



Shire of Ngaanyatjaraku

ON A JOURNEY

ORDINARY MEETING OF COUNCIL

ATTACHMENTS

**Tjulyuru Cultural and Civic Centre
Warburton Community**

19 December 2018

1.00 pm

Attachment 9.1



Shire of Ngaanyatjaraku

ON A JOURNEY

ORDINARY MEETING OF COUNCIL

MINUTES

**Tjulyuru Cultural and Civic Centre
Warburton Community**

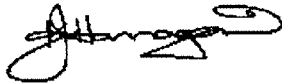
28 November 2018

at

1.00 pm

SHIRE OF NGAANYATJARRAKU
ORDINARY MEETING OF COUNCIL

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



Acting Chief Executive Officer

Date: 28-11-2018

These minutes were confirmed by Council as a true and correct record of proceedings of the Meeting of Council held on the 28 November 2018.

Presiding Member: _____ Date:...../...../2018

1.	DECLARATION OF OPENING.....	4
2.	ANNOUNCEMENT OF VISITORS.....	4
3.	ATTENDANCE	4
3.1	PRESENT	4
3.2	APOLOGIES	4
3.3	APPROVED LEAVE OF ABSENCE	4
4.	PUBLIC QUESTION TIME.....	4
4.1	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	4
4.2	PUBLIC QUESTION TIME.....	4
5.	APPLICATIONS FOR LEAVE OF ABSENCE	4
6.	DECLARATION BY MEMBERS.....	4
6.1	DUE CONSIDERATION BY COUNCILLORS TO THE AGENDA	4
6.2	DECLARATIONS OF INTEREST	5
7.	ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION	6
8.	PETITIONS, DEPUTATIONS, PRESENTATIONS.....	6
8.1	PETITIONS	6
8.2	DEPUTATIONS.....	6
8.3	PRESENTATIONS.....	6
9.	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS.....	6
9.1	MINUTES OF ORDINARY MEETING OF COUNCIL HELD 19 SEPTEMBER 2018 (ATT 9.1)....	6
10.	CEO REPORTS.....	7
10.1	PROGRESS ON THE IMPLEMENTATION OF COUNCIL DECISIONS	7
10.2	ADMINISTRATIVE COMPLIANCE WITH THE LGA 1995	9
10.3	ATTENDANCE BY TELEPHONE CR THOMAS.....	11
10.4	DEED of BUILDING EXCHANGE WITH NGAANYATJARRA COUNCIL.....	13
10.5	SCHEDULE OF ORDINARY MEETINGS OF COUNCIL FOR 2019.....	16
10.6	ORGANISATION STRUCTURE	19
10.7	INTEGRATED STRATEGIC PLAN 2018 - 2028.....	21
10.8	WORKFORCE PLAN 2018 – 2022	24
10.9	LONG TERM FINANCIAL PLAN 2018 - 2028	26
10.10	ASSET MANAGEMENT PLAN 2018 - 2038	29
11.	DEPUTY CEO REPORTS.....	31
11.1	PAYMENTS LISTING, SEPTEMBER 2018	31
11.2	COUNCIL INVESTMENTS AS AT 20 NOVEMBER 2018	33
11.3	MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 OCTOBER 2018.....	36
11.4	DEED OF TRANSFER.....	39
11.5	APPROVAL OF INVOICES FOR PAYMENT	42
12.	EHO & BUILDING SERVICES REPORTS	44
12.1	ACTION REPORT – EHO / BUILDING SERVICES	44
12.2	CONTAINER DEPOSIT LEGISLATION – CUSTOMER SERVICE STANDARDS	46
13.	EYP REPORTS	48
14.	NEW BUSINESS OF AN URGENT NATURE AS ADMITTED BY DECISION.....	48
15.	CONFIDENTIAL MATTERS	48
16.	NEXT MEETING	48
17.	CLOSURE OF MEETING	48

1. DECLARATION OF OPENING

The Presiding Member declared the meeting open at _1.02_ pm.

2. ANNOUNCEMENT OF VISITORS

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

3. ATTENDANCE

3.1 PRESENT

Elected Members:	President Deputy President Councillor Councillor Councillor	D McLean P Thomas D Frazer A Jones A Bates
Staff:	ACEO F&C Coord	K Hannagan G Handy
Guests:		
Members of Public:	There was __1__ member of the public in attendance at the commencement of the meeting.	

3.2 APOLOGIES

Cr. J Frazer

3.3 APPROVED LEAVE OF ABSENCE

4. PUBLIC QUESTION TIME

4.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4.2 PUBLIC QUESTION TIME

5. APPLICATIONS FOR LEAVE OF ABSENCE

6. DECLARATION BY MEMBERS

6.1 DUE CONSIDERATION BY COUNCILLORS TO THE AGENDA

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

6.2 DECLARATIONS OF INTEREST

Councillors to Note

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

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

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

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

NOTES ON DECLARING INTERESTS (FOR YOUR GUIDANCE)

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

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

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

Declarations of Interest provided:

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

--	--	--

- 7. ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION**
- 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 HELD 24 October 2018 (ATT 9.1)**

Officers Recommendation and Council Resolution

Moved: Cr D Frazer

Seconded: Cr A Jones

That the Unconfirmed Minutes of the Ordinary Meeting of Council held on 24 October 2018 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 DECISIONS, STATUS REPORT FOR OCTOBER 2018

FILE REFERENCE:	GV.05
AUTHOR'S NAME AND POSITION:	Kevin Hannagan Acting Chief Executive Officer
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	15 November 2018
DISCLOSURE OF INTERESTS:	The author has no financial, proximity or impartiality interests 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

Strategic Community Plan 2016 - 2026

Goal 4, Our Leadership

Outcome 4.2, A capable and compliant local government

Risk Management

This item has been evaluated against the Shire of Ngaanyatjaraku's 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 to September Council meeting 2018.

Voting Requirement

Simple Majority

Officers Recommendation and Council Resolution

Moved: Cr D Frazer Seconded: Cr A Jones

That Council notes the attached Council Resolutions – Status as at October Council meeting 2018 (Attachment 10.1) and this report.

Carried: 5/0

10.2 ADMINISTRATIVE COMPLIANCE

FILE REFERENCE:	CS.06
AUTHOR'S NAME AND POSITION:	Kevin Hannagan Acting Chief Executive Officer
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	15 November 2018
DISCLOSURE OF INTERESTS:	The author has no financial, proximity or impartiality interests in the proposal.

Summary

For Council to consider the Monthly Report of outstanding actions to achieve administrative compliance with the Local Government Act 1995 and other projects / tasks.

Background

The Minister for Local Government appointed an Approved Adviser to work with the Shire to meet the administrative requirements of the Local Government Act 1995. The Approved Advisers' Scope of Work is to "Undertake a review of the Shire's policies, systems and procedures to establish the level of compliance with the legislative provisions of the Local Government Act 1995". The Approved advisor has also requested that other important projects / tasks / actions involving operational matters also be added to the calendar.

Comment

Shire Staff have compiled for the Approved Adviser and Council a list of tasks to be undertaken, commonly known as a Compliance / Action Calendar.

A copy of the list of tasks is attached for Councillors information. Further monthly reports will be made to Council advising progress against the task 'due dates'.

The main remaining items outstanding to achieve compliance are the Annual Reports for 2016/17 & 2017/18 and Audits for 2016/17 & 2017/18 Financial Year Ends. Significant progress is now being made and it is proposed to be compliant by the end of December 2018.

Statutory Environment

Local Government Act 1995, various sections

Local Government (Financial Management) Regulations 1996, various sections

Local Government (Audit) Regulations 1996, various sections

Local Government (Administration) Regulations 1996, various sections

Financial Implications

The costs associated with the Approved Adviser are to be borne by Council, the Annual Budget takes this into account.

Strategic Implications

Strategic Community Plan 2016 - 2026

Goal 4, Our Leadership

Outcome 4.2, A capable and compliant local government

Risk Management

This item has been evaluated against the Shire of Ngaanyatjaraku's Risk Management Framework, Risk Assessment Matrix. The perceived level of risk is "High" risk and will require excellent controls,

managed by senior management / executive and subject to monthly monitoring with specific application of resources.

Policy Implications

There are no known Policy implications for this matter.

Attachments

Attachment 10.2 - Compliance Action List as at 20 November 2018

Voting Requirement

Simple Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr A Jones Seconded: Cr D Frazer

That Council notes Compliance / Action Calendar as at 20 November 2018 (Attachment 10.2) and this Report.

Carried: 5/0

10.3 ATTENDANCE BY TELEPHONE CR THOMAS

FILE REFERENCE: GV.00

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

DATE REPORT WRITTEN: 15 November 2018

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 only attended by telephone for the August 2018 meeting this 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

Strategic Community Plan 2016 - 2026

Goal 4, Our Leadership

Outcome 4.2, A capable and compliant local government

Risk Management

This item has been evaluated against the Shire of Ngaanyatjaraku's 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 Jones

Seconded: Cr D Frazer

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

Carried: 5/0

10.4 DEED of BUILDING EXCHANGE WITH NGAANYATJARRA COUNCIL

FILE REFERENCE:	CP.00
AUTHOR'S NAME AND POSITION:	Kevin Hannagan Acting Chief Executive Officer
AUTHORISING OFFICER AND POSITION:	Kevin Hannagan Acting Chief Executive Officer
DATE REPORT WRITTEN:	17 October 2018
DISCLOSURE OF INTERESTS:	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.

Summary

For Council to consider swapping 2 vacant units with Ngaanyatjarra Council to save ongoing rental costs of \$57,000 p.a.

Background

The Shire currently rents:

- 1 x 2 bedroom house, Warburton for the Finance and Administration Coordinator, and
- 1 x 1 bedroom unit, Warakurna for Environmental Health staff when visiting the area.

The cost of rent is approximately \$57,000 p.a.

The Shire also has:

- Duplex x 2 bedrooms, Wanarn with one unit rented out and one vacant, and
- Duplex x 2 bedrooms, Jameson both vacant.

Comment

At the October Council resolved:

That Council:

1. *Supports the proposal to enter into a house swap with NG Council as outlined in this report;*
2. *Requests the Chief Executive Officer to give local public notice of the proposed disposition in accordance with section 3.58 of the Local Government Act 1995; and*
3. *Requests the Chief Executive Officer to instruct the Shires Lawyers to draft an appropriate agreement for the Shire and NG Council to consider.*

Local Public Notice has been given of the proposed disposition in accordance with section 3.58 of the Local Government Act 1995, with no submissions received.

In accordance with section 3.58 of the Local Government Act 1995, Council must comply with the following:

- (c) the market value of the disposition —
 - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.

A Fair Valuation was undertaken for the units in 2014/15 and the 30 June 2018 Written Down Value for the units is:

- Wanarn, Duplex (2 units), \$548,357 x 50% = \$274,178; and
- Jameson, Duplex (2 units), \$542,246 x 50% = \$271,128.

