback Highway Development Council**

**Delegates: Chief Executive Officer**

**Deputies: Works Engineer**

**Meeting Cycle: As required**

**Carried: 5/0**

## 10.5 SCHEDULE OF ORDINARY MEETINGS OF COUNCIL FOR 2020

<b>FILE REFERENCE:</b>	GV.00
<b>AUTHOR'S NAME AND POSITION:</b>	Kevin Hannagan Chief Executive Officer
<b>DATE REPORT WRITTEN:</b>	13 October 2019
<b>DISCLOSURE OF INTERESTS:</b>	The author has no financial, proximity or impartiality interests in the proposal.

### Summary

It is a statutory requirement for Council to adopt the schedule of meeting dates, times and locations for all Ordinary Meetings of Council each year. Council Policy CP1.1, Council Meeting Schedule advises that the schedule for Ordinary meetings of Council and Committees for the upcoming year will be established at the Ordinary meeting held in November.

### Background

In November 2018, Council adopted the meeting schedule for the 12-month period from January to December 2019. Council has generally set dates for Audit Committee meetings as required during the year.

This report sets out the proposed locations and commencement times of Council Meetings for the calendar year 2020.

### Comment

In determining the dates, times and locations for the Ordinary Meeting of Council for the upcoming year, consideration has been given to a number of factors including travel and other events that may clash.

To have consistency with operational requirements for preparing Council agendas it is suggested that meetings be held on the last Wednesday of the month. It is also suggested that the January 2020 meeting not be held due to the Christmas break and the December 2020 meeting be scheduled for the third Wednesday (16 December 2020) to best accommodate the Christmas and New Year period.

It is also proposed to close the Warburton Administration Building from 4.30pm Tuesday 24<sup>th</sup> December 2019 up to and including Wednesday 1<sup>st</sup> January 2020. There will be some staff on duty who will be cleaning out the office whilst the opportunity arises.

This report has been brought forward by one month to give Council additional time to consider holding meetings in locations other than Warburton. For example, it would be possible to travel to Warakurna on a Wednesday morning, hold the meeting at 1pm and return to Warburton in the afternoon.

### Statutory Environment

#### Local Government Act 1995

*Section 5.3 requires Council to hold an Ordinary Meeting not more than three months apart.*

*Section 5.25(g) indicates regulations may be made concerning the giving of public notice of the date and agenda for council or committee meetings.*

#### Local Government (Administration) Regulations 1996

*Regulation 12 specifies the Date, Time and Venue of Ordinary Council Meetings for the next 12 months must be advertised once a year.*

### Financial Implications

Council sets aside sufficient funds in its budget to meet the cost of the advertisement and the associated Council meetings.

**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 1.1 - Council Meeting Schedule

**Attachments**

Not applicable

**Voting Requirement**

Simple Majority Required.

**Officers Recommendation and Council Resolution**

**Moved: Cr A Jones      Seconded: Cr A Bates**

**That Council:**

- 1) adopts the Schedule of Ordinary Council Meeting dates, times and locations for the period February 2020 to December 2020 as outlined below:**

<b>DATE</b>	<b>LOCATION</b>	<b>TIME</b>
<b>Wednesday, 26 February 2020</b>	<b>Council Chambers, Tjulyuru Cultural and Civic Centre, Warburton Community</b>	<b>1.00 pm</b>
<b>Wednesday, 25 March 2020</b>	<b>Council Chambers, Tjulyuru Cultural and Civic Centre, Warburton Community</b>	<b>1.00 pm</b>
<b>Wednesday, 29 April 2020</b>	<b>Council Chambers, Tjulyuru Cultural and Civic Centre, Warburton Community</b>	<b>1.00 pm</b>
<b>Wednesday, 27 May 2020</b>	<b>Council Chambers, Tjulyuru Cultural and Civic Centre, Warburton Community</b>	<b>1.00 pm</b>
<b>Wednesday, 24 June 2020</b>	<b>Council Chambers, Tjulyuru Cultural and Civic Centre, Warburton Community</b>	<b>1.00 pm</b>
<b>Wednesday, 29 July 2020</b>	<b>Council Chambers, Tjulyuru Cultural and Civic Centre, Warburton Community</b>	<b>1.00 pm</b>
<b>Wednesday, 26 August 2020</b>	<b>Council Chambers, Tjulyuru Cultural and Civic Centre, Warburton Community</b>	<b>1.00 pm</b>

<b>Wednesday, 30 September 2020</b>	<b>Council Chambers, Tjulyuru Cultural and Civic Centre, Warburton Community</b>	<b>1.00 pm</b>
<b>Wednesday, 28 October 2020</b>	<b>Council Chambers, Tjulyuru Cultural and Civic Centre, Warburton Community</b>	<b>1.00 pm</b>
<b>Wednesday, 25 November 2020</b>	<b>Council Chambers, Tjulyuru Cultural and Civic Centre, Warburton Community</b>	<b>1.00 pm</b>
<b>Wednesday, 16 December 2020</b>	<b>Council Chambers, Tjulyuru Cultural and Civic Centre, Warburton Community</b>	<b>1.00 pm</b>

- 2) Gives local public notice to close the Warburton Administration Office from 4.30pm Tuesday 24th December 2019 up to and including Wednesday 1st January 2020

Carried: 5/0

## 10.6 STUDY INTO REMOTE AREA TAX CONCESSIONS AND PAYMENTS

**FILE REFERENCE:** PL.07

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

**DATE REPORT WRITTEN:** 13 October 2019

**DISCLOSURE OF INTERESTS:** The author has an interest shared in common as do other Shire employees.

### Summary

For Council to be advised of a submission from the Goldfields Voluntary Regional Organisation of Councils (GVROC) to the Productivity Commission's draft report.

### Background

The Productivity Commission is seeking submissions on its draft report released on 4 September 2019, which investigates the appropriate ongoing form and function of the zone tax offset, FBT remote area concessions, and Remote Area Allowance.

### Comment

The Chief Executive Officer has been working with GVROC CEO's on this submission as proposed changes to the FBT legislation would seriously impact the Shires Long Term Financial Sustainability. A copy of the GVROC submission is contained at Attachment 10.6.

GVROC believe the current draft report misses the issues that the Productivity Commission should be addressing in its review. Many of the recommendations in the report seem to be premised on the Commission's view that the objective of the Remote Area Tax Concessions is not to promote regional development, but is to deal with inequities in the FBT regime where employers have operational reasons to provide these benefits to employees.

The draft report states that it is the Commission's view that it is the role of State and local governments to support and promote regional development, not the tax system. If you accept the Commissions view that regional development should not be an objective, it follows that FIFO benefits are more important than residential employee benefits.

However, if supporting regional development is an objective, the recommendations are unfounded. GVROC believes that the issue, therefore, is more about intent and the objectives of the concessions and less about their complexity or interpretation.

The GVROC challenge the Commission's view that the 'policy objective' is to deal with FBT inequality when, in reality, operational reasons require employers to provide such things as housing etc. to employees in many remote and regional towns.

GVROC would like the Commission to reinstate regional development as an objective in the final report and not just deal with the perceived FBT inequalities.

### Statutory Environment

Local Government Act 1995

Section 2.7 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."*

### **Financial Implications**

If the FBT concessions for Remote Area Housing were removed this would cost the Shire an additional \$180,000 p.a. in Fringe Benefits Tax. The Shire would be required to reduce staff and services to community to cover this additional cost.

### **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**

Not applicable.

### **Attachments**

Attachment 10.6 – GVROC Submission to the Productivity Commission

### **Voting Requirement**

Simple Majority Required.

#### **Officers Recommendation and Council Resolution**

**Moved: Cr P Thomas**

**Seconded: Cr A Bates**

**That Council endorses the attached GVROC submission to the Productivity Commission on its Study into Remote Area Tax Concessions and Payments.**

**Carried: 5/0**

## 11 DEPUTY CEO REPORTS

### 11.1 PAYMENTS LISTING, SEPTEMBER 2019

<b>FILE REFERENCE:</b>	FM.07
<b>AUTHOR'S NAME AND POSITION:</b>	Kerry Fisher Deputy Chief Executive Officer
<b>AUTHORISING OFFICER AND POSITION:</b>	Kevin Hannagan Chief Executive Officer
<b>DATE REPORT WRITTEN:</b>	17 October 2019
<b>DISCLOSURE OF INTERESTS:</b>	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 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**

Attachment 11.1 – Payment Listings

**Voting Requirement**

Simple Majority Required.

**Officers Recommendation and Council Resolution**

**Moved: Cr A Jones      Seconded: Cr A Bates**

**That Council receives the Payment Listing, September 2019 totaling payments of \$625,117.16 as per Attachment 11.1**

**Carried: 5/0**

**Cr A Bates left the meeting at 1.56pm**

**Cr A Bates returned to the meeting at 2.01pm**

## 11.2 COUNCIL INVESTMENTS

**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:** 17 October 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.

**Officers Recommendation and Council Resolution**

**Moved: Cr P Thomas**

**Seconded: Cr A Bates**

**That the report on Council Investments as at 17 October 2019 be received.**

**Carried: 5/0**

## 11.3 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE MONTH ENDED SEPTEMBER 2019

**FILE REFERENCE:** FM.10

**AUTHOR'S NAME AND POSITION:** Kerry Fisher  
Deputy Chief Executive Officer

**AUTHORISING OFFICER AND POSITION:** Kevin Hannagan  
Chief Executive Officer

**DATE REPORT WRITTEN:** 18 October 2019

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

### **Summary**

For Council to receive the monthly financial report for September 2019.

### **Background**

Council is to prepare monthly financial reports as required by the Local Government (Financial Management Regulations) 1996.

Council has resolved that details and explanations of the material variances reflected on the Statement of Financial Activity are provided as required by Local Government (Financial Management) Regulation 34(1) (d). The attached statements include details of variances between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold of \$20,000 or 10.00% whichever is the greater (refer last page of statements). These materiality levels have been applied in the preparation of this report.

### **Comment**

Comments in relation to budget to actual variances are included as notes (last page) in the Financial Reports attached. Comments related to 'Timing' refer to an estimate of when costs would occur at the time the budget was formulated versus actual costs being incurred. Depreciation is yet to be run for 2019-20, awaiting the finalisation of the audit of the 2018/19 Annual Financial Statements.

### **Statutory Environment**

*Local Government Act 1995*

#### 6.4. Financial report

- (1) A local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.
- (2) The financial report is to —
  - (a) be prepared and presented in the manner and form prescribed; and
  - (b) contain the prescribed information.

*Local Government (Financial Management) Regulations 1996.*

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

- (1A) In this regulation —  
committed assets means revenue unspent but set aside under the annual budget for a specific purpose.
- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —

- (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
- (b) budget estimates to the end of the month to which the statement relates; and
- (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and
- (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
- (e) the net current assets at the end of the month to which the statement relates.
- (2) Each statement of financial activity is to be accompanied by documents containing
  - (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and
  - (b) an explanation of each of the material variances referred to in subregulation (1)(d); and
  - (c) such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity may be shown —
  - (a) according to nature and type classification; or
  - (b) by program; or
  - (c) by business unit.
- (4) A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —
  - (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
  - (b) recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

### **Financial Implications**

Monthly financial reporting is a primary financial management and control process. It provides the Council with the ability to oversee the Shire's financial performance against budgeted targets.

### **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**

No policy implications apply in the preparation of the report.

### **Attachments**

Attachment 11 - Monthly Financial Report September 2019.

### **Voting Requirement**

Simple Majority Required.

**Officers Recommendation and Council Resolution**

**Moved: Cr A Bates      Seconded: Cr J Frazer**

**That Council receives the monthly financial report for September 2019.**

**Carried: 5/0**

## **11.4 SELLING LOCAL WORK ON COMMISSION IN THE WARTA SHOP – FEES AND CHARGES**

**FILE REFERENCE:** FM09

**AUTHOR'S NAME AND POSITION:** Kerry Fisher  
Deputy Chief Executive Officer

**AUTHORISING OFFICER AND POSITION:** Kevin Hannagan  
Chief Executive Officer

**DATE REPORT WRITTEN:** 15 October 2019

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

### **Summary**

Council adopted 2019/20 Fees and Charges at its August 2019 Ordinary Council Meeting. At that time the sale of Local Indigenous Artwork / Artefacts on a commission basis was not included in the fees and charges.

### **Background**

To provide an opportunity for local artists to sell more of their work through the Warta Shop. Shire staff have met with CDP Officers to discuss a cooperation of resources to allow local people to create items for sale to tourists and online buyers.

### **Comment**

A 10% commission (which includes GST) is recommended to cover the administration costs. This will enable the Shire to recover costs towards administration but not overly inflate the price. Thus allowing the artists themselves the opportunity to participate in the marketing and creating of saleable items and benefit from services that the Shire can provide.

### **Statutory Environment**

Local Government Act 1995, 6.16 (Imposition of Fees and Charges), 6.17 (Setting level of Fees and Charges) and 6.19 (Local government to give notice of Fees and Charges) relates.

Section 6.19 requires that the Local Government provides local public notice of proposed new fees and the date the new fee will be applied from. It is proposed the new fees be applied from date of effect of the advertisement.

Local Government Act 1995, Section 1.7 (Local Public Notice).

### **Financial Implications**

It is expected that the proposed inclusion of the charge will have a minimal impact on revenue in the 2019/20 budget. Revision will be made during the budget review to adjust if required.

### **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**

No policy implications apply in the preparation of the report.

**Voting Requirement**

Absolute Majority Required

**Officers Recommendation and Council Resolution**

**Moved: Cr J Frazer      Seconded: Cr A Bates**

**That with respect to the sale of local artwork / artefacts on commission through the Warta Shop:**

- 1.    Adopt the charge to retain a 10% commission including GST, and**
- 2.    Amend the fees and charges schedule, and**
- 3.    Authorise the Chief Executive Officer to provide local public notice of the above fee which is to be imposed with effect from the date of advertisement.**

**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:** 13 October 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 A Jones**

**Seconded: Cr A Bates**

**That Council receives the Action Report, EHO / Building Services for September - October (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:** 17 October 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 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**

Attachment 13.1 – Activity Report, Early Years Program, October 2019

#### **Voting Requirement**

Simple Majority Required.

**Officers Recommendation and Council Resolution**

**Moved: Cr J Frazer          Seconded: Cr P Thomas**

**That Council receives the Action Report, Early Years Program for October 2019.**

**Carried: 5/0**

**14.        WORKS ENGINEERING REPORTS**

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

**15.1      PASSING OF CR IAN TUCKER, (TOWN WARD) SHIRE OF MENZIES**

**Council Resolution**

**Moved: Cr A Bates          Seconded: Cr A Jones**

**That Council write to the Shire of Menzies to share its condolences with the Shire of Menzies on the passing of Cr Ian Tucker.**

**Carried: 5/0**

**16.        CONFIDENTIAL MATTERS**

**17.        NEXT MEETING**

Scheduled for Wednesday, 27 November 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 2.15 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"> <li>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</li> <li>2. Recommends that Shire Officers start the process to consider changing the name of the following roads: <ul style="list-style-type: none"> <li>• Giles Mulga Park Road</li> <li>• Wanarn Jameson Road</li> <li>• Warburton Blackstone Road</li> </ul> </li> <li>3. Shire Officers report back quarterly to Council on progress of item 2 above.</li> </ol>	<ol style="list-style-type: none"> <li>1. Initial comment sought from MRWA on proposed new road names.</li> <li>2. Informal advice from NCAC sought.</li> </ol>	10%

Payment listing October (19/20)				
Chq/EFT	Date	Name	Description	Amount
EFT2655	04/10/2019	Goldfields Maintenance Contracting	Repairs to Warakurna rubbish truck	7,243.94
EFT2656	04/10/2019	LANDGATE	Mapping charges for website compliance	421.80
EFT2657	04/10/2019	KEY FACTORS PTY LTD (BREAKAWAY)	Hire of roadwork plant Warburton Blackstone	118,834.10
EFT2658	04/10/2019	SHIRE OF LAVERTON	Bronze Medallion for Rec & Sport Officers	270.00
EFT2659	04/10/2019	DEPARTMENT OF FIRE & EMERGENCY SERVICES	ESL charges on LGA properties	1,176.00
EFT2660	04/10/2019	MOORE STEPHENS (WA) Pty Ltd	Risk Management Services and Registers - July to September 2019	5,903.70
EFT2661	04/10/2019	RAYSON SANTANA DE JESUS	Reimburse for fuel	310.31
EFT2662	14/10/2019	Tenderlink	1 Public Tender	181.50
EFT2663	14/10/2019	NATS	Underbody protection and other accessories for Works Supervisor Landcruiser	2,402.74
EFT2664	14/10/2019	NGAANYATJARRA SERVICES (ABORIGINAL CORPORATION)	Supply and fit rear view mirror assembly to 1EPU755 a/c mirrors vandalised and other vehicle repairs.	5,756.52
EFT2665	14/10/2019	WARAKURNA ROADHOUSE	Diesel for Works Supervisor 1EPI385	455.27
EFT2666	14/10/2019	WARBURTON ROADHOUSE	Warburton Roadhouse account for September 2019	6,184.72
EFT2667	14/10/2019	MILLY (WARBURTON) STORE	Mily Store account for September 2019	383.18
EFT2668	14/10/2019	BLACKSTONE ENTERPRISES (STORE)	Supplies for the Blackstone Playgroup	40.20
EFT2669	14/10/2019	AUSTRALIA POST	Postage charges for August and September 2019	105.60
EFT2670	14/10/2019	NGAANYATJARRA Services (ELEC a/c)	Electricity charges for July - August 2019	5,401.83
EFT2671	14/10/2019	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	2019 LG Elections composite advertising program	1,265.00
EFT2672	14/10/2019	DESERT INN HOTEL	Accommodation and Meals for CEO, EHO, We various dates	743.00
EFT2673	14/10/2019	DEPT FOR PLANNING & INFRASTRUCTURE (DPI)	DOT transactions 135823 - 135826	2,518.85
EFT2674	14/10/2019	PERFECT COMPUTER SOLUTIONS PTY LTD	Lenovo i5 Notebook computer for Works Engineer, plus other IT services	1,880.00
EFT2675	14/10/2019	CHARTAIR PTY LTD	Flight for CEO Warburton to Kalgoorlie	361.45
EFT2676	14/10/2019	ITVISION AUSTRALIA PTY LTD	Monthly financial service for August 2019	22,464.92
EFT2677	14/10/2019	NGAANYATJARRA COUNCIL REGIONAL HOUSING PROGRAM - Repairs & Maintenance	Plumbing work at Lot 98 Warburton, CRC, and other houses repairs	2,566.76
EFT2678	14/10/2019	LAVERTON SUPPLIES MOTORS	Diesel for 1DXW195	373.85
EFT2679	18/10/2019	IAD Press	Ngaanyatjarra to English dictionaries for resale in the Warta Shop	700.00
EFT2680	18/10/2019	LGIS WORKCARE	LGIS Workcare - Instalment 2	22,550.00
EFT2681	18/10/2019	NATS	Gas bottle rental at the Shire Office	454.92
EFT2682	18/10/2019	NGAANYATJARRA SERVICES (ABORIGINAL CORPORATION)	Tyre exchange plus electrical troubleshooting on 1DWC269	3,151.50
EFT2683	18/10/2019	WARAKURNA ROADHOUSE	Diesel for Shire rubbish truck	50.00
EFT2684	18/10/2019	WARBURTON COMMUNITY INC	Purchase of glass platters for resale in the Warta Shop	525.00
EFT2685	18/10/2019	KEY FACTORS PTY LTD (BREAKAWAY)	Hire of plant and equipment for road construction on the Mulga Park Road	179,336.30
EFT2686	18/10/2019	LGIS PROPERTY	LGIS Property - Instalment 2	20,458.21
EFT2687	18/10/2019	STAPLES AUSTRALIA (WINC)	Office stationary order October 2019	328.91
EFT2688	18/10/2019	PERFECT COMPUTER SOLUTIONS PTY LTD	It support 4/10/19 - 8/10/19	382.50
EFT2689	18/10/2019	LGIS LIABILITY	LGIS Liability - Instalment 2	12,273.03
EFT2690	18/10/2019	IBIS STYLES HOTEL KALGOORLIE	Accommodation for CEO 16 - 17/10	149.00
EFT2691	18/10/2019	Mrs A L SHINKFIELD	Supplies for the Early Years Program	252.45
EFT2692	23/10/2019	A BATES	Ordinary Council meeting fees for 23 October 2019	200.00
EFT2693	23/10/2019	DAMIAN MCLEAN	Ordinary Council meeting fees for 23 October 2019	400.00
EFT2694	23/10/2019	PRESTON THOMAS	Ordinary Council meeting fees for 23 October 2019	200.00
EFT2695	23/10/2019	JOYLENE FRAZER	Ordinary Council meeting fees for 23 October 2019	200.00
EFT2696	23/10/2019	ANDREW JONES	Ordinary Council meeting fees for 23 October 2019	200.00
EFT2697	24/10/2019	AUSTRALIAN TAXATION OFFICE	BAS July - September 2019	12,730.00
EFT2698	24/10/2019	DAMIAN MCLEAN	Refund of Council election fee	80.00
EFT2699	24/10/2019	Centrepont Cars	New Rubbish Truck for Warburton plus registration and 3rd party insurance	31,146.10
EFT2700	24/10/2019	Environmental Health Australia	Subscription to I'm Alert Food Safety Program 1st July 2019 - June 30 2020	330.00
EFT2701	24/10/2019	Julie Porter	Refund of Council election fee	80.00
EFT2702	24/10/2019	NATS	Exhaust jack for Works Supervisor Landcruiser	452.91
EFT2703	24/10/2019	WARAKURNA ROADHOUSE	Diesel for Shire rubbish truck	100.00