As such it is proposed that the above values are based on a valuation carried out more than 6 months before the proposed disposition that the Shire believes to be a true indication of the value at the time of the proposed disposition.

Attached is a Deed of Transfer from the Shires lawyers McLeod Legal.

Statutory Environment

3.58. *Disposing of property*

(1) In this section —

dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not; property includes the whole or any part of the interest of a local government in property, but does not include money.

(2) Except as stated in this section, a local government can only dispose of property to —

(a) the highest bidder at public auction; or

(b) the person who at public tender called by the local government makes what is, in the

(d) any other disposition that is excluded by regulations from the application of this section.

opinion of the local government, the most acceptable tender, whether or not it is the highest tender.

(3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —

(a) it gives local public notice of the proposed disposition —

(i) describing the property concerned; and

(ii) giving details of the proposed disposition; and

(iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;

and

(b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

(4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —

(a) the names of all other parties concerned; and

(b) the consideration to be received by the local government for the disposition; and

(c) the market value of the disposition —

(i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or

(ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.

(5) This section does not apply to —

(a) a disposition of an interest in land under the Land Administration Act 1997 section 189 or 190; or

(b) a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or

(c) anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or

(d) any other disposition that is excluded by regulations from the application of this section.

Financial Implications

The Shire would save \$57,000 p.a. in rental costs.

Strategic Implications

Strategic Community Plan 2016 - 2026

Goal 4, Our Leadership
Outcome 4.4, Efficient service offerings to the Community

Risk Management

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

Policy Implications

There are no known policy implications for this matter

Attachments

Attachment 10.4 – Deed of Transfer, McLeod Legal

Voting Requirement

Simple Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr P Thomas

Seconded: Cr D Frazer

That Council:

- 1. Endorses the values contained in this report as a true indication of the value at the time of the proposed disposition based on a valuation carried out more than 6 months before the proposed disposal; and**
- 2. Authorises the use of the Common Seal to enable the President and Chief Executive Officer to enter into a Deed of Transfer, effective 30 November 2018 as attached to this report from the Shire's lawyers, McLeod Legal.**

Carried: 5/0

10.5 SCHEDULE OF ORDINARY MEETINGS OF COUNCIL FOR 2019

FILE REFERENCE:	GV.00
AUTHOR'S NAME AND POSITION:	Kevin Hannagan Acting Chief Executive Officer
DATE REPORT WRITTEN:	15 November 2018
DISCLOSURE OF INTERESTS:	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 December 2017, Council adopted the meeting schedule for the 12-month period from January to December 2018. 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 2019.

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 fourth Wednesday of the month. It is also suggested that the January 2019 meeting be scheduled for the fifth Wednesday (30 January 2019) and the December 2019 meeting be scheduled for the third Wednesday (18 December 2019) to best accommodate the Christmas and New Year period.

It is also proposed to close the Warburton Administration Building from Thursday 27th December to and including Monday 31st December 2018. There will be some staff on duty who will be cleaning out the office whilst the opportunity arises.

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

Strategic Community Plan 2016 - 2026

Goal 4, Our Leadership

Outcome 4.2, A capable and compliant local government

Risk Management

This item has been evaluated against the Shire of Ngaanyatjaraku's 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.

Council Resolution**Moved: Cr D Frazer****Seconded: Cr A Bates****That Council:**

- 1) adopts the Schedule of Ordinary Council Meeting dates, times and locations for the period January 2019 to December 2019 as outlined below:**

DATE	LOCATION	TIME
Wednesday, 23 January 2019	Council Chambers, Tjulyuru Cultural and Civic Centre, Warburton Community	1.00 pm
Wednesday, 27 February 2019	Council Chambers, Tjulyuru Cultural and Civic Centre, Warburton Community	1.00 pm
Wednesday, 27 March 2019	Council Chambers, Tjulyuru Cultural and Civic Centre, Warburton Community	1.00 pm
Wednesday, 24 April 2019	Council Chambers, Tjulyuru Cultural and Civic Centre, Warburton Community	1.00 pm
Wednesday, 22 May 2019	Council Chambers, Tjulyuru Cultural and Civic Centre, Warburton Community	1.00 pm
Wednesday, 26 June 2019	Council Chambers, Tjulyuru Cultural and Civic Centre, Warburton Community	1.00 pm
Wednesday, 24 July 2019	Council Chambers, Tjulyuru Cultural and Civic Centre, Warburton Community	1.00 pm
Wednesday, 28 August 2019	Council Chambers, Tjulyuru Cultural and Civic Centre, Warburton Community	1.00 pm
Wednesday, 25 September 2019	Council Chambers, Tjulyuru Cultural and Civic Centre, Warburton Community	1.00 pm
Wednesday, 23 October 2019	Council Chambers, Tjulyuru Cultural and Civic Centre, Warburton Community	1.00 pm
Wednesday, 27 November 2019	Council Chambers, Tjulyuru Cultural and Civic Centre, Warburton Community	1.00 pm
Wednesday, 18 December 2019	Council Chambers, Tjulyuru Cultural and Civic Centre, Warburton Community	1.00 pm

- 2) Gives local public notice to close the Warburton Administration Office from Thursday 27th December to and including Monday 31st December 2018.**

Carried: 5/0

Change to Recommendation of first meeting date from 30 January to 23 January made to enable others to attend the Council meeting on that date.

10.6 ORGANISATION STRUCTURE

FILE REFERENCE: PL.00

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

DATE REPORT WRITTEN: 15 November 2018

DISCLOSURE OF INTERESTS: The author has an impartiality interest in the proposal 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.

Given that the position of Chief Executive Officer (CEO) will not be recruited until 2019 (after compliance with the LG Act 1995 is achieved) it is recommended that Council consider an interim structure until the appointment of a new CEO who will no doubt then review the structure.

The structure of positions below those attached will be subject to change due to other events such as the review of service identified in the Integrated Strategic Plan and Long Term Financial Plan. As such it is proposed to review the remaining structure for council approval for the 2019/20 Annual Budget.

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 Deputy CEO position has now been made part-time, the Works Coordinator position abolished and a full-time Director Corporate Services created. As such there should be minimal impact on the overall salaries and wages cost.

Strategic Implications

Strategic Community Plan 2016 - 2026

Goal 4, Our Leadership

Outcome 4.2, A capable and compliant local government

Risk Management

This item has been evaluated against the Shire of Ngaanyatjaraku's 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

10.7 - Organisation Structure

Voting Requirement
Simple Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr A Bates Seconded: Cr D Frazer

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

Carried: 5/0

10.7 INTEGRATED STRATEGIC PLAN 2018 - 2028

FILE REFERENCE:	CM.13
AUTHOR'S NAME AND POSITION:	Kevin Hannagan Acting Chief Executive Officer
DATE REPORT WRITTEN:	15 November 2018
DISCLOSURE OF INTERESTS:	The author has no financial, proximity or impartiality interests in the proposal.

Summary

For Council to consider adopting the new Integrated Strategic Plan.

Background

Planning for the future is a requirement of the Local Government Act 1995 and requires every local in Western Australia to engage with its community to prepare a set of documents that sets out how the local government will sustainably deliver services over the next 10 years, in line with community expectations and available resources including funding that's available and the availability of people with the necessary experience and skill to deliver the services.

Following review of feedback from our recent community engagement exercise, we found that our previous Strategic Community Plan and Corporate Business plan was far too complex, cumbersome and over-reaching both in terms of community understanding and our available resources. Additionally, heavy scrutiny from the Department of Local Government and Communities in relation to the Shire's performance in meeting statutory compliance has revealed that we really need to focus on our statutory obligations and limit our service delivery activities to those which our available resources allow for.

To address both the State Government's concerns and the community's aspirations, we have prepared a much simpler and more achievable set of integrated planning documents that meet our statutory requirements, provide good direction to both Council and the Community in relation to our future path and which also provide understanding around services and service levels in relation to what the Shire of Ngaanyatjaraku will deliver to the community.

We have reduced our focus to three strategic goals;

1. Looking after the Land which, we all depend upon and love living on, making sure that the Land will be good for our children and grandchildren.
2. Looking after our people so that they are healthy and happy.
3. Ensuring that we do the right things to look after the land and the people.

There are significant challenges for the Shire to achieve these strategic goals and to ensure that one strategic goal doesn't suffer as a result of more focus on one of the other goals. This will mean that in some instances we will be changing our focus to facilitating things rather than trying to do things ourselves. That means we want to ensure things are done and achieved but it may not necessarily be done by the Shire. We will continue to work closely with State and Federal Government agencies and our traditional partner, Ngaanyatjarra Council to deliver services across the Ngaanyatjarra Lands (Lands).

Comment

The Shire's management will be focused on implementing this integrated strategic plan ensuring the Shire meets its statutory requirements and refocuses service delivery with the aim of long-term sustainability. Without this approach, the Shire risks becoming financially unsustainable and if that

happens, there is always the risk that the State Government will modify or take away the ability for decision making to occur locally.

This new, integrated strategic plan, combines both the Shire's Strategic Community Plan and Corporate Business Plan into one simple, easily understood document that is scale appropriate for the Shire of Ngaanyatjaraku. It also helps key stakeholders including State and Federal Government agencies and other community partners such as Ngaanyatjarra Council, understand what the Shire does and importantly what it doesn't do.

The plan has been developed in consideration of;

- What the Shire needs to do - to look after all the roads, buildings, plant & equipment that the Shire has responsibility for. This information is contained in the Shire's Asset Management Plan.
- What resources the Shire needs to employ to deliver services, i.e. what staff and or contractors it needs to employ and what qualifications and experience do they need to have and how the Shire attracts and retains these resources into the future. This information is contained in the Shire's Workforce Plan.
- What long term income and grants can the Shire realistically expect and what services will this be spent on. This information is contained within the Shire's Long-Term Financial Plan.

While it's a challenging time, it's also an exciting time for the Shire as we embark upon implementation of this new integrated strategic plan aimed at underpinning the long-term sustainability of service delivery to the Lands and its people.

Statutory Environment

Council's minimum obligations relating to planning for the future (IPR) are listed in S5.56 (1) of the Local Government Act 1995.

5.56. Planning for the future

(1) A local government is to plan for the future of the district.

(2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

Adopting, implementing and regularly reviewing the ISP (SCP/CBP) is required for the Shire to comply with the provisions of the Integrated Planning & Reporting Framework.

Financial Implications

The Strategic Community Plan includes 'Strategies' and 'Key Performance Indicators' which will be delivered by the Shire. The plan will reference and further detail these items and include a cost to achieve each one. These costs will be included in the 'Long Term Financial Plan' and annual budgets.

Strategic Implications

Strategic Community Plan 2016 - 2026

Goal 4, Our Leadership

Outcome 4.2, A capable and compliant local government

Risk Management

This item has been evaluated against the Shire of Ngaanyatjaraku's 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

The Integrated Strategic Plan will help shape the services that the Shire of Ngaanyatjaraku will deliver over the next ten years. The ISP will inform and drive the content of the informing strategies (i.e. workforce plan, asset management plans and 10-year Long Term Financial Plan).