EFT2704	24/10/2019	WANARN STORE	Tyre and tube for Oliver Grant	210.00
EFT2705	24/10/2019	KEY FACTORS PTY LTD (BREAKAWAY)	Hire of plant and equipment for road construction on the Mulga Park Road	66,368.50
EFT2706	24/10/2019	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	Council Meeting Essentials - eLearning subscription (12 months)	3,750.00
EFT2707	24/10/2019	STAPLES AUSTRALIA (WINC)	October 2019 Shire office stationary order	286.52
EFT2708	24/10/2019	LALLA WEST	Refund of Council election fee	80.00
EFT2709	24/10/2019	PRESTON THOMAS	Refund of Council election fee	80.00
EFT2710	24/10/2019	SHENTON ENTERPRISES PTY LTD	Pump for the reticulation at the Playgroup in Warburton	1,100.00
EFT2711	24/10/2019	CHARTAIR PTY LTD	Flights to and from Warburton - CEO	1,084.35
EFT2712	24/10/2019	CITY OF LIGHTS VIDEO & MULTIMEDIA PRODUCTIONS	Create page on Shire website for Papulankutja Artists and Additional storage on Hostaway server	79.20
EFT2713	24/10/2019	JOYLENE FRAZER	Refund of Council election fee	80.00
EFT2714	31/10/2019	NATS	Delineators for the Wanarn - Jameson Road	6,504.35
EFT2715	31/10/2019	Laverton Chalet/Motel Accommodation	Accommodation for Recreation and Sport Officers	420.00
EFT2716	31/10/2019	WARAKURNA ROADHOUSE	Diesel for Shire Rubbish Truck	50.00
EFT2717	31/10/2019	BLACKSTONE ENTERPRISES (STORE)	Milk for Playgroup program	12.00
EFT2718	31/10/2019	KEY FACTORS PTY LTD (BREAKAWAY)	Hire of plant and equipment for road construction on the Mulga Park Road	109,359.80
EFT2719	31/10/2019	DEPT FOR PLANNING & INFRASTRUCTURE (DPI)	DOT payment for deposit numbers 135827 - 135831	1,159.80
EFT2720	31/10/2019	IBIS STYLES HOTEL KALGOORLIE	Accommodation and meal CEO	187.00
EFT2721	31/10/2019	AUSTRALIA'S GOLDEN OUTBACK	Shire editorial in 2020 Australia's Golden Outback Holiday Planner	1,675.00
EFT2722	31/10/2019	NATIONAL SAFETY SOLUTIONS P/L	PPE for Municipal workers	1,177.44
EFT2723	31/10/2019	NEWMONT EXPLORATION PTY LTD	Rates refund for assessment A2808 E69/03482 MINING TENEMENT NGAANYATJARRAKU WA 6620	4,845.56
DD1295.1	16/10/2019	WESTNET PTY LTD	DNS Mail Relay recurring 31.08.2019 to 31.08.2020	60.50
DD1298.1	01/10/2019	WESTPAC BANK	Activity Fee	302.00
DD1303.1	02/10/2019	PIVOTEL SATELLITE PTY LTD	Sat phone charges	180.00
	02/10/2019	PAY	Payroll Direct Debit Of Net Pays	37,285.88
DD1306.1	03/10/2019	SHIRE OF NGAANYATJARRAKU	Recoup of petty cash for paintings, artefacts and tyre repair	1,400.00
DD1307.1	02/10/2019	WA SUPER	Payroll deductions	2,864.27
DD1307.2	02/10/2019	HOST PLUS	Superannuation contributions	194.30
DD1307.3	02/10/2019	VISION SUPER	Superannuation contributions	801.48
DD1307.4	02/10/2019	HESTA	Superannuation contributions	231.24
DD1307.5	02/10/2019	AUSTRALIAN SUPER	Superannuation contributions	144.39
DD1307.6	02/10/2019	BT SUPER	Superannuation contributions	67.96
DD1307.7	02/10/2019	SUNSUPER SOLUTIONS	Superannuation contributions	98.33
DD1307.8	02/10/2019	Ther Trustee For Care Super	Superannuation contributions	194.53
DD1311.1	03/10/2019	COMMONWEALTH BANK OF AUSTRALIA	Merchant fees September 2019	61.52
DD1316.1	07/10/2019	Kevin Hannagan Westpac Visa	CEO Westpac Visa payment for September 2019	3,609.39
DD1316.2	07/10/2019	Geoff Handy Westpac Visa	FAC Westpac Visa account September 2019	491.72
DD1317.1	14/10/2019	TELSTRA CORPORATION LTD	Telstra account for the Shire September 2019	850.33
	16/10/2019	PAY	Payroll Direct Debit Of Net Pays	44,435.79
DD1320.1	16/10/2019	WA SUPER	Payroll deductions	3,304.97
DD1320.2	16/10/2019	HOST PLUS	Superannuation contributions	194.30
DD1320.3	16/10/2019	VISION SUPER	Superannuation contributions	801.48
DD1320.4	16/10/2019	HESTA	Superannuation contributions	231.25
DD1320.5	16/10/2019	AUSTRALIAN SUPER	Superannuation contributions	181.26
DD1320.6	16/10/2019	BT SUPER	Superannuation contributions	10.66
DD1320.7	16/10/2019	SUNSUPER SOLUTIONS	Superannuation contributions	136.80
DD1320.8	16/10/2019	Ther Trustee For Care Super	Superannuation contributions	186.05
DD1330.1	30/10/2019	WA SUPER	Payroll deductions	4,601.00
DD1330.2	30/10/2019	HOST PLUS	Superannuation contributions	194.30
DD1330.3	30/10/2019	VISION SUPER	Superannuation contributions	801.48
DD1330.4	30/10/2019	HESTA	Superannuation contributions	231.24
DD1330.5	30/10/2019	AUSTRALIAN SUPER	Superannuation contributions	98.31
DD1330.6	30/10/2019	BT SUPER	Superannuation contributions	31.98
DD1330.7	30/10/2019	SUNSUPER SOLUTIONS	Superannuation contributions	149.63
DD1330.8	30/10/2019	Ther Trustee For Care Super	Superannuation contributions	186.05
	30/10/2019	PAY	Payroll Direct Debit Of Net Pays	47,099.90
			<b>Total</b>	<b>824,199.88</b>



SHIRE OF NGAANYATJARRAKU - Business banking ▾

Approval

Notifications ▾

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## Your accounts

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

Is your business set up for success?

[Learn more](#)

Westpac Business  
One Flexi ▾

036-016 831911

**\$883,799.07**

Westpac Business  
One ▾

036-016 831946

**\$0.00**

Westpac 31 Day  
Notice Account ▾

036-125 520231

**\$1,554,422.72**

Available \$0.00

Westpac 90 Day  
Notice Account ▾

036-125 521074

**\$0.00**

BusinessChoice Visa  
Everyday Credit  
Card ▾

xxxx xxxx xx18 5736

**\$0.00**

Available \$5,056.52

BusinessChoice Visa  
Everyday Credit  
Card ▾

xxxx xxxx xx90 9334

**-\$581.72**

Available \$1,918.28

Term Deposit ▾

035-102 112943

**\$500,967.99**

Upcoming payments ⚙

There are no payments to display.





79 Maritime St  
KALGOORLIE WA 6430  
T 13 13 12 nab.com.au  
From overseas +61 3 8641 9083

30 August 2019

6-556

052 / 62978

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](http://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

242VNTM010029780007435

Financial Markets Operations  
Premium Business Service  
GPO BOX 5227 SYDNEY NSW 2001SHIRE OF NGAANYATJARRAKU  
PMB 87  
KALGOORLIE WA 6430**Issue Date** 08 October 2019**Our Reference** B38191304.23**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 loss 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 advice

**Account Number** 38191304  
**Account Name** SHIRE OF NGAANYATJARRAKU

### Summary of Cash Investments

Category	Balance	Rate	Interest Frequency	Maturity Date
Fixed Term Deposit	\$250,818.29	1.600%	At Maturity	12 Dec 19

### Transaction details

Ref	Description	Details	Transaction Amount
23	Reinvested Deposit	At Call @ 0.700%	\$251,101.72
23	Interest		\$655.14
23	Matured Term Deposit	Due 08 Oct 19 @ 1.540%	\$655.14

### 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](http://commbank.com.au)

A copy of the current Cash Deposit Account General Information and Terms and Conditions is available at [commbank.com.au/CDAterms](http://commbank.com.au/CDAterms)

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

SAL1ca1003

**SHIRE OF NGAANYATJARRAKU**

**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the period ending 31 October 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 04 November 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.

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.

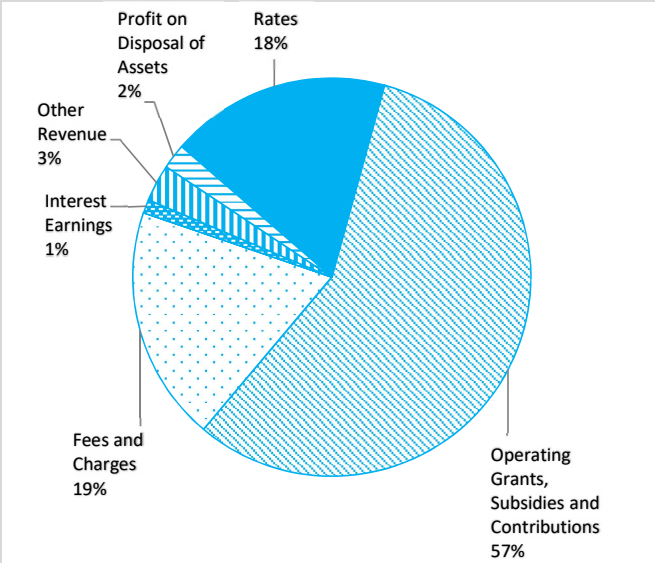
CRITICAL ACCOUNTING ESTIMATES

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.

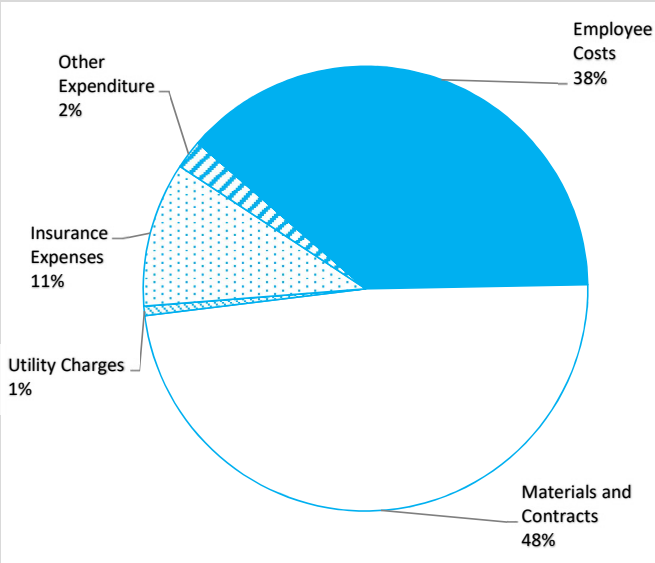
ROUNDING OFF FIGURES

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

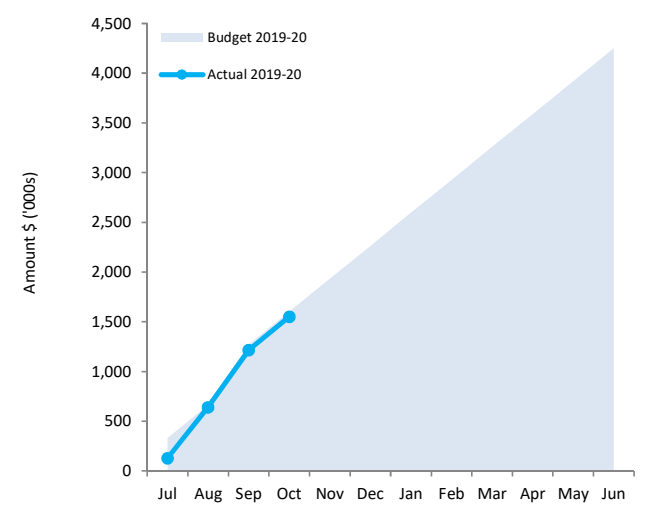
OPERATING REVENUE



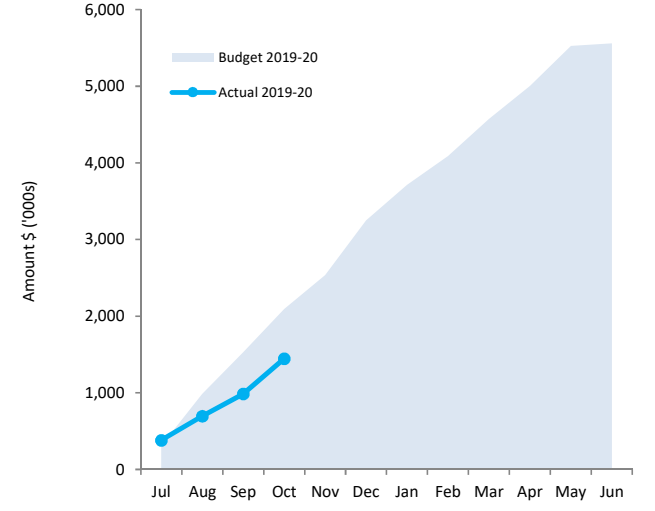
OPERATING EXPENSES



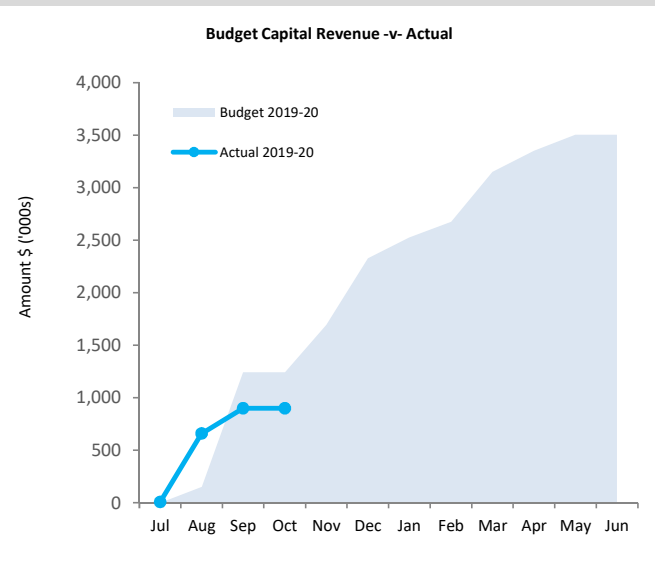
Budget Operating Revenues -v- Actual



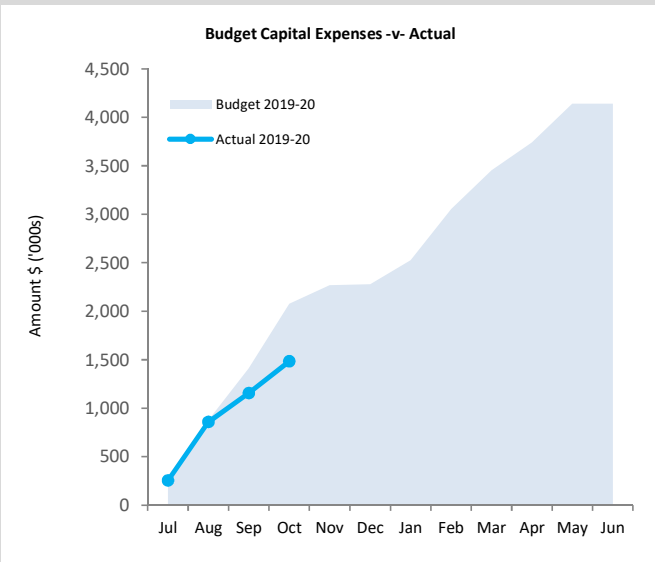
Budget Operating Expenses -v- YTD Actual



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.