As the ISP is the Shire's main strategic document, the content of all Council policies will need to be designed to be in line with achievement of the community's aspirations, as identified in the ISP and associated documents.

Attachments

A - Integrated Strategic Plan 2018 – 2028 (to be tabled)

Voting Requirement

Absolute Majority

Officers Recommendation and Council Resolution

Moved: Cr A Bates Seconded: Cr D Frazer

That Council:

- 1. adopts the Integrated Strategic Plan 2018 – 2028;**
- 2. gives local public notice of the plans adoption;**
- 3. places a copy on the Shires website; and**
- 4. continues to review the ISP in accordance with the methodology detailed within the plan, on the following cycle:**
 - a. Major Review – Every four years; and**
 - b. Minor Review – Every two years**

Carried: 5/0

10.8 WORKFORCE PLAN 2018 – 2022

FILE REFERENCE:	CM.13
AUTHOR'S NAME AND POSITION:	Kevin Hannagan Acting Chief Executive Officer
DATE REPORT WRITTEN:	15 November 2018
DISCLOSURE OF INTERESTS:	The author has no financial, proximity or impartiality interests in the proposal.

Summary

For Council to consider adopting a revised Workforce Plan (WFP) to support the Integrated Strategic Plan.

Background

Planning for the future is a requirement of the Local Government Act 1995 and it is imperative to informing the Shire Council of how capable it is to deliver the services to the community.

The Integrated Planning and Reporting Framework (IPR) is a nationally consistent approach to local government planning for service delivery. The focus of IPR is to establish local priorities and link this information to operational functions.

Comment

The WFP incorporates:

- the capability of the labour market in terms of achieving the Integrated Strategic Plan (ISP) objectives;
- an analysis of the risks currently facing the workforce;
- high level recommendations for strategic development; and
- a discussion of how the workforce will need to change over time to deliver the core objectives in the ISP.

By completing this process, the Shire will have a workforce plan adequately addressing the human resourcing requirements to deliver Shire operations in accordance with the amendments specified by the Local Government (Administration) Amendment Regulations (No. 2) 2011.

The purpose of the WFP is to outline the future requirements for the Shire of Ngaanyatjaraku, based upon the Integrated Strategic Plan.

This includes:

1. Assessing the gap between the current and future WFP requirements; and
2. Development of a four-year WFP to close the gap and meet the expectations of the Integrated Strategic Plan with consideration to the Asset Management Plan and the Long Term Financial Plan of the Shire.

Statutory Environment

Council's minimum obligations relating to planning for the future (IPR) are listed in S5.56 (1) of the Local Government Act 1995.

- 5.56. Planning for the future
(1) A local government is to plan for the future of the district.

(2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

Adopting, implementing and regularly reviewing the ISP (SCP/CBP) is required for the Shire to comply with the provisions of the Integrated Planning & Reporting Framework.

Financial Implications

The Workforce Plan includes 'Strategies' and 'Key Performance Indicators' which will be delivered by the Shire with further detail on costs to achieve each one. These costs will be included in the 'Long Term Financial Plan' and annual budgets.

Strategic Implications

Strategic Community Plan 2016 - 2026

Goal 4, Our Leadership

Outcome 4.2, A capable and compliant local government

Risk Management

This item has been evaluated against the Shire of Ngaanyatjaraku's 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

The Integrated Strategic Plan will help shape the services that the Shire of Ngaanyatjaraku will deliver over the next ten years. The ISP will inform and drive the content of the informing strategies (i.e. workforce plan, asset management plans and 10-year Long Term Financial Plan).

Attachments

B - Workforce Plan 2018 – 2022 (to be tabled)

Voting Requirement

Absolute Majority

Officers Recommendation and Council Resolution

Moved: Cr A Bates

Seconded: Cr D Frazer

That Council:

- 1. adopts the Workforce Plan 2018 – 2022;**
- 2. gives local public notice of the plans adoption;**
- 3. places a copy on the Shire's website; and**
- 4. continues to review the WFP in accordance with the methodology detailed within the plan.**

Carried: 5/0

10.9 LONG TERM FINANCIAL PLAN 2018 - 2028

FILE REFERENCE:	CM.13
AUTHOR'S NAME AND POSITION:	Kevin Hannagan Acting Chief Executive Officer
DATE REPORT WRITTEN:	18 November 2018
DISCLOSURE OF INTERESTS:	The author has no financial, proximity or impartiality interests in the proposal.

Summary

For Council to consider adopting a revised Long Term Financial Plan (LTFP) to support the Integrated Strategic Plan.

Background

Planning for the future is a requirement of the Local Government Act 1995 and it is imperative to informing the Shire Council of how capable it is to deliver the services to the community.

The Integrated Planning and Reporting Framework (IPR) is a nationally consistent approach to local government planning for service delivery. The focus of IPR is to establish local priorities and link this information to operational functions.

The Long Term Financial Plan (LTFP) is a ten-year rolling plan that incorporates the four-year financial projections accompanying the Integrated Strategic Plan (ISP). It is a key tool for prioritisation and ensuring the financial sustainability of the local government. Annual Budgets are directly aligned to the ISP / LTFP.

Comment

The LTFP contains:

Assumptions

The LTFP identifies key assumptions such as demographic projections, rating base growth, consumer price index or local government cost index, interest rates and so on.

Significant Expenditure Implications of the IPR suite

Major capital and operational expenditure implications included in the IPR suite are included and specifically referenced in the LTFP.

Financial Strategies

The LTFP includes strategies regarding:

- Rating structure
- Fees and charges
- Alternative revenue sources
- Pursuit of grants
- Reserves
- Debt funding
- Asset disposal
- Investment policy

Sustainability Measures

The use of asset and financial ratios are key sustainability measures that can highlight where attention needs to focus in order to keep on track. Note that there are a number of mandatory ratios, however each local government is able to supplement these with other ratios.

Scenario Modelling and Sensitivity Testing

Scenario modelling is used to explore alternative futures (such as optimistic, conservative and worst case scenarios) to determine the level of flexibility in the LTFP, and sensitivity testing is used to ascertain the impact of variations in the key assumptions (such as CPI estimates, payroll, interest rates, recurrent grant funding).

Alignment with IPR suite

Activities to ensure alignment between the LTFP and other elements of the IPR suite include:

Ensuring that key assumptions are common across the local government. For example, service delivery and finance areas should all be using the same development assumptions

Incorporating detailed forecasts for the four years of the Corporate Business Plan, including asset management and workforce forecasts

Ensuring long term financial implications are considered in proposals for new or enhanced services, projects and activities

The key issue for the Shire contained in the Plan is the Shire's Long Term Financial Sustainability. The plan shows that under a 'business as usual' scenario the Shire will extinguish its Surplus in 2020/21. As such the plan recommends that the Shire undertake a comprehensive review of its services to achieve financial sustainability. Some items for consideration include:

- Cost Recovery of Rubbish Services (from \$92,000 to \$450,000))
- Cost Recovery or cease Dog Services (\$70,000)
- Increases in Ex-Gratia Rates (from \$64,000 to \$150,000)
- Reduce swimming pool grant to Warburton Community (\$40,000)
- Cease support of Willara creative staffing (\$40,000)
- Review other services to identify reductions in cost (Early Years Program, Youth & Recreation, Environmental Programs).

There has been a significant reduction in income several years ago that has resulted in a reduction of funds of approximately \$500,000 p.a. with no corresponding reduction in expenditure. These reductions were Mining Tenements \$170,000 and Municipal Services Grants \$340,000 (used to fund rubbish workers). As such the Shire has been eroding its 'free cash' at bank by approximately \$500,000 for the previous three financial years.

Statutory Environment

Council's minimum obligations relating to planning for the future (IPR) are listed in S5.56 (1) of the Local Government Act 1995.

5.56. Planning for the future

(1) A local government is to plan for the future of the district.

(2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

Adopting, implementing and regularly reviewing the LTFP is required for the Shire to comply with the provisions of the Integrated Planning & Reporting Framework.

Financial Implications

Major increases in Income and reductions in Expenditure are required to ensure Long Term Sustainability of the Shire.

Strategic Implications

Strategic Community Plan 2016 - 2026

Goal 4, Our Leadership
Outcome 4.2, A capable and compliant local government

Risk Management

This item has been evaluated against the Shire of Ngaanyatjaraku's Risk Management Framework, Risk Assessment Matrix. The perceived level of risk is "High" risk and can be managed by review of services and close monitoring by executive management.

Policy Implications

There are no known policy implications.

Attachments

C - Long Term Financial Plan 2018 – 2028 (to be tabled)

Voting Requirement

Absolute Majority

Officers Recommendation and Council Resolution

Moved: Cr P Thomas

Seconded: Cr A Jones

That Council:

- 1. adopts the Long Term Financial Plan 2018 – 2028;**
- 2. gives local public notice of the plan's adoption;**
- 3. places a copy on the Shire's website;**
- 4. instructs the Chief Executive Officer to undertake a comprehensive review of Shire services to increase Income or reduce Expenditure: and**
- 5. continues to review the LTFP in accordance with the methodology detailed within the plan.**

Carried: 5/0

10.10 ASSET MANAGEMENT PLAN 2018 - 2038

FILE REFERENCE:	CM.13
AUTHOR'S NAME AND POSITION:	Kevin Hannagan Acting Chief Executive Officer
DATE REPORT WRITTEN:	18 November 2018
DISCLOSURE OF INTERESTS:	The author has no financial, proximity or impartiality interests in the proposal.

Summary

For Council to consider adopting a revised Asset Management Plan (AMP) to support the Integrated Strategic Plan.

Background

Planning for the future is a requirement of the Local Government Act 1995 and it is imperative to informing the Shire Council of how capable it is to deliver the services to the community.

The Integrated Planning and Reporting Framework (IPR) is a nationally consistent approach to local government planning for service delivery. The focus of IPR is to establish local priorities and link this information to operational functions.

The Asset Management Plan (AMP) is a twenty-year rolling plan that is about ensuring that the local government has the necessary plans in place so that funds and resources are available at the optimum time to replace an asset before it starts to fail and threaten the ongoing delivery of a service.

What complicates this issue is that local governments have care, control and responsibility for vast networks of differing assets. Extensive asset networks and competing demands for new services in addition to demand to renew/refurbish/replace existing assets with finite resources is a complex issue.

To address this issue, each local government is required to develop informing strategies that help them plan for the future. A key informing strategy is an asset management plan (AMP).

The Shire has developed one summary AMP (this document) which covers all asset classes (excluding mobile plant).

Comment

The AMP has been prepared to show how we will manage our infrastructure assets and ensure service delivery continues in line with the aspirations of the community, set out in Council's Integrated Plan (ISP).

The AMP contains the basic tools to enable the Council to make informed decisions on the allocation of resources in order to maintain all major infrastructure assets under our care, control and responsibility to a standard reflective of the community's desires and affordability.

The AMP will ultimately provide guidance on the long-term (20 years) allocation of financial and physical resources required to ensure operational performance of our infrastructure assets continues. This version of the AMP is a compilation of the Shire's current identifiable knowledge about how we currently manage our infrastructure assets.

There are still some gaps in knowledge, systems and processes and some of the data pickup information is undertaken at 'network level' (rather than through a detailed inspection/ condition assessment) and will be updated once the next level of condition assessment is undertaken.

Statutory Environment

Council's minimum obligations relating to planning for the future (IPR) are listed in S5.56 (1) of the Local Government Act 1995.

5.56. Planning for the future

(1) A local government is to plan for the future of the district.

(2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

Adopting, implementing and regularly reviewing the AMP is required for the Shire to comply with the provisions of the Integrated Planning & Reporting Framework.

Financial Implications

Major increases in Income and reductions in Expenditure are required to support the Asset renewal requirements for non-road assets. Road assets are mainly funded through government grants and are sufficient to maintain the Shires road network for the foreseeable future.

Strategic Implications

Strategic Community Plan 2016 - 2026

Goal 4, Our Leadership

Outcome 4.2, A capable and compliant local government

Risk Management

This item has been evaluated against the Shire of Ngaanyatjaraku's Risk Management Framework, Risk Assessment Matrix. The perceived level of risk is "High" risk and can be managed by review of services and close monitoring by executive management.

Policy Implications

The Shire has adopted policy ES4.5, Asset Management

Attachments

D – Asset Management Plan 2018 – 2038 (to be tabled)

Voting Requirement

Absolute Majority

Officers Recommendation and Council Resolution

Moved: Cr A Bates

Seconded: Cr D Frazer

That Council:

- 1. adopts the Asset Management Plan 2018 – 2038;**
- 2. gives local public notice of the plan's adoption;**
- 3. places a copy on the Shire's website;**
- 4. continues to review the AMP in accordance with the methodology detailed within the plan.**

Carried: 5/0

11. DEPUTY CEO REPORTS

11.1 PAYMENTS LISTING, OCTOBER 2018

FILE REFERENCE:	FM.07
AUTHOR'S NAME AND POSITION:	Kevin Hannagan Deputy Chief Executive Officer
AUTHORISING OFFICER AND POSITION:	Kevin Hannagan Acting Chief Executive Officer
DATE REPORT WRITTEN:	19 November 2018
DISCLOSURE OF INTERESTS:	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.

Summary

For Council to confirm the payment of accounts listed in the Accounts for Payment, November 2018.

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

This month's payments also include the transfer of \$300,000 to the new Employee Entitlements Reserve..

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

Strategic Community Plan 2016 - 2026

Goal 4, Our Leadership

Outcome 4.2, A capable and compliant local government

Risk Management

This item has been evaluated against the Shire of Ngaanyatjaraku's 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, October 2018

Voting Requirement

Simple Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr A Jones

Seconded: Cr D Frazer

That Council receives the Payment Listings, October 2018 totaling payments of \$1,152,100.18, as per Attachment 11.1.

Carried: 5/0

11.2 COUNCIL INVESTMENTS AS AT 20 NOVEMBER 2018

FILE REFERENCE:	FM.04
AUTHOR'S NAME AND POSITION:	Kevin Hannagan Deputy Chief Executive Officer
AUTHORISING OFFICER AND POSITION:	Kevin Hannagan Acting Chief Executive Officer
DATE REPORT WRITTEN:	15 November 2018
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 at 15 November 2018.

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.

Council will note that the new Term Deposit for Employee Entitlements Reserve has been set up in the Shire's Westpac Accounts and an initial reserve amount of \$300,000 allocated until the actual 2017/18 entitlements have been Audited and the balance adjusted at the next six monthly maturity interval.

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

The amount invested in the Cash Management Account includes approximately \$350,000 of Employee Entitlements, a separate reserve Account will soon be created for this.

Strategic Implications

Strategic Community Plan 2016 - 2026

Goal 4, Our Leadership

Outcome 4.2, A capable and compliant local government

Risk Management

This item has been evaluated against the Shire of Ngaanyatjaraku's 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 print of Municipal and Investment Accounts

Voting Requirement

Simple Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr D Frazer Seconded: Cr A Jones

That the report on Council Investments as at 20 November 2018 be received.

Carried: 5/0

11.3 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 OCTOBER 2018

FILE REFERENCE:	FM.10
AUTHOR'S NAME AND POSITION:	Kevin Hannagan Deputy Chief Executive Officer
AUTHORISING OFFICER AND POSITION:	Kevin Hannagan Acting Chief Executive Officer
DATE REPORT WRITTEN:	20 November 2018
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 the period ended 31 October 2018.

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 10% (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 Report attached for October 2018. Most comments are related to 'Timing' regarding when the budget was formulated versus actual costs being incurred. Overhead recoveries have not been run yet causing Governance Expenditure to be over and other Programs to be under. Plant recoveries have also not been run yet.

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

Strategic Community Plan 2016 - 2026

Goal 4, Our Leadership

Outcome 4.2, A capable and compliant local government

Risk Management

This item has been evaluated against the Shire of Ngaanyatjaraku's 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 11.3 - Monthly Financial Report for the period to 31 October 2018

Voting Requirement

Simple Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr A Bates

Seconded: Cr A Jones

That Council receives the monthly financial report for 31 October 2018.

Carried: 5/0

11.4 DEED OF TRANSFER

FILE REFERENCE:	CP.03
AUTHOR'S NAME AND POSITION:	Kevin Hannagan Deputy Chief Executive Officer
AUTHORISING OFFICER AND POSITION:	Kevin Hannagan Acting Chief Executive Officer
DATE REPORT WRITTEN:	19 November 2018
DISCLOSURE OF INTERESTS:	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.

Summary

For Council to transfer the former Place for Parents building to NG Health for use in their Home and Community Care (HACC) program.

Background

The Shire at its October meeting resolved the following:

That Council commence the process in accordance with Section 3.58 of the Local Government Act 1995 to transfer ownership of the Place for Parents building to Ngaanyatjarra Health Service for use in their HACC program as outlined in this report.

Comment

The Building Asset is surplus to the Shire's operating requirements and it is proposed to transfer ownership to NG Health for the provision of HACC Services.

Local Public Notice has been given of the proposed disposition in accordance with section 3.58 of the Local Government Act 1995, with no submissions received.

In accordance with section 3.58 of the Local Government Act 1995, Council must comply with the following:

- (c) the market value of the disposition —
 - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.

A Fair Valuation was undertaken for the building 2014/15 and the 30 June 2018 Written Down Value for the building is \$215,655.81.

As such it is proposed that the above values are based on a valuation carried out more than 6 months before the proposed disposition that the Shire believes to be a true indication of the value at the time of the proposed disposition.

Attached is a Deed of Transfer from the Shires lawyers McLeod Legal.

Statutory Environment

Local Government Act 1995

3.58. *Disposing of property*

(1) In this section —

dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;

property includes the whole or any part of the interest of a local government in property, but does not include money.

(2) Except as stated in this section, a local government can only dispose of property to —

- (a) the highest bidder at public auction; or
- (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.

(3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —

(a) it gives local public notice of the proposed disposition —

- (i) describing the property concerned; and
- (ii) giving details of the proposed disposition; and
- (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;

and

(b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

(4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —

- (a) the names of all other parties concerned; and
- (b) the consideration to be received by the local government for the disposition; and
- (c) the market value of the disposition —
 - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
 - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.

(5) This section does not apply to —

- (a) a disposition of an interest in land under the Land Administration Act 1997 section 189 or 190; or
- (b) a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or
- (c) anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or
- (d) any other disposition that is excluded by regulations from the application of this section.

WA Accounting Manual, Section 9

The carrying amount of a non-current asset is removed from the statement of financial position under the following conditions:

- It is disposed (e.g. on sale, trade or gifted or lost), or
- There is no further economic benefit expected from its use or disposal (e.g. technical obsolescence or exhaustion of capacity).

Removing the asset generates a profit or loss that is to be shown in the statement of comprehensive income. There may be an exception to this rule if the asset class is on the revaluation model (see the section on revaluation of assets).

Financial Implications

The write off of \$215,655.81 will generate a loss that is to be shown in the statement of comprehensive income. However, this will be a 'non-cash' item.

Strategic Implications

Strategic Community Plan 2016 - 2026

Goal 4, Our Leadership

Outcome 4.2, A capable and compliant local government

Risk Management

This item has been evaluated against the Shire of Ngaanyatjaraku's 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

11.4 Deed of Transfer

Voting Requirement

Simple Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr A Bates

Seconded: Cr D Frazer

That Council:

- 1. authorises the transfer of the former Place for People building to NG Health for the provision of HACC Services effective 30 November 2018;**
- 2. Endorses the written down value of \$215,655 as a true indication of the value at the time of the proposed disposition based on a valuation carried out more than 6 months before the proposed disposal; and**
- 3. Authorises the use of the Common Seal to enable the President and Chief Executive Officer to enter into a Deed of Transfer as attached to this report from the Shire's lawyers, McLeod Legal.**

Carried: 5/0

11.5 APPROVAL OF INVOICES FOR PAYMENT

FILE REFERENCE: FM.07

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

DATE REPORT WRITTEN: 21 November 2018

DISCLOSURE OF INTERESTS: The author has a proximity or impartiality interests in the proposal.

Summary

For Council to approve two Invoices from Core Business Australia for payment.

Background

The first invoice is related to a progress payment for RFQ 2017/18, Youth Services Review that Council awarded to Core Business Australia at its July 2018 Council meeting.

The second invoice is for the 2017/18 Fair Value, Infrastructure review to be undertaken in compliance with Fair Value legislation.

Comment

The Acting Chief Executive Officer is not able to authorise invoices for payment as he has a conflict in approving the payment. As such it is proposed to refer the attached invoices to Council for approval of payment.

Statutory Environment

Local Government Act 1995

2.7. *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

The associated cost of Youth Services Review and Fair Value Review have been made in the 2018/19 adopted budget.

Strategic Implications

Strategic Community Plan 2016 - 2026

Goal 4, Our Leadership

Outcome 4.4.3, Provide local government services

Risk Management

This item has been evaluated against the Shire of Ngaanyatjaraku's 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 11.5 – Core Business Australia, Invoices 0817A & 0828.

Voting Requirement

Simple Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr P Thomas

Seconded: Cr D Frazer

That Council approves the attached Invoices 0817A & 0828 from Core Business Australia for payment.

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 Acting Chief Executive Officer
DATE REPORT WRITTEN:	16 November 2018
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 through the period on-site October 2018.

Background

Not applicable

Comment

Not Applicable

Statutory Environment

Not applicable

Financial Implications

No known financial implications for this matter.