GOVERNANCE	ACTIVITIES
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 OCTOBER 2019**

**STATUTORY REPORTING PROGRAMS**

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	1(c)	2,593,533	2,593,533	<b>3,059,376</b>	465,843	17.96%	
<b>Revenue from operating activities</b>							
Governance		27,500	25,833	<b>18,481</b>	(7,352)	(28.46%)	
General purpose funding - general rates	6	277,174	277,174	<b>277,174</b>	0	0.00%	
General purpose funding - other		1,678,059	423,681	<b>399,229</b>	(24,452)	(5.77%)	
Law, order and public safety		416	416	<b>416</b>	0	0.00%	
Health		400	400	<b>200</b>	(200)	(50.00%)	
Education and welfare		155,000	103,500	<b>52,436</b>	(51,064)	(49.34%)	▼
Housing		135,000	45,000	<b>64,392</b>	19,392	43.09%	
Community amenities		105,736	35,912	<b>117,862</b>	81,950	228.20%	▲
Recreation and culture		280,000	140,000	<b>140,470</b>	470	0.34%	
Transport		1,558,401	530,008	<b>478,524</b>	(51,484)	(9.71%)	
Economic services		34,000	0	<b>710</b>	710	0.00%	
		<b>4,251,686</b>	<b>1,581,924</b>	<b>1,549,894</b>	(32,030)		
<b>Expenditure from operating activities</b>							
Governance		(204,255)	(145,737)	<b>(36,863)</b>	108,874	74.71%	▲
General purpose funding		0	0	<b>(187)</b>	(187)	0.00%	
Law, order and public safety		(7,547)	(3,134)	<b>(2,673)</b>	461	14.71%	
Health		(365,805)	(127,456)	<b>(121,145)</b>	6,311	4.95%	
Education and welfare		(439,302)	(216,640)	<b>(146,592)</b>	70,048	32.33%	▲
Housing		(420,585)	(157,669)	<b>(100,522)</b>	57,147	36.24%	▲
Community amenities		(879,116)	(296,500)	<b>(248,168)</b>	48,332	16.30%	▲
Recreation and culture		(839,685)	(261,661)	<b>(202,601)</b>	59,060	22.57%	▲
Transport		(2,717,655)	(781,586)	<b>(612,714)</b>	168,872	21.61%	▲
Economic services		(163,098)	(33,393)	<b>(32,714)</b>	679	2.03%	
Other property and services		0	(17,845)	<b>59,619</b>	77,464	434.09%	▲
		<b>(6,037,048)</b>	<b>(2,041,621)</b>	<b>(1,444,560)</b>	597,061		▲
Non-cash amounts excluded from operating activities	1(a)	971,450	301,683	<b>(31,518)</b>	(333,201)	(110.45%)	▼
<b>Amount attributable to operating activities</b>		<b>(813,912)</b>	<b>(158,014)</b>	<b>73,816</b>	231,830		
<b>Investing Activities</b>							
Proceeds from non-operating grants, subsidies and contributions	12	3,368,563	1,076,119	<b>868,014</b>	(208,105)	(19.34%)	▼
Proceeds from disposal of assets	7	52,100	31,518	<b>31,518</b>	0	0.00%	
Purchase of property, plant and equipment	8	(4,139,943)	(2,077,336)	<b>(1,484,321)</b>	593,015	28.55%	▲
<b>Amount attributable to investing activities</b>		<b>(719,280)</b>	<b>(969,699)</b>	<b>(584,789)</b>	384,910		▲
<b>Financing Activities</b>							
Transfer to reserves	9	(1,060,341)	(11,454)	<b>(11,454)</b>	0	0.00%	
<b>Amount attributable to financing activities</b>		<b>(1,060,341)</b>	<b>(11,454)</b>	<b>(11,454)</b>	0		
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>0</b>	<b>1,454,366</b>	<b>2,536,949</b>			

**KEY INFORMATION**

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to threshold. Refer to Note 13 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 OCTOBER 2019**

**NATURE OR TYPE DESCRIPTIONS**

**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.

**GRANT REVENUE**

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

Assets that were acquired for consideration that was less than fair value principally to enable the Shire to further its objectives may have been measured on initial recognition under other Australian Accounting Standards at a cost that was significant less than fair value. Such assets are not required to be remeasured at fair value.

Volunteer Services in relation have not been recognised in revenue and expenditure as the fair value of the services cannot be reliably estimated and the services would not have been purchased if they had not been donated.

**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.

**EXPENSES**

**INTEREST EARNINGS**

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

**OTHER REVENUE / INCOME**

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

**PROFIT ON ASSET DISPOSAL**

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

**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 OCTOBER 2019**

**BY NATURE OR TYPE**

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	1(c)	2,593,533	2,593,533	<b>3,059,376</b>	465,843	17.96%	▲
<b>Revenue from operating activities</b>							
Rates	6	277,174	277,174	<b>277,174</b>	0	0.00%	
Operating grants, subsidies and contributions	11	3,373,461	1,040,855	<b>881,647</b>	(159,208)	(15.30%)	▼
Fees and charges		485,136	201,312	<b>295,789</b>	94,477	46.93%	▲
Interest earnings		50,000	16,667	<b>17,203</b>	536	3.22%	
Other revenue		65,915	45,916	<b>46,563</b>	647	1.41%	
Profit on disposal of assets	7	0	0	<b>31,518</b>	31,518	0.00%	▲
		<b>4,251,686</b>	<b>1,581,924</b>	<b>1,549,894</b>	(32,030)		
<b>Expenditure from operating activities</b>							
Employee costs		(1,999,022)	(734,921)	<b>(553,625)</b>	181,296	24.67%	▲
Materials and contracts		(2,723,545)	(797,282)	<b>(698,453)</b>	98,829	12.40%	▲
Utility charges		(103,560)	(23,797)	<b>(9,836)</b>	13,961	58.67%	
Depreciation on non-current assets		(905,050)	(301,683)	<b>0</b>	301,683	100.00%	▲
Interest expenses		(1,500)	(500)	<b>0</b>	500	100.00%	
Insurance expenses		(148,993)	(148,993)	<b>(152,245)</b>	(3,252)	(2.18%)	
Other expenditure		(88,978)	(34,445)	<b>(30,401)</b>	4,044	11.74%	
Loss on disposal of assets	7	(66,400)	0	<b>0</b>	0	0.00%	
		<b>(6,037,048)</b>	<b>(2,041,621)</b>	<b>(1,444,560)</b>	597,061		▲
Non-cash amounts excluded from operating activities	1(a)	971,450	301,683	<b>(31,518)</b>	(333,201)	(110.45%)	▼
<b>Amount attributable to operating activities</b>		<b>(813,912)</b>	<b>(158,014)</b>	<b>73,816</b>	231,830		
<b>Investing activities</b>							
Proceeds from non-operating grants, subsidies and contributions	12	3,368,563	1,076,119	<b>868,014</b>	(208,105)	(19.34%)	▼
Proceeds from disposal of assets	7	52,100	31,518	<b>31,518</b>	0	0.00%	
Payments for property, plant and equipment	8	(4,139,943)	(2,077,336)	<b>(1,484,321)</b>	593,015	(28.55%)	▲
<b>Amount attributable to investing activities</b>		<b>(719,280)</b>	<b>(969,699)</b>	<b>(584,789)</b>	384,910		▲
<b>Financing Activities</b>							
Transfer to reserves	9	(1,060,341)	(11,454)	<b>(11,454)</b>	0	0.00%	
<b>Amount attributable to financing activities</b>		<b>(1,060,341)</b>	<b>(11,454)</b>	<b>(11,454)</b>	0		
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>0</b>	<b>1,454,366</b>	<b>2,536,949</b>			

**KEY INFORMATION**

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

Refer to Note 13 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)
<b>Non-cash items excluded from operating activities</b>		\$	\$	\$
<b>Adjustments to operating activities</b>				
Less: Profit on asset disposals	7	0	0	(31,518)
Add: Loss on asset disposals	7	66,400	0	0
Add: Depreciation on assets		905,050	301,683	0
<b>Total non-cash items excluded from operating activities</b>		<b>971,450</b>	<b>301,683</b>	<b>(31,518)</b>

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

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

		Last Year Closing 30 June 2019	This Time Last Year 31 October 2018	Year to Date 31 October 2019
<b>Adjustments to net current assets</b>				
Less: Reserves - restricted cash	9	(2,043,937)	(540,446)	(2,055,391)
Add: Provisions - employee	10	257,823	257,823	257,823
<b>Total adjustments to net current assets</b>		<b>(1,786,114)</b>	<b>(282,623)</b>	<b>(1,797,568)</b>

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

<b>Current assets</b>				
Cash and cash equivalents	2	4,937,932	2,980,925	4,166,209
Rates receivables	3	2	188,618	157,769
Receivables	3	317,514	339,224	304,137
Other current assets	4	71,223	72,199	71,223
<b>Less: Current liabilities</b>				
Payables	5	(223,358)	(409,181)	(3,998)
Contract liabilities	10	0	0	(103,000)
Provisions	10	(257,823)	(257,823)	(257,823)
<b>Less: Total adjustments to net current assets</b>	1(b)	<b>(1,786,114)</b>	<b>(282,623)</b>	<b>(1,797,568)</b>
<b>Closing funding surplus / (deficit)</b>		<b>3,059,376</b>	<b>2,631,339</b>	<b>2,536,949</b>

CURRENT AND NON-CURRENT CLASSIFICATION

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

Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Trust \$	Institution	Interest Rate	Maturity Date
<b>Cash on hand</b>								
Cash Advance	Cash and cash equivalents	2,500	0	2,500	0	N/A	N/A	N/A
Cash at Bank - Municipal	Cash and cash equivalents	955,200	0	955,200	0	NAB	Variable	N/A
Cash at Bank - Municipal	Cash and cash equivalents	250,818	0	250,818	0	CBA	1.60%	Dec-19
Cash at Bank - Municipal	Cash and cash equivalents	902,300	0	902,300	0	Westpac	Variable	N/A
Cash at Bank - Reserve	Cash and cash equivalents	0	1,554,423	1,554,423	0	Westpac	Variable	N/A
Cash at Bank - Reserve	Cash and cash equivalents	0	500,968	500,968	0	Westpac	1.81%	Dec-19
<b>Total</b>		<b>2,110,818</b>	<b>2,055,391</b>	<b>4,166,209</b>	<b>0</b>			
<b>Comprising</b>								
Cash and cash equivalents		2,110,818	2,055,391	4,166,209	0			
		<b>2,110,818</b>	<b>2,055,391</b>	<b>4,166,209</b>	<b>0</b>			

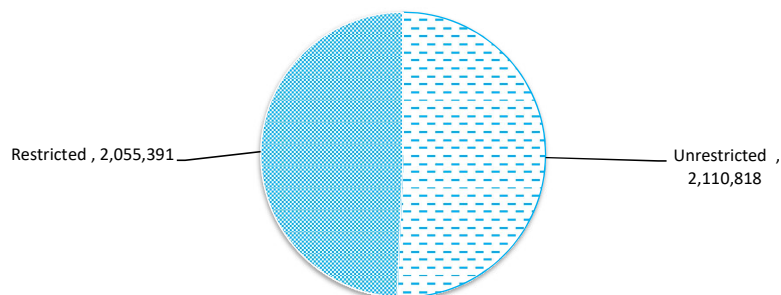
#### KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

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

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

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



Total Cash	Unrestricted
<b>\$4.17 M</b>	<b>\$2.11 M</b>

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

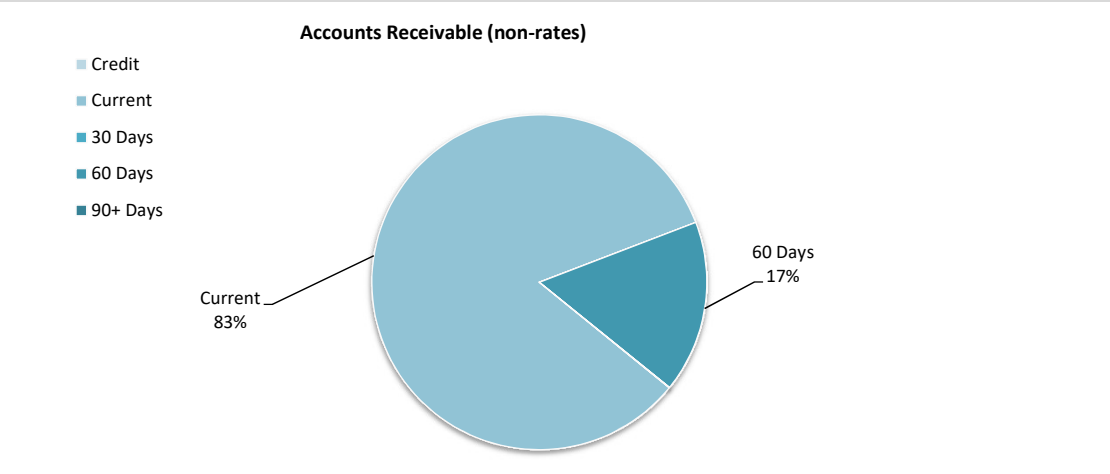
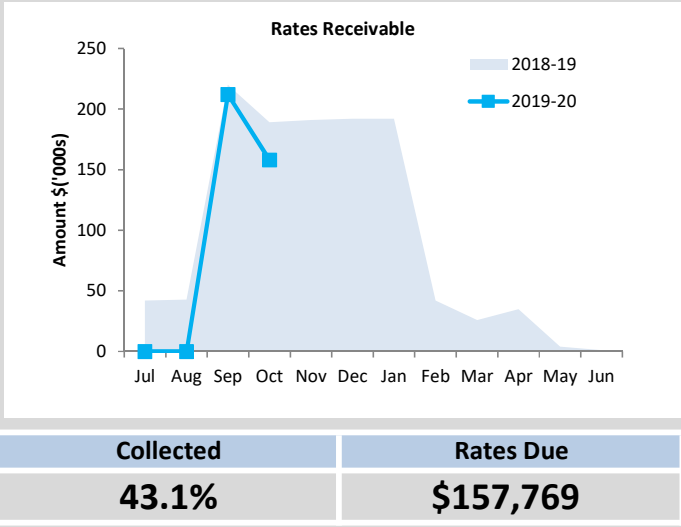
OPERATING ACTIVITIES  
NOTE 3  
RECEIVABLES

Rates receivable	30 Jun 2019	31 Oct 19
	\$	\$
Opening arrears previous years	41,494	2
Levied this year	264,110	277,174
Less - collections to date	(305,602)	(119,407)
Equals current outstanding	2	157,769
<b>Net rates collectable</b>	<b>2</b>	<b>157,769</b>
% Collected	100%	43.1%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	250,839	0	50,054	0	300,893
Percentage	0.0%	83.4%	0%	16.6%	0%	
<b>Balance per trial balance</b>						
Sundry receivable						300,893
GST receivable						3,244
<b>Total receivables general outstanding</b>						<b>304,137</b>
Amounts shown above include GST (where applicable)						

**KEY INFORMATION**

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



<b>Debtors Due</b>
<b>\$304,137</b>
<b>Over 30 Days</b>
<b>17%</b>
<b>Over 90 Days</b>
<b>0%</b>

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

#### KEY INFORMATION

##### Inventory

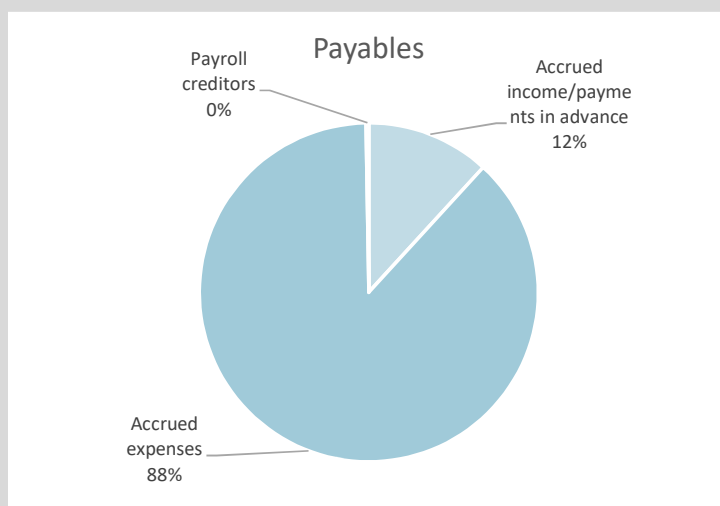
Inventories are measured at the lower of cost and net realisable value.

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

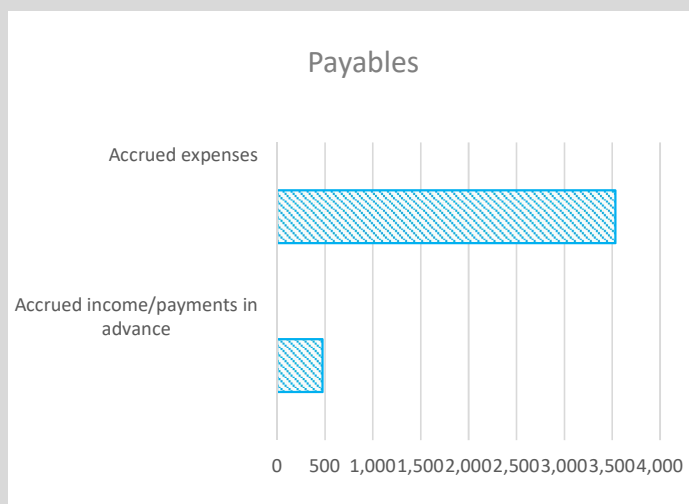
Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	0	0	0	0	0
Percentage	0%	0%	0%	0%	0%	
<b>Balance per trial balance</b>						
Accrued income/payments in advance						474
Accrued expenses						3,534
Payroll creditors						(10)
<b>Total payables general outstanding</b>						<b>3,998</b>
<b>Amounts shown above include GST (where applicable)</b>						

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.



<b>Creditors Due</b>
<b>\$3,998</b>
<b>Over 30 Days</b>
<b>0%</b>
<b>Over 90 Days</b>
<b>0%</b>



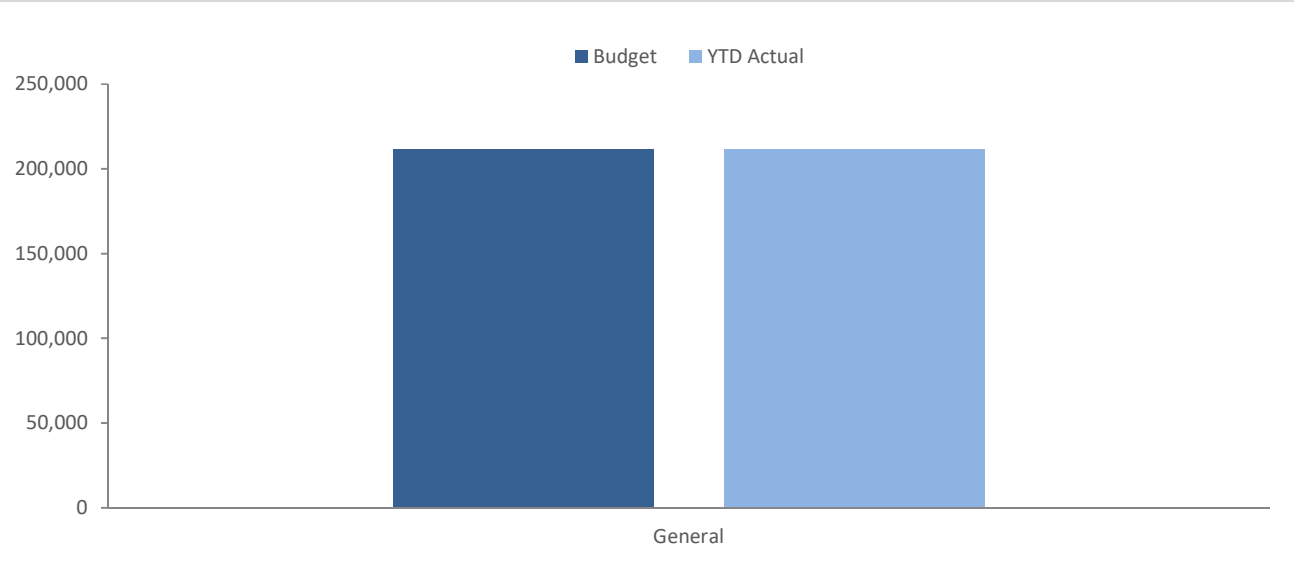
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 OCTOBER 2019

OPERATING ACTIVITIES  
NOTE 6  
RATE REVENUE

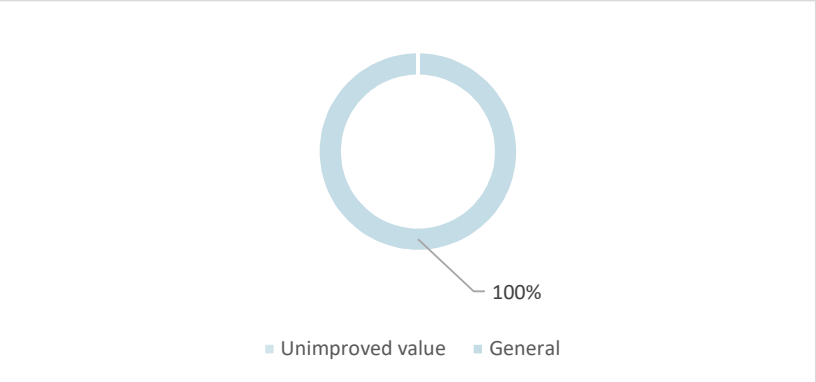
General rate revenue		Budget						YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
<b>Unimproved value</b>											
General	0.210000	43	1,007,412	211,557	0	0	211,557	211,557	0	0	211,557
<b>Sub-Total</b>		43	1,007,412	211,557	0	0	211,557	211,557	0	0	211,557
<b>Minimum payment</b>	<b>Minimum \$</b>										
<b>Unimproved value</b>											
General	245	3	2,384	735	0	0	735	735	0	0	735
<b>Sub-total</b>		3	2,384	735	0	0	735	735	0	0	735
<b>Amount from general rates</b>							212,292				212,292
Ex-gratia rates							64,882				64,882
<b>Total general rates</b>							277,174				277,174

KEY INFORMATION

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2019 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.