Strategic Implications

Strategic Community Plan 2016 - 2026

Goal 4, Our Leadership

Outcome 4.2, A capable and compliant local government

Risk Management

This item has been evaluated against the Shire of Ngaanyatjaraku's 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, October 2018

Voting Requirement

Simple Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr A Bates

Seconded: Cr D Frazer

That Council receives the Action Report, EHO / Building Services for October 2018.

Carried: 5/0

12.2 CONTAINER DEPOSIT LEGISLATION – CUSTOMER SERVICE STANDARDS

FILE REFERENCE:	WM.00 Waste Management
AUTHOR'S NAME AND POSITION:	Philip Swain Principal EHO & Building Officer
AUTHORISING OFFICER AND POSITION:	Kevin Hannagan Acting Chief Executive Officer
DATE REPORT WRITTEN:	9 November 2018
DISCLOSURE OF FINANCIAL INTEREST:	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.

Summary

An opportunity for the Shire to provide comment to the State Government with respect to potential customer service standards for the collection network, for the container deposit scheme (CDS) to be introduced in WA in 2021.

Background

The discussion paper sets out potential customer service standards for the collection network for the container deposit scheme (CDS) and models the resultant network to estimate the location and numbers of refund points required in Western Australia. The document acknowledges the need to balance the number of refund points to provide an appropriate level of access and coverage at a reasonable scheme cost in the design of the CDS.

The Department of Water and Environmental Regulation is seeking comment on proposed customer service standards and the results of the modelling that sets out a potential collection network that is consistent with the minimum standards. The document considers two options, each of which would provide a distribution of refund points that would achieve the minimum service standards for approximately 98.8 per cent of the state's population.

The preferred option is comprised of a full-time refund point for every 20,000 people as an overarching target, subject to:

- one full time refund point for major regional centres with a population between 10,000 and 20,000;
- at least two full time refund points for major regional centres with a population over 20,000; and
- a population threshold of 500 for a flexible refund point.

The modelling suggests a minimum of 196 refund points, comprising 111 full time refund points and 85 flexible refund points, would be required to meet the recommended minimum service standards state-wide.

An alternative option is also considered, providing a full-time refund point for every 15,000 people. This option will not change the likely customer service coverage for the Shire of Ngaanyatjaraku.

Comment

The CDL will mean that residents in communities will be paying an additional 10c for every beverage container up to three (3) litres in size, to be introduced in 2021. The CDL aims to reduce litter and increase recycling by creating real value for containers, that can be redeemed at collection points. The ability to provide for collection points in areas as remote as Ngaanyatjarra creates major issues for the roll out of the legislation. By committing to the statewide system of

collection locations, with a customer service standard, the state has agreed to enable even those in remote locations, to redeem their container deposits.

The current proposals will provide for CDL collection points in Warburton and Warakurna. The collection points will be what are termed "flexible refund points" meaning that they are not manned full time and may even be mobile collections. Flexible refund points are to meet the requirements of smaller or fluctuating populations and could be provided on a part time, seasonal, mobile, or event based (pop-up) basis. Allocation of a flexible refund point as a minimum service, as proposed within the Shire, would not prevent full- time operation if the operator chose to do so based on profitability.

Statutory Environment

The CDL is proposed to become law in 2021 and will result in a 10c deposit on most recyclable beverage containers.

Financial Implications

The financial implications for this matter with respect to the Shire are unclear at this stage, as determinations regarding the operation and funding of collection points will be resolved between now and the CDL introduction.

Strategic Implications

Strategic Community Plan 2016 - 2026

Goal 4, Our Leadership

Outcome 4.2, A capable and compliant local government

Risk Management

This item has been evaluated against the Shire of Ngaanyatjaraku's 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 policy implications for this matter currently.

Attachments

Attachment E - Discussion Paper, Customer service standards for collection network - Container deposit scheme (due to size to be tabled at the meeting).

Voting Requirement

Simple Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr P Thomas

Seconded: Cr A Bates

That Council provides comment to the Department of Water and Environmental Regulation that, whilst it would like to see more flexible refund points located within the Shire's nine (9) Communities with active stores, the current proposals for customer service standards, and the Container Deposit Legislation collection network, are acceptable to the Shire of Ngaanyatjaraku.

Carried: 5/0

13. EYP REPORTS

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

15. CONFIDENTIAL MATTERS

16. NEXT MEETING

Scheduled for Wednesday, 19 December 2018 at the Tjulyuru Cultural and Civic Centre, Warburton Community commencing at 1:00 pm.

17. CLOSURE OF MEETING

There being no further business to discuss the Presiding Member closed the meeting at 1.45 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
11 July 2018	OCM	10.2	REVIEW OF 2015/16 INDEPENDENT AUDIT REPORT AND MANAGEMENT REPORT

Resolution

Part 3. Instructs the Deputy Chief Executive Officer to assume day to day management of the Shire's administration, Act as Chief Executive Officer and:

Part	Status Update	% Complete
a) implement procedures for authorisation and payment of accounts payable (creditors) in consultation with the Shires' Auditor by 31 August 2018;	Westpac Bank Payment Tokens received, staff to be trained. Creditors accounting procedures being amended.	85%
b) implement procedures for authorisation and payment of payroll (employees) in consultation with the Shires' Auditor by 31 August 2018;	Westpac Bank Payment Tokens received, staff to be trained.	85%
c) implement records management procedures in accordance with the Shires' Record Keeping Plan 2016 by 30 September 2018;	IT Systems changed to enable staff to use cloud EDMS & CEO Computer backed up to Shire Server	100%
d) undertake a review of the Shire's current financial management practices by 31 October 2018;	Commenced, further update to February meeting	35%
e) provide the Auditor with balanced accounts and financial report for FYE 2016/17 by 30 July 2018;	Provided 17 August due to delays with balancing accounts	100%
f) achieve significant progress on the 2016/17 Audit by 30 September 2018;	Auditor 'sampling' and AFS completed, awaiting report	95%
g) complete Annual Report 2016/17 by 31 October 2018, and	After Audited AFS received	
h) commence the 2017/18 Audit by 1 November 2018.	Detailed trial Balance sent to Auditor 6 November	40%

Meeting Date	Meeting Type	Report Number	Report Title
24 October 2018	OCM	10.8	PROVISION OF WASTE SERVICES BY NGAANYATJARRA COUNCIL

Resolution

	Status Update	% Complete
That Council write to the CEO of the Department of Water and Environmental Regulation and request that it issue a waste collection permit to the Ngaanyatjarra Council outlining the reasons why the Shire would cease providing waste services within its district.	Awaiting NG Council letter of agreeance to send with it	85%

Attachment 10.2

Activity	Description	Legislation	Section	Notes	Responsible Officer	Progress as at 12 December 2018
Disability Access and Inclusion Plan Review	Commence Review	Disability Services Act 1993	s29(7)	5-yearly, next due ?	CEO	
Audit 2016/17 Interim	Interim Audit info to be Submitted to Auditor & respond to queries	Local Government Act 1995	s6.4 (3) & s7.12A	Annual	ACEO	Completed
Assessment Notices	Working with Children - Assessment Notices Ensure currency of Assessment Notices for all staff (and volunteers) employed to work with children. Assessment Notice valid for 3-years [s14]	Working With Children (Criminal Record Checking) Act 2004	s22 s23 s24	Annual	F&AC	Completed
Road Traffic Counters	Counters to be used on roads for grant aqital info etc			3 new councters to be commissioned	Works Officer	Completed
Annual Financial Report 2016/17	After the annual financial report has been audited in accordance with the Act the CEO is to sign and append to the report a declaration in the form of Form 1. Send to the Executive Director, DLG within 30 days. Email to annualreport@dlgc.wa.gov.au	Local Government (Financial Management) Regulations 1996	Reg51 (1) Reg51 (2)	Annual	ACEO	Awaiting AFS approval from Auditor
Annual Audit Report 2016/17	Annual Audit Report - OCM Report, A local government is to examine the report of the auditor prepared under section 7.9(1), and any report prepared under section 7.9(3) forwarded to it, and is to — (a) determine if any matters raised by the report, or reports, require action to be taken by the local government; and (b) ensure that appropriate action is taken in respect of those matters.	Local Government Act 1995	s7.12A(3)	Annual	ACEO	
Audit Actions Report 2016/17	A local government is to — (a) prepare a report on any actions under subsection (3) in respect of an audit conducted in respect of a financial year; and (b) forward a copy of that report to the Minister, by the end of the next financial year, or 6 months after the last report prepared under section 7.9 is received by the local government, whichever is the latest in time.	Local Government Act 1995	s7.12A(4)	Annual	ACEO	
Annual Report 2016/17	Annual Report to be accepted by Council	Local Government Act 1995	s5.53 s5.54	Annual. Adopted by Council by 31 Dec or no later than 2 months after the auditor's report becomes available	ACEO	
Annual Report 2016/17	Adoption of Annual Report - Advertise Local Public Notice	Local Government Act 1995	s5.55	Annual	ACEO	
Annual Report 2016/17	Send copies of Annual Report to Department of Local Government	Local Government Act 1995		Annual	ACEO	
Annual Report 2016/17	A copy of the annual report is to be placed on the Shire's website	Local Government Act 1995		Annual	ACEO	
Public Notice - OCM Calendar	Advertise Ordinary Council Meetings and Committee Meetings for the next 12 Months	Local Government (Administration) Regulations 1996	Reg 12 (1)	Annual November	ACEO	Completed
Annual Auditor Meeting 2017	Local government is to meet with the auditor of the local government at least once in every year.	Local Government Act 1996	s7.12A(2)	Annual after 2015/16 Audit completed	ACEO	Auditor meeting with Council for Jan 19
Local Government Grants Commission Return	Annual Return to be Audited and completed September.			2017/18 Due 30 January 2019	ACEO	In progress
Councillor Training	Develop second round Training Plan for Councillors				CEO	Finalise with DLGSC / WALGA for 2019
Organisation Structure	Update Org Structure with AA			Council Report to adopt	ACEO	Interim report to council Novemebr 2018
Strategic Plan / Documents Recommendations	Progress implementation of recommendations from SCP, CBP, LTFP, AMP, AMIS, NAMAf, WFP, RKP, DRP, RMP, LEMA, Reg17, Reg5, Audit Mgmt Letter			As required	DCEO	Await new DCS to assist

Compliance Audit Return	Due to Audit Meeting Late Feb / Early March Due to OCM March Due to DLG by 31 March	Local Government Act 1995	s7.13(1)(i)	To be done online and signed hard copy to DLG.	CEO	
Public Health Plan	Prepare new PHP as per new act.	Public Health Act 2016	s38	Annual	EHO/CEO	
Strategic Community Plan	Commence desktop review Councillors			2nd Year	CEO / DCEO	Completed
Local Emergency Management Arrangements (& LERP)	State Risk Project	Emergency Services Act 2005	s41(1)	Liaise DEMC on local risk workshop	CEO / DCEO	FESA workshop with LEMC 2019
Policy Manual	Policy Manual Review			Major Review Feb 2019	CEO / DCEO	
CEO Procedures	Procedures Review			Major Review Feb 2019	CEO / DCEO	
Code of Conduct	Review	Local Government Act 1995	s5,103	Review due 2019	CEO / DCEO	
Customer Service Charter	Review			Biennial	DCEO	
Authorised Officers	Authorised Officers - Purchasing & Requisitions - review listing - remove details of officers who are no longer relevant	Local Government (Financial Management) Regulations 1996	Reg.5	Annual	DCEO/CEO	Re-issued Council Policy re Purchasing to affected staff
Fringe Benefit Tax Return 2017/18	The FBT return is lodged electronically to the ATO each year in May	FBT		Annual	CEO	Completed
Performance Review	Completion of CEO & Staff Performance Reviews.	Local Government Act 1995	s5.38	Annual (CEO Oct)	DCEO	Completed
Compliance Audit Report	Compliance Audit Return - update of progress with implementation of remedial Action	Local Government Act 1995	s7.13(1)(i)	As required	CEO	
FOI Annual Statement	FOI Annual Statistical Data - forward to the Commissioner Due July	Freedom of Information Act 1992	s111(3)	Annual	CEO	Completed
Related Party Transactions	New Accounting Standard to be implemented for 2017/18 FYE	Australian Accounting Standards	AASB124	Annual August	CEO	Completed
Financial Interests Register	Review and remove details of officers / elected members who are no longer relevant	Local Government Act 1995	s5.88(3)	Annual. Returns to be kept for further 5 years	DCEO	
Complaints Register	Complaints officer to maintain a register of complaints regarding breaches of the Act.	Local Government Act 1995	s5.121(1)	Update the document when a complaint is received.	CEO	
Delegation Register - Committees / CEO & Employees / Authorised Officers	Delegation Register - Review - OCM Report	Local Government Act 1995	s5.18 s5.46 s9.10 s9.29	Annual	CEO/DCEO	Completed
Business Continuity Disaster Recovery Plan	Review of Plan			Biennial	DCEO	
Risk management, internal control and legislative compliance	Commence review	Local Government (Audit) Regulations 1996	Reg. 17	Biennial, due 2019	DCEO/CEO	
Financial Management Procedures	CEO to undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures	Local Government (Financial Management) Regulations 1996	Reg.5(2)(c)	4-yearly, due 2021	ACEO	

Attachment 10.6 A

SHIRE OF NGAANYATJARRAKU

BUDGET

FOR THE YEAR ENDED 30 JUNE 2019

TABLE OF CONTENTS

Statement of Comprehensive Income by Nature or Type	2
Statement of Comprehensive Income by Program	3
Statement of Cash Flows	4
Rate Setting Statement	5
Notes to and Forming Part of the Budget	6 to 29
Supplementary Information	30

SHIRE OF NGAANYATJARRAKU
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE OR TYPE
FOR THE YEAR ENDED 30 JUNE 2019

	NOTE	2018/19 Budget \$	2017/18 Actual \$	2017/18 Budget \$
Revenue				
Rates	8	255,759	239,238	246,670
Operating grants, subsidies and contributions		3,185,891	8,898,802	4,450,771
Fees and charges	14	316,840	395,264	359,590
Interest earnings	2(a)	6,497	16,927	19,690
Other revenue	2(a)	31,085	69,158	42,880
		<u>3,796,072</u>	<u>9,619,389</u>	<u>5,119,601</u>
Expenses				
Employee costs		(2,709,286)	(2,120,452)	(2,269,552)
Materials and contracts		(2,405,705)	(2,471,078)	(3,237,928)
Utility charges		(95,000)	(102,313)	(58,500)
Depreciation on non-current assets	2(a)	(1,366,389)	(1,373,457)	(2,522,000)
Insurance expenses		(123,000)	(116,046)	(163,300)
Other expenditure		(117,140)	(125,119)	(120,200)
		<u>(6,816,520)</u>	<u>(6,308,465)</u>	<u>(8,371,480)</u>
		<u>(3,020,448)</u>	<u>3,310,924</u>	<u>(3,251,879)</u>
Non-operating grants, subsidies and contributions		8,687,675	287,316	6,712,409
Profit on asset disposals	6	0	22,727	0
NET RESULT		<u>5,667,227</u>	<u>3,620,967</u>	<u>3,460,530</u>
Other comprehensive income				
Changes on revaluation of non-current assets		<u>0</u>	<u>0</u>	<u>0</u>
Total other comprehensive income		<u>0</u>	<u>0</u>	<u>0</u>
TOTAL COMPREHENSIVE INCOME		<u>5,667,227</u>	<u>3,620,967</u>	<u>3,460,530</u>

Notes:

All fair value adjustments relating to remeasurement of financial assets at fair value through profit or loss (if any) and changes on revaluation of non-current assets are impacted upon by external forces and not able to be reliably estimated at the time of budget adoption.

Fair value adjustments relating to the re-measurement of financial assets at fair value through profit or loss will be assessed at the time they occur with compensating budget amendments made as necessary.

It is anticipated, in all instances, any changes upon revaluation of non-current assets will relate to non-cash transactions and as such, have no impact on this budget document.

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

SHIRE OF NGAANYATJARRAKU
STATEMENT OF COMPREHENSIVE INCOME
BY PROGRAM
FOR THE YEAR ENDED 30 JUNE 2019

	NOTE	2018/19 Budget \$	2017/18 Actual \$	2017/18 Budget \$
Revenue (Refer Notes 1,2,8,10 to 14)				
Governance		3,000	4,680	8,000
General purpose funding		1,759,096	5,063,259	3,420,294
Law, order, public safety		420	3,536	80
Health		105,200	107,217	104,752
Education and welfare		318,000	505,357	440,000
Housing		20,000	11,086	45,000
Community amenities		87,000	96,409	137,500
Recreation and culture		222,307	306,262	238,640
Transport		1,274,049	3,474,107	691,985
Economic services		7,000	8,532	11,200
Other property and services		0	38,944	22,150
		<u>3,796,072</u>	<u>9,619,389</u>	<u>5,119,601</u>
Expenses Excluding Finance Costs Refer Notes 1, 2 & 15)				
Governance		(139,103)	(143,121)	(121,900)
General purpose funding		(24,825)	(25,168)	(28,213)
Law, order, public safety		(91,031)	(85,273)	(94,945)
Health		(488,745)	(389,798)	(445,269)
Education and welfare		(1,093,417)	(997,912)	(1,138,677)
Housing		(336,166)	(322,876)	(615,122)
Community amenities		(610,465)	(452,148)	(627,270)
Recreation and culture		(872,682)	(851,423)	(1,302,469)
Transport		(2,983,962)	(2,750,111)	(3,838,115)
Economic services		(163,128)	(124,868)	(127,131)
Other property and services		(12,996)	(165,767)	(32,369)
		<u>(6,816,520)</u>	<u>(6,308,465)</u>	<u>(8,371,480)</u>
Non-operating Grants, Subsidies and Contributions				
Transport		<u>8,687,675</u>	<u>287,316</u>	<u>6,712,409</u>
		<u>8,687,675</u>	<u>287,316</u>	<u>6,712,409</u>
Profit/(Loss) On				
Disposal Of Assets (Refer Note 6)				
Governance		0	22,727	0
		<u>0</u>	<u>22,727</u>	<u>0</u>
NET RESULT		<u>5,667,227</u>	<u>3,620,967</u>	<u>3,460,530</u>
Other comprehensive income				
Changes on revaluation of non-current assets		0	0	0
		<u>0</u>	<u>0</u>	<u>0</u>
Total other comprehensive income		<u>0</u>	<u>0</u>	<u>0</u>
TOTAL COMPREHENSIVE INCOME		<u><u>5,667,227</u></u>	<u><u>3,620,967</u></u>	<u><u>3,460,530</u></u>

Notes:

All fair value adjustments relating to remeasurement of financial assets at fair value through profit or loss (if any) and changes on revaluation of non-current assets are impacted upon by external forces and not able to be reliably estimated at the time of budget adoption.

Fair value adjustments relating to the remeasurement of financial assets at fair value through profit or loss will be assessed at the time they occur with compensating budget amendments made as necessary.

It is anticipated, in all instances, any changes upon revaluation of non-current assets will relate to non-cash transactions and as such, have no impact on this budget document.

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

**SHIRE OF NGAANYATJARRAKU
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2019**

	NOTE	2018/19 Budget \$	2017/18 Actual \$	2017/18 Budget \$
CASH FLOWS FROM OPERATING ACTIVITIES				
Receipts				
Rates		255,759	436,433	246,670
Operating grants, subsidies and contributions		4,799,177	8,009,354	4,450,771
Fees and charges		316,840	396,555	359,590
Interest earnings		6,497	16,927	19,690
Goods and services tax		0	18,347	0
Other revenue		31,085	68,392	42,880
		<u>5,409,358</u>	<u>8,946,008</u>	<u>5,119,601</u>
Payments				
Employee costs		(2,709,286)	(1,828,487)	(2,269,551)
Materials and contracts		(2,405,705)	(4,980,711)	(3,237,929)
Utility charges		(95,000)	(102,313)	(58,500)
Insurance expenses		(123,000)	(116,046)	(163,300)
Goods and services tax		0	0	0
Other expenditure		(117,140)	(125,119)	(120,200)
		<u>(5,450,131)</u>	<u>(7,152,676)</u>	<u>(5,849,480)</u>
Net cash provided by (used in) operating activities	3(b)	<u>(40,773)</u>	<u>1,793,332</u>	<u>(729,879)</u>
CASH FLOWS FROM INVESTING ACTIVITIES				
Payments for purchase of property, plant & equipment	5	(328,000)	(330,906)	(602,212)
Payments for construction of infrastructure	5	(9,084,775)	(3,565,681)	(5,306,478)
Non-operating grants, subsidies and contributions used for the development of assets		8,687,675	287,316	6,712,409
Proceeds from sale of plant & equipment		0	22,727	0
Net cash provided by (used in) investing activities		<u>(725,100)</u>	<u>(3,586,544)</u>	<u>803,719</u>
Net increase (decrease) in cash held		(765,873)	(1,793,212)	73,840
Cash at beginning of year		<u>3,270,636</u>	<u>5,063,848</u>	<u>5,003,690</u>
Cash and cash equivalents at the end of the year	3(a)	<u><u>2,504,763</u></u>	<u><u>3,270,636</u></u>	<u><u>5,077,530</u></u>