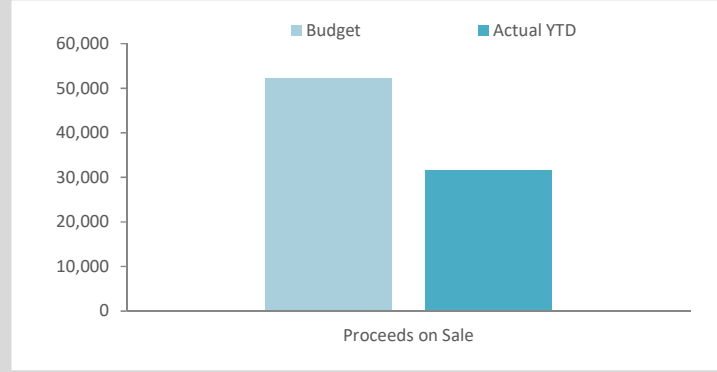
General Rates		
Budget	YTD Actual	%
\$212,292	\$212,292	100.00%





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 wagoi	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-	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%

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

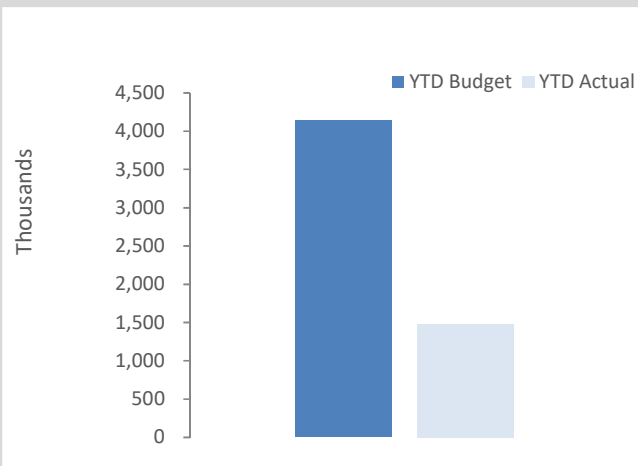
**INVESTING ACTIVITIES  
NOTE 8  
CAPITAL ACQUISITIONS**

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land & Buildings	47,000	22,000	113	(21,887)
Plant & Equipment	127,000	127,000	28,369	(98,631)
Infrastructure - Roads	3,905,943	1,903,336	1,455,192	(448,144)
Infrastructure - Recreation	25,000	25,000	56	(24,944)
Infrastructure - Other	35,000	0	591	591
<b>Capital Expenditure Totals</b>	<b>4,139,943</b>	<b>2,077,336</b>	<b>1,484,321</b>	<b>(593,015)</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	3,368,563	1,076,119	868,014	(208,105)
Other (disposals & C/Fwd)	52,100	31,518	31,518	0
Contribution - operations	719,280	969,699	584,789	(384,910)
<b>Capital funding total</b>	<b>4,139,943</b>	<b>2,077,336</b>	<b>1,484,321</b>	<b>(593,015)</b>

**SIGNIFICANT ACCOUNTING POLICIES**

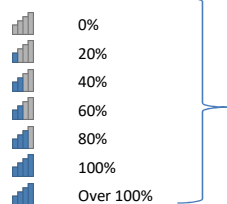
All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current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

**KEY INFORMATION**



Acquisitions	Annual Budget	YTD Actual	% Spent
	<b>\$4.14 M</b>	<b>\$1.48 M</b>	<b>36%</b>
Capital Grant	Annual Budget	YTD Actual	% Received
	<b>\$3.37 M</b>	<b>\$0.87 M</b>	<b>26%</b>

Capital expenditure total  
Level of completion indicators



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

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

Adopted

	Account Description	Current Budget	Year to Date Budget	Year to Date Actual	Variance (Under)/Over
<b>Capital Expenditure</b>					
<b>Land &amp; Buildings</b>					
	042600 Staff houses	12,000	12,000	0	(12,000)
	111100 Buildings (Upgrade)	35,000	10,000	113	(9,887)
	<b>Land &amp; Buildings Total</b>	<b>47,000</b>	<b>22,000</b>	<b>113</b>	<b>(21,887)</b>
<b>Plant &amp; Equipment</b>					
	102100 Plant & Equipment (New)	127,000	127,000	28,369	(98,631)
	<b>Plant &amp; Equipment Total</b>	<b>127,000</b>	<b>127,000</b>	<b>28,369</b>	<b>(98,631)</b>
<b>Infrastructure - Roads</b>					
	147602 Jameson - Southern Bypass	585,000	0	0	0
	147611 Jameson Wanarn	574,778	574,778	622,930	48,152
	147612 Warburton Blackstone (RRG)	407,607	200,000	379,058	179,058
	147616 Patjarr Community Access	0	0	8,404	8,404
	147623 Great Central Road - R2R AAR	930,000	0	0	0
	147624 MRWA, Outback Hiway	300,000	300,000	272,181	(27,819)
	147625 Giles Mulga Park (RRG)	728,558	628,558	0	(628,558)
	147629 Giles Mulga Park (R2R/AAR)	380,000	200,000	172,620	(27,380)
	<b>Infrastructure - Roads Total</b>	<b>3,905,943</b>	<b>1,903,336</b>	<b>1,455,192</b>	<b>(448,144)</b>
<b>Infrastructure - Recreation</b>					
	147564 Warbon Oval Shade Structure	25,000	25,000	56	(24,944)
	<b>Infrastructure - Recreation Total</b>	<b>25,000</b>	<b>25,000</b>	<b>56</b>	<b>(24,944)</b>
<b>Infrastructure - Other</b>					
	121200 Infrastructure (new)	35,000	0	591	591
	<b>Infrastructure - Other Total</b>	<b>35,000</b>	<b>0</b>	<b>591</b>	<b>591</b>
	<b>Grand Total</b>	<b>4,139,943</b>	<b>2,077,336</b>	<b>1,484,321</b>	<b>(593,015)</b>

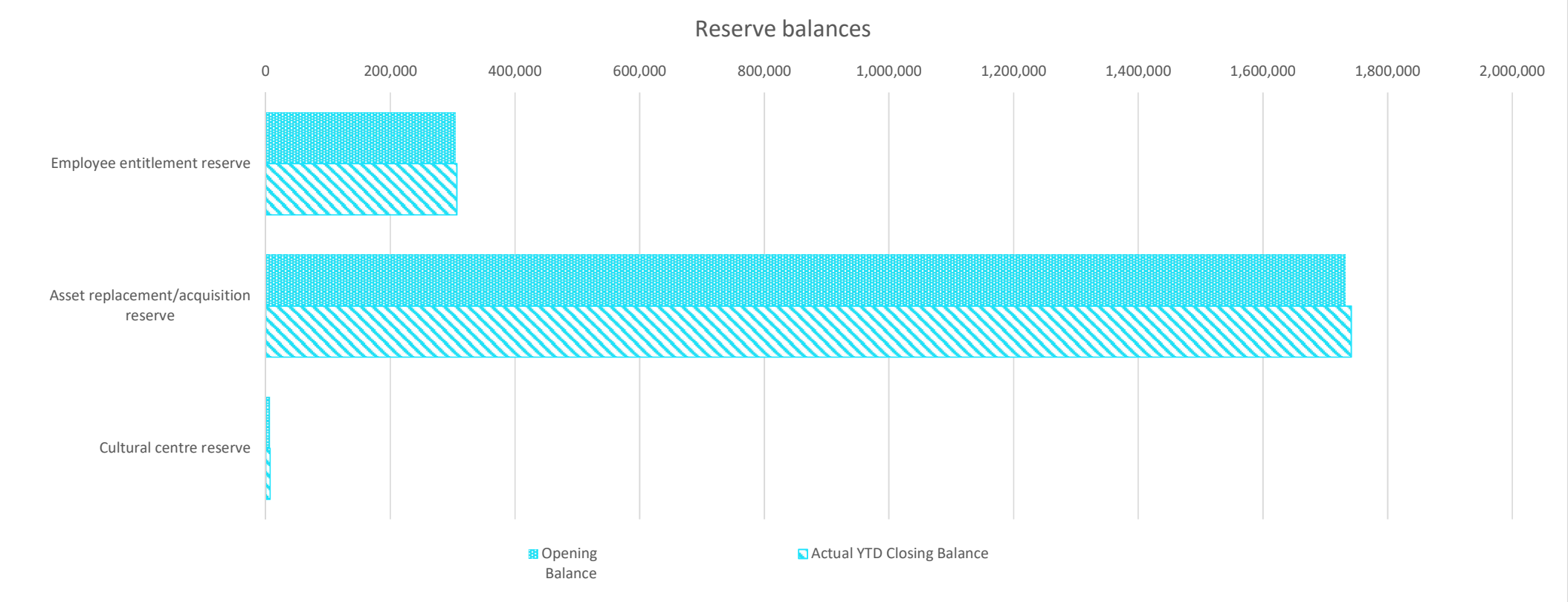
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 OCTOBER 2019

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	2,083	0	0	0	0	304,650	306,733
Asset replacement/acquisition reserve	1,732,367	0	9,323	1,060,341	0	0	0	2,792,708	1,741,690
Cultural centre reserve	6,920	0	48	0	0	0	0	6,920	6,968
	<b>2,043,937</b>	<b>0</b>	<b>11,454</b>	<b>1,060,341</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,104,278</b>	<b>2,055,391</b>

KEY INFORMATION



Other current liabilities	Note	Opening Balance 1 July 2019	Liability Increase	Liability Reduction	Closing Balance 31 October 2019
		\$	\$	\$	\$
<b>Contract liabilities</b>					
Unspent grants, contributions and reimbursements					
- operating	11	0	154,500	(51,500)	103,000
<b>Total unspent grants, contributions and reimbursements</b>		0	154,500	(51,500)	103,000
<b>Provisions</b>					
Annual leave		151,914	0	0	151,914
Long service leave		105,909	0	0	105,909
<b>Total Provisions</b>		257,823	0	0	257,823
<b>Total other current assets</b>		<b>257,823</b>			<b>360,823</b>
<b>Amounts shown above include GST (where applicable)</b>					

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 11

#### KEY INFORMATION

##### Provisions

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

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

##### Employee benefits

##### Short-term employee benefits

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

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

##### Other long-term employee benefits

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

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

##### Contract liabilities

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

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

**NOTE 11**

**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
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Operating grants and subsidies</b>								
<b>General purpose funding</b>								
General Grants (Untied)	0	0	0	0	0	1,628,059	407,015	382,026
<b>Education and welfare</b>								
Grant - DCD	0	154,500	(51,500)	103,000	103,000	154,500	103,000	51,500
<b>Transport</b>								
Grants - Direct	0	0	0	0	0	140,000	140,000	158,355
Govt Grant - RA, Ab Access (State)	0	0	0	0	0	424,880	141,627	57,000
Govt Grant - RA, Ab Access (Fed)	0	0	0	0	0	609,333	152,333	153,667
Fed, Roads Grant (untied)	0	0	0	0	0	384,189	96,047	77,985
<b>Economic services</b>								
Tourism Strategy Grant	0	0	0	0	0	30,000	0	0
	<b>0</b>	<b>154,500</b>	<b>(51,500)</b>	<b>103,000</b>	<b>103,000</b>	<b>3,370,961</b>	<b>1,040,022</b>	<b>880,533</b>
<b>Operating contributions</b>								
<b>Governance</b>								
Licensing Commission	0	0	0	0	0	2,500	833	695
<b>Education and welfare</b>								
Income - Other	0	0	0	0	0	0	0	51
<b>Recreation and culture</b>								
Contributions and Reimbursements Other	0	0	0	0	0	0	0	368
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,500</b>	<b>833</b>	<b>1,114</b>
<b>TOTALS</b>	<b>0</b>	<b>154,500</b>	<b>(51,500)</b>	<b>103,000</b>	<b>103,000</b>	<b>3,373,461</b>	<b>1,040,855</b>	<b>881,647</b>

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

**NOTE 12**

**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)
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Non-operating grants and subsidies</b>								
<b>Transport</b>								
Grant - Special Projects	0	0	0	0	0	757,444	360,000	217,390
Grant-Roads to Recovery	0	0	0	0	0	416,119	416,119	416,119
Govt Grant - RA, Ab Access (Fed)	0	0	0	0	0	1,895,000	0	0
MRWA, Outback Highway	0	0	0	0	0	300,000	300,000	234,505
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,368,563</b>	<b>1,076,119</b>	<b>868,014</b>



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

**NOTE 13  
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
	\$	%		
<b>Revenue from operating activities</b>				
Education and welfare	(51,064)	(49.34%)	▼ Timing	See Note 11a
Community amenities	81,950	228.20%	▲ Timing	Income from rubbish removal is budgeted evenly but invoicing occurred in October.
<b>Expenditure from operating activities</b>				
Governance	108,874	74.71%	▲ Timing	Expenses in this area are currently under budget in many accounts. Depreciation yet to be run until after audit. There will be a \$4,425 adjustment on insurance required at budget review.
Education and welfare	70,048	32.33%	▲ Timing	Salaries and depreciation are causing this variance but should correct by December.
Housing	57,147	36.24%	▲ Timing	Timing in maintenance and utility expenses is the cause of this variance. Depreciation will be run after the audit is finalised.
Community amenities	48,332	16.30%	▲ Timing	Wages are currently under budget. Depreciation is yet to be run until after audit finalisation.
Recreation and culture	59,060	22.57%	▲ Timing	Wages make up the majority of this variance. Expenditure on maintenance at the Cultural Centre and Community Resource Centre is causing the remainder.
Transport	168,872	21.61%	▲ Timing	Depreciation yet to be run is a big part of this variance. Timing on road work makes up the remainder.
Other property and services	77,464	434.09%	▲ Timing	Allocations will be adjusted at budget review if necessary to correct this variance.
<b>Investing activities</b>				
Non-operating grants, subsidies and contributions	(208,105)	(19.34%)	▼ Timing	Timing of Main Roads funding for road works is causing this variance.
Capital acquisitions	593,015	28.55%	▲ Timing	Rubbish truck purchase and other capital work on roads is causing this timing variance.

## ACTION SHEET

Health & Building Officer – Philip Swain

**Dates on Site:**

**EHO/ BO – Leave – 27<sup>th</sup> September – 13<sup>th</sup> October**

**Site Visits 23<sup>rd</sup> -30<sup>th</sup> October 2019**

**13<sup>th</sup>-21<sup>st</sup> November 2019**

**Next site visit:**

**29<sup>th</sup> November 2019 – 6<sup>th</sup> December 2019**

Date	Subject	Action Taken
23 <sup>rd</sup> October 2019	Septic Pump-out Waste – Advice to Ngaanyatjarra Council	I have provided advice to the General Manager (Housing) of Ngaanyatjarra Council regarding the disposal of septage waste from pump-outs of septic systems in communities. These wastes have due to Housing WA policy, in recent years, been disposed of in Leonora at extraordinary costs. I have raised this issue with the Department of Health and Housing WA previously, but to no avail. There is no good reason, other than Housing WA Policy, which is not a legislative requirement, why these wastes cannot be disposed of at waste sites or the oxidation ponds at the four (4) communities with the same. Ngaanyatjarra Council is pursuing approval or licensing of sites, for the disposal of septage waste, with the Department of Water and Environmental regulation <b>Action: No action pending the applications to be made by Ngaanyatjarra Council.</b>
24 <sup>th</sup> October 2019	Mily Store – Warburton – Food Business Inspection	I have completed the six (6) monthly inspection of the store which is clean and well run with only minor maintenance items needing addressing. <b>Action: No further action pending next inspection</b>
24 <sup>th</sup> October 2019	Shade Structure - Warburton	The structure has been installed near the football field at the direction of the Shire President. I am liaising with the CDEP Coordinator to have local workers assist in filling the “gabion” wall (stoned filled metal caged wall) to complete the shade structure as a community project. <i>(Note during inspection of the shade structure with Builder John Prince we were approached by a local male in a very aggressive fashion who subsequently damaged a Shire motor vehicle by throwing a stone at it- the matter was reported to Police and I am taking the vehicle back to Perth for December January to have it repaired).</i> <b>Action: PS to liaise with the CDEP Coordinator to facilitate filling of the gabion wall in the shade structure.</b>
25 <sup>th</sup> October 2019	Wingellina Community Cultural Centre Additions – Application Received	I have received an application for additions to the Wingellina Community Centre. I have asked for clarification of the effluent disposal requirements which should be available shortly and enable the issue of a Building Permit. <b>Action: PS to arrange issue of Building Permit when all information available</b>
25 <sup>th</sup> October 2019	Performance Reviews – Staff	I have completed the probationary performance review for the Waste / Building Operations Supervisor. The supervisor's position has been made permanent. <b>Action: No further action pending 12 Month review</b>
26 <sup>th</sup> October 2019	WALGA survey- Local Government Climate Resilience	I have submitted a survey response for the Shire for WALGA in relation to Climate Change and resilience of communities. WALGA is delivering a project to assist WA Local Governments to prepare for the increased incidence and severity of natural disasters, as a result of climate change. <b>Action: No further action required pending further advice from WALGA</b>

28 <sup>th</sup> October 2019	Blackstone Police Station – building upgrades	The Shire has received a copy of the issued building permit for Blackstone Multi-Function Police Facility from the Department of Finance. The shire does not receive plans or details of state government building permits. <b>Action: No further action pending construction and completion.</b>
28 <sup>th</sup> October 2019	Metals X Camp – Wingellina –Food Business Inspection	I have completed the six (6) monthly inspection of the camp which is clean and well run. <b>Action: No further action pending next inspection</b>
28 <sup>th</sup> October 2019	Wingellina Store – Food Business Inspection	I have completed the six (6) monthly inspection of the store which is clean and well run. The store is not currently utilising the kitchen area for food handling however, a community project is aiming to upgrade and re-establish the facility to undertake some meal and food preparation. The store will advise when the necessary kitchen works are to be undertaken. <b>Action: No further action pending kitchen upgrade and/or next inspection</b>
28 <sup>th</sup> October 2019	Blackstone Store – Food Business Inspection	I have completed the six (6) monthly inspection of the store which is clean and well run. The store is not currently utilising the kitchen area for food handling however, I have previously issued an Improvement Notice for the necessary works to enable some food preparation. The new managers are proposing to do the necessary works and will advise when completed. <b>Action: No further action pending kitchen upgrade and/or next inspection</b>
28 <sup>th</sup> October 2019	Blackstone & Warakurna Pool Operations	I have met the Pool Manager in Blackstone. Both pools are operating well and samples to date have all been good. Kevin Weideman is managing both sites from an operational point of view with other suitably qualified staff assisting with swimmer supervision. <b>Action: No further action pending next water samples</b>
28 <sup>th</sup> October – 20 <sup>th</sup> November 2019	Blackstone Waste Site relocation	There is ongoing dumping and burning of waste in the temporary and old trenches despite these having been pushed over and cleaned up. I have asked the CSM to ensure temporary signage has been installed and final signage is being prepare for the new site by the Warburton College using the art program. The Waste and Building Maintenance Supervisor is liaising with the College and will arrange installation of the signage when it is completed. <b>Action: W&amp;BMS to arrange signage installation when the signs are completed.</b>
28 <sup>th</sup> October 2019	Blackstone Oxidation Ponds	Fences and surrounds are secure and well maintained with limited vegetation around the ponds. <b>Action: No further action pending next community inspection.</b>
28 <sup>th</sup> October 2019	Jameson Oxidation Ponds	Fences and surrounds are secure and well maintained with limited vegetation around the ponds with some paddy melon growth which should be monitored and controlled. <b>Action: No further action pending next community inspection.</b>
28 <sup>th</sup> October 2019	Jameson Store – Food Business Inspection	I have met the new Managers and completed the six (6) monthly inspection of the store which is clean and well run. The issue of an Improvement Notice for the resealing or replacement of the coolroom floor at Jameson Store is still outstanding, but I have discussed this with the Managers and will issue the same shortly. The store is not currently utilising the kitchen area for food handling. <b>Action: No further action pending kitchen upgrade and/or next inspection</b>

28 <sup>th</sup> October 2019	Cassini Mine Site – Food Business Inspection	<p>I have not undertaken the Cassini Inspection, but have liaised with the staff at the site which is now in care and maintenance pending mine construction. As a result the food business operation has been suspended and the few staff on site are self-catering. A reverse osmosis unit has been installed at the site but staff are using packaged drinking water as the Drinking Water Management Plan is not fully compliant yet.</p> <p><b>Action: No action pending recommencement of food business operation</b></p>
October – November 2019	Building Permits Warburton	<p>The permits for sheds on two different lots in Warburton. Lot 161 Ninth St and Lot 88 Twentieth St were issued last month. One has been completed and the Warehouse Sea Container unit is awaiting roof sheeting.</p> <p><b>Action: No further action pending building completion notification</b></p>
October – November 2019	Water Supply Mantamaru – Non-Potable Water	<p>The Shire previously received advice regarding the nitrate levels in the Jameson water supply. The levels exceed the WHO recommendations for adults and consequently residents have been advised not to consume tap water and packaged water is being distributed to all in the community. The latest advice is that the installation of a reverse osmosis unit (RO) on the supply is being investigated but viability will depend upon the quantity of bore water that can be supplied through existing and new bores. The RO will produce 30-50% wastewater from treatment.</p> <p><b>Action: PS to continue liaison with Department of Health and Ng Council to explore options to improve the water supply at Mantamaru.</b></p>
October – November 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 dissipated in recent months. The City of Canning has finalised the 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 had difficulty getting the door seals repaired and on repairing the seals found the doors would not close. The doors have been rebuilt and the units are again being used to transport the products to site.</p> <p><b>Action: No further action at this stage. PS to continue to liaise with the transport driver, NATS and shop proprietors.</b></p>
October – November 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. In May I requested that Corrective Services address this as a matter of urgency. As I don't have legislative powers to enforce action against the State I have referred the matter to the Department of Health and subsequently some work was done to get the unit operable. I have spoken to the maintenance contractor and there is still no contract in place for the regular maintenance of the unit</p> <p><b>Action: PS to continue to pursue issues with Corrective Services and DoH</b></p>
October – November 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</p>

		<p>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 for the two communities.</p> <p><b>Action: PS to investigate other collection options.</b></p>
October – November 2019	Community Service Summary – Public Health Plan	<p>I have been unable to satisfactorily progress the document with the consultant. As a consequence I am seeking an alternative consultant. I sought a quotation from another consultant to 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><b>Action: Public Health Plan development to be included in the Corporate Business Plan and baseline report to be finalised for submission to Council.</b></p>
October – November 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. There are a number of items that the CEO and I have identified as incomplete and I have asked NCAMS to clarify when these will be attended to.</p> <p><b>Action: PS to document electrical variations and confirm payment with CEO once all works have been completed.</b></p>
13 <sup>th</sup> November 2019	Proposed Installation of Global Positioning Station – Warburton	<p>The Shire has received advice from the federal government that it wishes to install a station in Warburton under the "Positioning Australia Program" which aims to provide national positioning infrastructure to enable access to accurate and reliable positioning across the country. The network of 200 x Global Navigational Satellite Systems (GNSS) ground stations will provide a nationally consistent coverage across Australia at a nominal separation of 200-300kms.</p> <p>The organisation has undertaken preliminary work to determine possible sites for the station but no decision on location has been made. I have provided advice with respect to the Community Layout Plan and Building Permit for the main structure once a site is determined.</p> <p><b>Action: No further action pending application for Building Permit.</b></p>
14 <sup>th</sup> November 2019	Warburton Roadhouse – Food Business Inspection	<p>I have completed the six (6) monthly inspection of the Roadhouse which is clean and well run.</p> <p><b>Action: No further action pending next inspection</b></p>
14 <sup>th</sup> November 2019	Warburton HACC– Food Business Inspection	<p>I have completed the four (4) monthly inspection of the HACC facility which is clean and structurally compliant in most respects. The centres still have no compliant food safety plan and the CEO has recently advised the CEO of Ng Council that Shire will issue infringements in relation to each of the four centres. I have started drafting the Infringements to be issued shortly.</p> <p><b>Action: PS to issue infringements for the HACC Centres to Ng Health.</b></p>
14 <sup>th</sup> -21 <sup>st</sup> November 2019	Warakurna Refuse Service	<p>I have visited Warakurna and investigated the facts around major damage to the Refuse Vehicle because the workers ran the truck without adequate oil. Subsequently the CEO as determined to cease all refuse services to Warakurna and Council will receive a separate report relating to this matter</p>