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

**SHIRE OF NGAANYATJARRAKU
RATE SETTING STATEMENT
FOR THE YEAR ENDED 30 JUNE 2019**

	NOTE	2018/19 Budget \$	2017/18 Actual \$	2017/18 Budget \$
Net current assets at start of financial year - surplus/(deficit)	4	3,373,238	2,292,064	2,960,406
Revenue from operating activities (excluding rates and non-operating grants, subsidies and contributions)	1,2			
Governance		3,000	27,407	8,000
General purpose funding		1,503,337	4,824,021	3,173,624
Law, order, public safety		420	3,536	80
Health		105,200	107,217	104,752
Education and welfare		318,000	505,357	440,000
Housing		20,000	11,086	45,000
Community amenities		87,000	96,409	137,500
Recreation and culture		222,307	306,262	238,640
Transport		1,274,049	3,474,107	691,985
Economic services		7,000	8,532	11,200
Other property and services		0	38,944	22,150
		<u>3,540,313</u>	<u>9,402,878</u>	<u>4,872,931</u>
Expenditure from operating activities	1,2			
Governance		(139,103)	(143,121)	(121,900)
General purpose funding		(24,825)	(25,168)	(28,213)
Law, order, public safety		(91,031)	(85,273)	(94,945)
Health		(488,745)	(389,798)	(445,269)
Education and welfare		(1,093,417)	(997,912)	(1,138,677)
Housing		(336,166)	(322,876)	(615,122)
Community amenities		(610,465)	(452,148)	(627,270)
Recreation and culture		(872,682)	(851,423)	(1,302,469)
Transport		(2,983,962)	(2,750,111)	(3,838,115)
Economic services		(163,128)	(124,868)	(127,131)
Other property and services		(12,996)	(165,767)	(32,369)
		<u>(6,816,520)</u>	<u>(6,308,465)</u>	<u>(8,371,480)</u>
Operating activities excluded from budget				
(Profit)/Loss on asset disposals		0	(22,727)	0
Depreciation on assets	2(a)	1,366,389	1,373,457	2,522,000
Amount attributable to operating activities		<u>1,463,420</u>	<u>6,737,207</u>	<u>1,983,857</u>
INVESTING ACTIVITIES				
Non-operating grants, subsidies and contributions		8,687,675	287,316	6,712,409
Purchase property, plant and equipment	5	(328,000)	(330,906)	(602,212)
Purchase and construction of infrastructure	5	(9,084,775)	(3,565,681)	(5,306,478)
Proceeds from disposal of assets		0	22,727	0
Amount attributable to investing activities		<u>(725,100)</u>	<u>(3,586,544)</u>	<u>803,719</u>
FINANCING ACTIVITIES				
Transfers to cash backed reserves (restricted assets)	9	(1,619,332)	(16,663)	(19,240)
Transfers from cash backed reserves (restricted assets)	9	625,253	0	157,212
Amount attributable to financing activities		<u>(994,079)</u>	<u>(16,663)</u>	<u>137,972</u>
Budgeted deficiency before general rates		<u>(255,759)</u>	<u>3,134,000</u>	<u>2,925,548</u>
Estimated amount to be raised from general rates	8	<u>255,759</u>	<u>239,238</u>	<u>246,670</u>
Net current assets at end of financial year - surplus/(deficit)	4	<u>(0)</u>	<u>3,373,238</u>	<u>3,172,218</u>

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

SHIRE OF NGAANYATJARRAKU
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2019

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Preparation

The budget has been prepared in accordance with applicable Australian Accounting Standards (as they apply to local government and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this budget are presented below and have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the budget has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

The Local Government Reporting Entity

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

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

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 16 to this budget document.

(b) 2017/18 Actual Balances

Balances shown in this budget as 2017/18 Actual are as forecast at the time of budget preparation and are subject to final adjustments.

(c) Rounding Off Figures

All figures shown in this budget, other than a rate in the dollar, are rounded to the nearest dollar.

(d) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the Shire obtains control over the assets comprising the contributions.

Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

(e) Goods and Services Tax (GST)

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.

(f) Superannuation

The Shire contributes to a number of superannuation funds on behalf of employees.

All funds to which the Shire contributes are defined contribution plans.

**SHIRE OF NGAANYATJARRAKU
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2019**

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(g) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, other short term highly liquid investments 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 shown as short term borrowings in current liabilities in Note 4 - Net Current Assets.

(h) Trade and Other Receivables

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.

(i) Inventories

General

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

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

Land Held for Resale

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

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

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

**SHIRE OF NGAANYATJARRAKU
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2017**

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Fixed Assets

Each class of fixed assets within either property, plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Initial Recognition and Measurement between Mandatory Revaluation Dates

All assets are initially recognised at cost and subsequently revalued in accordance with the mandatory measurement framework detailed above.

In relation to this initial measurement, 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 Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Individual assets acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework detailed above, are carried at cost less accumulated depreciation as management believes this approximates fair value. They will be subject to subsequent revaluation of the next anniversary date in accordance with the mandatory measurement framework detailed above.

Revaluation

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

Land Under Roads

In Western Australia, all land under roads is Crown land, the responsibility for managing which, is vested in the local government.

Effective as at 1 July 2008, Council elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in Australian Accounting Standard AASB 1051 Land Under Roads and the fact Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

In respect of land under roads acquired on or after 1 July 2008, as detailed above, Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

Whilst such treatment is inconsistent with the requirements of AASB 1051, Local Government (Financial Management) Regulation 4(2) provides, in the event of such an inconsistency, the Local Government (Financial Management) Regulations prevail.

Consequently, any land under roads acquired on or after 1 July 2008 is not included as an asset of the Shire

SHIRE OF NGAANYATJARRAKU
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Fixed Assets (Continued)

Depreciation

The depreciable amount of all fixed assets including buildings but excluding freehold land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

Major depreciation periods used for each class of depreciable asset are:

Buildings	2%	50 years
Furniture and Equipment	25%	4 years
Plant and Equipment	17.50%	15 years
Infrastructure formation	0%	not depreciated
Infrastructure pavement	4.32%	23 years
Infrastructure seal	4.30%	23 years
Infrastructure kerb	4.94%	20 years
Infrastructure drainage	3.16%	32 years
Infrastructure recreation	2%	50 years

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in profit or loss in the period which they arise.

(k) Fair Value of Assets and Liabilities

When performing a revaluation, the Shire uses a mix of both independent and management valuations using the following as a guide:

Fair Value is the price that the Shire would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

**SHIRE OF NGAANYATJARRAKU
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2017**

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(k) Fair Value of Assets and Liabilities (Continued)

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset (i.e. the market with the greatest volume and level of activity for the asset or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (ie the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

Fair Value Hierarchy

AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

Level 1

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

Valuation techniques

The Shire selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Shire are consistent with one or more of the following valuation approaches:

Market approach

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

**SHIRE OF NGAANYATJARRAKU
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2017**

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(k) Fair Value of Assets and Liabilities (Continued)

Income approach

Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

Cost approach

Valuation techniques that reflect the current replacement cost of an asset at its current service capacity.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Shire gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability and considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

The mandatory measurement framework imposed by the *Local Government (Financial Management) Regulations* requires, as a minimum, all assets to be revalued at least every 3 years. Relevant disclosures, in accordance with the requirements of Australian Accounting Standards have been made in the budget as necessary.

(l) Financial Instruments

Initial Recognition and Measurement

Financial assets and financial liabilities are recognised when the Shire becomes a party to the contractual provisions to the instrument. For financial assets, this is equivalent to the date that the Shire commits itself to either the purchase or sale of the asset (ie trade date accounting is adopted).

Financial instruments are initially measured at fair value plus transaction costs, except where the instrument is classified 'at fair value through profit or loss', in which case transaction costs are expensed to profit or loss immediately.

Classification and Subsequent Measurement

Financial instruments are subsequently measured at fair value, amortised cost using the effective interest rate method, or cost.

Amortised cost is calculated as:

- (a) the amount in which the financial asset or financial liability is measured at initial recognition;
- (b) less principal repayments and any reduction for impairment; and
- (c) plus or minus the cumulative amortisation of the difference, if any, between the amount initially recognised and the maturity amount calculated using the effective interest rate method.

SHIRE OF NGAANYATJARRAKU
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(l) Financial Instruments (Continued)

The effective interest method is used to allocate interest income or interest expense over the relevant period and is equivalent to the rate that discounts estimated future cash payments or receipts (including fees, transaction costs and other premiums or discounts) through the expected life (or when this cannot be reliably predicted, the contractual term) of the financial instrument to the net carrying amount of the financial asset or financial liability. Revisions to expected future net cash flows will necessitate an adjustment to the carrying value with a consequential recognition of an income or expense in profit or loss.

(i) Financial assets at fair value through profit and loss

Financial assets are classified at "fair value through profit or loss" when they are held for trading for the purpose of short term profit taking. Assets in this category are classified as current assets. Such assets are subsequently measured at fair value with changes in carrying amount being included in profit or loss.

(ii) Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Loans and receivables are included in current assets where they are expected to mature within 12 months after the end of the reporting period.

(iii) Held-to-maturity investments

Held-to-maturity investments are non-derivative financial assets with fixed maturities and fixed or determinable payments that the Shire management has the positive intention and ability to hold to maturity. They are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Held-to-maturity investments are included in current assets where they are expected to mature within 12 months after the end of the reporting period. All other investments are classified as non-current.

(iv) Available-for-sale financial assets

Available-for-sale financial assets are non-derivative financial assets that are either not suitable to be classified into other categories of financial assets due to their nature, or they are designated as such by management. They comprise investments in the equity of other entities where there is neither a fixed maturity nor fixed or determinable payments.

They are subsequently measured at fair value with changes in such fair value (i.e. gains or losses) recognised in other comprehensive income (except for impairment losses). When the financial asset is derecognised, the cumulative gain or loss pertaining to that asset previously recognised in other comprehensive income is reclassified into profit or loss.

Available-for-sale financial assets are included in current assets, where they are expected to be sold within 12 months after the end of the reporting period. All other available for sale financial assets are classified as non-current.

(v) Financial liabilities

Non-derivative financial liabilities (excl. financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in the profit or loss.

SHIRE OF NGAANYATJARRAKU
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(l) Financial Instruments (Continued)

Impairment

A financial asset is deemed to be impaired if, and only if, there is objective evidence of impairment as a result of one or more events (a "loss event") having occurred, which has an impact on the estimated future cash flows of the financial asset(s).

In the case of available-for-sale financial assets, a significant or prolonged decline in the market value of the instrument is considered a loss event. Impairment losses are recognised in profit or loss immediately. Also, any cumulative decline in fair value previously recognised in other comprehensive income is reclassified to profit or loss at this point.

In the case of financial assets carried at amortised cost, loss events may include: indications that the debtors or a group of debtors are experiencing significant financial difficulty, default or delinquency in interest or principal payments; indications that they will enter bankruptcy or other financial reorganisation; and changes in arrears or economic conditions that correlate with defaults.

For financial assets carried at amortised cost (including loans and receivables), a separate allowance account is used to reduce the carrying amount of financial assets impaired by credit losses. After having taken all possible measures of recovery, if management establishes that the carrying amount cannot be recovered by any means, at that point the written-off amounts are charged to the allowance account or the carrying amount of impaired financial assets is reduced directly if no impairment amount was previously recognised in the allowance account.