		<b>Action: To be resolved by Council at the November meeting</b>
15 <sup>th</sup> November 2019	Warakurna Roadhouse – Food Business Inspection	<p>I have completed the six (6) monthly inspection of the Roadhouse which is clean and well run. There are planned improvements to the kitchen which will resolve the long-standing issues with the difficulty of cleaning around the extraction units. The improvements will include a new extraction unit running the full length of the cookers and full height tiling. The kitchen will probably close for several days over December-January to complete the works.</p> <p><b>Action: No further action pending improvements and the next inspection</b></p>
15 <sup>th</sup> November 2019	Warakurna Store – Food Business Inspection	<p>I have completed the six (6) monthly inspection of the Roadhouse which is clean and well run.</p> <p><b>Action: No further action pending the next inspection</b></p>
15 <sup>th</sup> November 2019	Warakurna HACC– Food Business Inspection	<p>I have completed the four (4) monthly inspection of the HACC facility which is clean and now structurally compliant in most respects. The centres still have no compliant food safety plan and the CEO has recently advised the CEO of Ng Council that Shire will issue infringements in relation to each of the four centres. I have started drafting the Infringements to be issued shortly.</p> <p><b>Action: PS to issue infringements for the HACC Centres to Ng Health.</b></p>
15 <sup>th</sup> November 2019	Wanarn Aged Care – Food Business Operation	<p>I have visited the aged care facility in Wanarn and consulted the new Manager, subsequent to all the previous staff resigning and deserting the facility, including the Food Safety Coordinator. I had arranged for the annual food safety audit to be conducted on 5<sup>th</sup> December but due to the staffing problems I have liaised with Ng Health staff and have rescheduled the Audit for February. Ng Health have agreed to pay any additional costs associated with the reschedule.</p> <p><b>Action: PS to liaise with Auditor to arrange February Audit</b></p>
17 <sup>th</sup> November 2019	Community Layout Plan Amendment - Shire Depot Storage Facility	<p>Various options have been discussed regarding the establishment of a secure Shire storage area. It has been determined that the safest location for this is the area behind the Shire dwellings adjacent to the Roadhouse. This area is currently unzoned in the Community Layout Plan for Warburton. I have liaised with Steve Strickling as Ngaanyatjarra Council have some minor amendments proposed for the Warburton CLP. I have submitted a proposed sketch of the rezoning to Services and the Department of Planning Lands and Heritage and am awaiting feedback before submitting a report to request agreement to amend the CLP to encompass the existing Shire Office Gallery and the area behind the existing residential to “Community Purposes” and an “Industrial” or similar zoning to enable the secure storage facility to be established.</p> <p><b>Action: PS to submit report to Council seeking approval for the CLP amendment.</b></p>
17 <sup>th</sup> -21 <sup>st</sup> November 2019	Murdoch University – Veterinary Team Visit	<p>The Vets and Students from Murdoch University have visited Warburton to undertake dog and cat desexing. Ngaanyatjarra Health are covering costs associated with the visit and I have continued to liaise with Ng Health Staff and the local College where the work has been undertaken. The team is on target to complete 50-60 mostly female de-sexings, which should substantially help in controlling the dog numbers in Warburton that have ballooned somewhat in recent months. Ng Health have also now contracted Dr Robert Irving to maintain quarterly visits of communities.</p>

		<b>Action: No further action pending report on the programme and future scheduling of the team and vet visits.</b>
Pending	Waste Collection Audit	<p>I previously undertook a waste audit of Warakurna, Wanarn Warburton Mantamaru and Papulankutja communities to determine accurately the appropriate charges for each community. Invoices for services have been issued and there are a number of alleged discrepancies with agencies regarding the actual services received. Substantial increases in waste fees for the 2019-20 year have further focussed attention on the real costs of maintaining waste services, albeit that the Shire is still grossly underfunded for the same. Administration is working with agencies to clarify appropriate fee for service in each case.</p> <p><b>Action: Administration to continue to resolve waste services and relevant fees and charges for each agency.</b></p>
Pending	New Government Housing Lots 64 & 65 Kurrparu Loop Mantamaru – Septic Approvals issued	<p>I have issued septic installation approvals for two (2) new dwellings in Mantamaru (Jameson) and the houses are now under construction.</p> <p><b>Action: No further action pending installation of septic systems</b></p>
Pending	Multi-Purpose Police Facility Refurbishments	<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 overflow line previously located on the building site. I received a suitable plumbing design for the sedimentation tank on the accommodation facilities, and have now issued a permit despite the State having already issued the Building Permit in contravention of the legislation.</p> <p><b>Action: PS to issue septic permit to use when installation completed</b></p>
Pending	Occupancy permit issued for Consulting Rooms Lot 54 Amy Giles St Blackstone	<p>I have processed the application for the occupancy permit issue for the consulting rooms recently constructed at the rear of the Papulankutja Clinic.</p> <p>Application is yet to be lodged on the online database and fees to be invoiced</p> <p><b>Action: PS to lodge on Building Commission database and have Finance invoice fees.</b></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 for the operation of community pools.</p> <p><b>Action: PS to provide updated manuals to pool managers.</b></p>
Pending	Tjukurla Community – Waste Issues – Bin Infrastructure	<p>The Shire has enough bin lids and brackets in stock and I was making arrangements to get these to Tjukurla for NG Health staff to install, but NG Health have limited staff currently. The Shire currently has a lack of 200 litre bins and I am trying to source cheap options for these as budget is limited. As before, there is limited ability to get the waste site modified as there is no machinery available in Tjukurla, so I will continue to liaise with the Works Supervisor to make some alterations to the site when equipment allows. I need to clarify what budget is available for bin infrastructure going forward as the current budget has been substantially utilised on repairs to waste vehicles.</p> <p><b>Action: PS to arrange 20-30 bin lids and bins for installation in Tjukurla if viable. PS to pursue machinery time/budget for waste site improvements and waste infrastructure.</b></p>

Pending	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. There has finally been some progress with the removal of waste oil progressing in Warburton, via decanting to transportation tanks and being transported out.</p> <p><b>Action: PS to monitor waste oil removal from communities.</b></p>
Pending	Building Permit Issued Shade Structure – Lot 93 Thirteenth St Wanarn - Respite Centre	<p>I have received and arranged for the issue of a Building Permit for a shade structure to be installed free standing but adjacent to the new respite centre in Wanarn. Application is yet to be lodged on the online database and fees to be invoiced</p> <p><b>Action: PS to lodge on Building Commission database and have Finance invoice fees.</b></p>
Pending	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 are proposing a cooperative grant application to the Waste Authority later this year to compensate 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.</p> <p><b>Action: PS to liaise with Simsmetal regarding progress of the grant application</b></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 16<sup>th</sup> 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 &amp; 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 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><b>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.</b></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><b>Action: PS to liaise with Builder and NCAMS during construction of new facilities.</b></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><b>Action: PS to liaise with CSM and Elves Brites for machinery time to modify the trench.</b></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</p>



		<p>and passive recreation. Given the unusual shape of the lot, the intention was for it to be a vegetation link running though 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><b>Action: Nil pending further progress of the proposal by community.</b></p>
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# ACTION SHEET

Works Engineer – Peter Kerp

**Dates on Site: 1st – 7<sup>th</sup> November 2019**  
**Next site visit: 17<sup>th</sup> January – 24<sup>th</sup> January 2020**

Date	Subject	Action Taken
November 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><b>ACTION</b>  <b>A listing of all gravel, limestone and crushed granite rock base pits operated by the Shire will be established detailing the following:</b></p> <ul style="list-style-type: none"> <li>• Road Name, GPS and its kilometre reading (SLK)</li> <li>• Material source (gravel, limestone etc.)</li> <li>• Photos of existing pit</li> <li>• Potential for expansion (veg and heritage approvals be investigated))</li> </ul> <p><b>Completed – Great Central Road</b>  <b>Partially Completed – Blackstone - Warburton Road</b></p>
November 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><b>ACTION</b>  <b>Purchase three bi-directional hazard marker signage and install,</b>  <b>Install PVC guideposts in accordance with AS 1742.2-2009 and Clause 5 MRWA Guidelines “Design of Guideposts” document number D11#319221</b>  <b>Bi-directional Signs ordered awaiting delivery</b></p>
November 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.</p> <p>This is a very convoluted process and will take considerable time to complete following appropriate training in understanding and using the road asset maintenance management (RAMM) software. RAMM software is a comprehensive suite of application to maintain and manage assets particularly road inventory and condition data</p>

		<b>ACTION</b> <b>Works Engineer attending course in use the RAMM suite of software</b>
November 2019	Breakaway Road Construction/Maintenance contractor	<p>Site visit to completed Blackstone Warburton Road gravel re-sheeting job (SLK 158.7 – SLK 160.9) and site visit to current re-sheeting on Giles Mulga Park Road (SLK 127.48 – SLK 137.63)</p> <p>Additional information was sought from the contractor to include road width, depth of material layers on contractor's daily timecard, and hours/day of machinery item on Formation and Pavement activities respectively. This information is required to establish unit rate cost \$/m<sup>2</sup> for gravel re-sheeting broken down to formation (veg clearing, earthworks, batters/table drains, and carriageway shape) and pavement (excavating and loading crushed rock, limestone or gravel, shape to finished level with grid rolling)</p> <p><b>ACTION</b>  <b>Works Engineer establish \$/m<sup>2</sup> Formation and \$/m<sup>2</sup> Pavement unit rate cost from contractor timecards 2.2km length road reconstruction Blackstone Warburton Road</b></p>

**Shire Early Year's Program – Advice to the Shire Council, 27<sup>th</sup> November 2019.****Recognition of resources gifted to the program**

Over the years of the Shire's facilitation of the Ngaanyatjarra Early Years Program, many generous organizations/ persons have assisted the on-going operation of the program by gifting specific resources. This support has always been greatly appreciated. This document is to inform the Shire Council of assistance that is currently being received by the program.

**Nappies:** While children are at the program nappies have always been available for them, and in Warburton, with the excellent bathroom facilities for the little children, nappies are in high demand. Since January 2012, we have received 4 gifts a year of nappies/ baby wipes from Midland Pharmacy 777, particularly for the Warburton centre. This support originated from Dr. Colin Hughes who worked as a doctor in Warburton in 2011. On returning to Perth, Dr. Hughes liaised with the pharmacy near his practice in Midland to offer this support. Over the years, at the start of each term, my husband and I would pick up the nappies as we were leaving Perth and driving to Warburton, so that these gifts were also freight-free. Each term the program receives 12 packs of nappies (about 240 nappies) and 4 multi- packs of baby wipes, costing around \$160.00.

**Play resources:** Since 2017, the year 1 class of Woodlands Primary School has gifted the Early Years Program with about \$50 per term to purchase a play and learning activity for the children. Items purchased include doll's cradles, play tents, kinetic sand, construction activities and counting activities.

**Program resources via 'op-shop' events:** Since mid-2017, two or three times a year, Mr. and Mrs. John Thurtell have kindly packaged and sent boxes of second-hand clothes for us to hold an op-shop at playgroup. The families decided that each item would cost around 75c. These popular, helpful and much-anticipated events have not only provided clothes for the children and adults but have also contributed to the program through the purchase of art and craft resources, tables and chairs for the children, dress up clothes for the home corner and little children's trikes for outside play,

**Children's story books:** One of the most significant activities in the daily program routine is Family Story Time, where each child and their family adult participates in a shared time of 'looking at books together', using their home language – much like the bed-time story routines of little children around the world, which is a key foundation for successful literacy practices at school. Since June 2009, the Indigenous Literacy Foundation has supported the Ngaanyatjarra Early Years Program through its 'Book Buzz' program, providing nearly all the story books that we use across the community programs. Their support also includes facilitating the translation into Ngaanyatjarra of at least 16 favourite story books, such as 'Dear Zoo', 'Where's Spot?' and 'The Hungry Caterpillar', implementing local events so that the families can write their own books in Ngaanyatjarra for their children with the help of a visiting author and visiting the program once a year to gift each family (sometimes up to 90 families) with their child's favourite 2 or 3 books to keep at home.

**Conclusion:** Nappies, play resources, tables and chairs, bikes and story books are all integral to this excellent early learning program, and each gift is valued.

Commending this support to the Shire Council, and as the Shire will not be continuing with this program in 2020, I'd like to recommend that the Shire Council formally acknowledges these supports and that, should the persons/ organizations intend to continue their support for the children and families in the program in 2020, contact details be provided for future negotiations within the new governance arrangements.

Written by Anne Shinkfield (Early Years Program Coordinator)