Derecognition

Financial assets are derecognised where the contractual rights for receipt of cash flows expire or the asset is transferred to another party, whereby the Shire no longer has any significant continual involvement in the risks and benefits associated with the asset.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

(m) Impairment of Assets

In accordance with Australian Accounting Standards the Shire assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another standard (e.g. AASB 116) whereby any impairment loss of a revaluation decrease in accordance with that other standard.

**SHIRE OF NGAANYATJARRAKU
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2017**

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(m) Impairment of Assets (Continued)

For non-cash generating assets such as roads, drains, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset.

At the time of adopting this budget, it is not possible to estimate the amount of impairment losses (if any) as at 30 June 2017.

In any event, an impairment loss is a non-cash transaction and consequently, has no impact on this budget document.

(n) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year 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.

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

Other Long-Term Employee Benefits

Provision is made for employees' long service leave and annual leave entitlements not expected to be settled wholly within 12 months after the end of the annual reporting period in which the employees render the related service. Other 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.

SHIRE OF NGAANYATJARRAKU
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

(q) Provisions

Provisions are recognised when the Shire has a 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.

(r) Leases

Leases of fixed assets where substantially all the risks and benefits incidental to the ownership of the asset, but not legal ownership, are transferred to the Shire, are classified as finance leases.

Finance leases are capitalised recording an asset and a liability at the lower amounts equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Leased assets are depreciated on a straight line basis over the shorter of their estimated useful lives or the lease term.

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

Lease incentives under operating leases are recognised as a liability and amortised on a straight line basis over the life of the lease term.

(s) Interests in Joint Arrangements

Joint arrangements represent the contractual sharing of control between parties in a business venture where unanimous decisions about relevant activities are required.

Separate joint venture entities providing joint venturers with an interest to net assets are classified as a joint venture and accounted for using the equity method. Refer to note 1(o) for a description of the equity method of accounting.

Joint venture operations represent arrangements whereby joint operators maintain direct interests in each asset and exposure to each liability of the arrangement. The Shire's interests in the assets, liabilities, revenue and expenses of joint operations are included in the respective line items of the financial statements. Information about the joint ventures is set out in Note 19.

**SHIRE OF NGAANYATJARRAKU
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2017**

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(t) 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. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire's operational cycle. In the case of liabilities where the Shire does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for sale where it is held as non-current based on the Shire's intentions to release for sale.

(u) Comparative Figures

Where required, comparative figures have been adjusted to conform with changes in presentation for the current budget year.

(v) Budget Comparative Figures

Unless otherwise stated, the budget comparative figures shown in this budget document relate to the original budget estimate for the relevant item of disclosure.

SHIRE OF NGAANYATJARRAKU
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2019

	2018/19 Budget \$	2017/18 Actual \$	2017/18 Budget \$
2. REVENUES AND EXPENSES			
(a) Net Result			
The net result includes:			
(i) Charging as an expense:			
Auditors remuneration			
Audit services	55,000	46,267	90,000
Other services	0	0	0
Depreciation By Program			
Governance	21,000	24,666	32,000
Law, order, public safety	2,500	2,568	4,000
Health	23,500	23,476	30,000
Education and welfare	37,000	36,628	118,000
Housing	92,735	93,051	403,000
Community amenities	60,000	60,970	95,000
Recreation and culture	55,179	53,857	297,000
Transport	1,065,975	1,069,685	1,535,000
Economic services	8,500	8,556	8,000
	<u>1,366,389</u>	<u>1,373,457</u>	<u>2,522,000</u>
Depreciation By Asset Class			
Land and buildings	157,235	136,533	755,000
Furniture and equipment	6,000	8,184	33,000
Plant and equipment	160,980	188,678	234,000
Roads and footpaths	1,042,174	1,040,062	1,500,000
	<u>1,366,389</u>	<u>1,373,457</u>	<u>2,522,000</u>
(ii) Crediting as revenues:			
Interest Earnings			
Investments			
- Reserve funds	6,047	16,663	19,240
- Other funds	450	264	450
	<u>6,497</u>	<u>16,927</u>	<u>19,690</u>
(iii) Other Revenue			
Reimbursements and recoveries	0	0	0
Other	31,085	69,158	42,880
	<u>31,085</u>	<u>69,158</u>	<u>42,880</u>

**SHIRE OF NGAANYATJARRAKU
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2019**

2. REVENUES AND EXPENSES (Continued)

(b) Statement of Objective

In order to discharge its responsibilities to the community, Council has developed a set of operational and financial objectives. These objectives have been established both on an overall basis, reflected by the Shire's Community Vision, and for each of its broad activities/programs.

COMMUNITY VISION

The Shire of Ngaanyatjarraku is dedicated to providing high quality services to the community through the various service orientated programs which it has established.

GOVERNANCE

Objective:

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

Activities:

Includes the activities of members of council and the administrative support available to the council for the provision of governance of the district. Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern specific council services.

GENERAL PURPOSE FUNDING

Objective:

To collect revenue to allow for the provision of services.

Activities:

Rates, general purpose government grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY

Objective:

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

Activities:

Supervision and enforcement of various local laws relating to fire prevention and other aspects of public safety including emergency services.

HEALTH

Objective:

To provide an operational framework for environmental and community health.

Activities:

Inspection of food outlets and their control, provision of meat inspection services, noise control and a waste pick-up service.

EDUCATION AND WELFARE

Objective:

To provide services to children and youth.

Activities:

Maintenance of playgroup centre (early years learning) and operation of youth services.

HOUSING

Objective:

To provide and maintain staff housing.

Activities:

Provision and maintenance of staff housing.

**SHIRE OF NGAANYATJARRAKU
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2019**

2. REVENUES AND EXPENSES (Continued)

(b) Statement of Objective (Continued)

COMMUNITY AMENITIES

Objective:

To provide services required by the community.

Activities:

Rubbish collection services, litter control, storm water maintenance and protection of the environment.

RECREATION AND CULTURE

Objective:

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

Activities:

Maintenance of public halls, civic centres, aquatic centre, recreation centres and various sporting facilities. Provision and maintenance of parks and playgrounds. Operation of other cultural facilities.

TRANSPORT

Objective:

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

Activities:

Construction and maintenance of roads, streets, footpaths, depot and traffic control. Cleaning of streets and maintenance of street trees.

ECONOMIC SERVICES

Objective:

To help promote the Shire and its economic well-being.

Activities:

Tourism and area promotion, provision of rural services including weed and vermin control. Building control.

OTHER PROPERTY & SERVICES

Objective:

To monitor and control council's overheads operating accounts.

Activities:

Private works operation, plant repairs, operation costs and administrative costs.

SHIRE OF NGAANYATJARRAKU
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2019

3. NOTES TO THE STATEMENT OF CASH FLOWS

(a) Reconciliation of Cash

For the purposes of the statement of cash flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Estimated cash at the end of the reporting period is as follows:

	2018/19 Budget \$	2017/18 Actual \$	2017/18 Budget \$
Cash - unrestricted	593,851	2,353,803	4,378,831
Cash - restricted	1,910,912	916,833	698,699
	<u>2,504,763</u>	<u>3,270,636</u>	<u>5,077,530</u>

The following restrictions have been imposed by regulation or other externally imposed requirements:

Asset Replacement, Acquisition & Development Reserve	1,840,635	846,603	626,971
Cultural Centre Reserve	70,277	70,230	71,728
	<u>1,910,912</u>	<u>916,833</u>	<u>698,699</u>

(b) Reconciliation of Net Cash Provided By Operating Activities to Net Result

Net result	5,667,227	3,620,967	3,460,530
Depreciation	1,366,389	1,373,457	2,522,000
(Profit)/loss on sale of asset	0	(22,727)	0
(Increase)/decrease in receivables	1,613,286	(1,516,664)	0
(Increase)/decrease in inventories	0	(41,862)	0
Increase/(decrease) in payables	0	(1,691,452)	0
Increase/(decrease) in employee provisions	0	358,929	0
Grants/contributions for the development of assets	(8,687,675)	(287,316)	(6,712,409)
Net Cash from Operating Activities	<u>(40,773)</u>	<u>1,793,332</u>	<u>(729,879)</u>

SHIRE OF NGAANYATJARRAKU
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2018

3. NOTES TO THE STATEMENT OF CASH FLOWS (Continued)

	2018/19 Budget \$	2017/18 Actual \$	2017/18 Budget \$
(c) Undrawn Borrowing Facilities			
Credit Standby Arrangements			
Bank overdraft limit	0	0	0
Bank overdraft at balance date	0	0	0
Credit card limit	8,000	8,000	8,000
Credit card balance at balance date	0	0	0
Total Amount of Credit Unused	<u>8,000</u>	<u>8,000</u>	<u>8,000</u>
 Loan Facilities			
Loan facilities in use at balance date	<u>0</u>	<u>0</u>	<u>0</u>
 Unused loan facilities at balance date	<u>0</u>	<u>0</u>	<u>0</u>

	Note	2018/19 Budget \$	2017/18 Actual \$
4. NET CURRENT ASSETS			
Composition of estimated net current assets			
CURRENT ASSETS			
Cash - unrestricted	3(a)	593,851	2,353,803
Cash - restricted reserves	3(a)	1,910,912	916,833
Receivables		803,548	2,416,834
Inventories		41,862	41,862
		<u>3,350,173</u>	<u>5,729,332</u>
 LESS: CURRENT LIABILITIES			
Trade and other payables		(1,080,332)	(1,080,332)
Provisions		(358,929)	(358,929)
		<u>(1,439,261)</u>	<u>(1,439,261)</u>
 Unadjusted net current assets		1,910,912	4,290,071
Differences between the net current assets at the end of each financial year in the rate setting statement and net current assets detailed above arise from amounts which have been excluded when calculating the budget deficiency in accordance with FM Reg 32 as movements for these items have been funded within the budget estimates. These differences are disclosed as adjustments below.			
Adjustments			
Less: Cash - restricted reserves	3(a)	(1,910,912)	(916,833)
Adjusted net current assets - surplus/(deficit)		<u><u>0</u></u>	<u><u>3,373,238</u></u>

SHIRE OF NGAANYATJARRAKU
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2019

5. ACQUISITION OF ASSETS

The following assets are budgeted to be acquired during the year.

Asset Class	Reporting Program						2018/19 Budget Total \$	2017/18 Actual Total \$
	Governance \$	Health \$	Education and Welfare \$	Housing \$	Recreation and Culture \$	Transport \$		
<u>Property, Plant and Equipment</u>								
Land and buildings	0	0	40,000	25,000	25,000	0	90,000	0
Furniture and equipment	5,000	0	0	0	0	0	5,000	0
Plant and equipment	0	223,000	0	0	0	10,000	233,000	330,906
	5,000	223,000	40,000	25,000	25,000	10,000	328,000	330,906
<u>Infrastructure</u>								
Roads and footpaths	0	0	0	0	0	9,084,775	9,084,775	3,565,681
Total Acquisitions	5,000	223,000	40,000	25,000	25,000	9,094,775	9,412,775	3,896,587

A detailed breakdown of acquisitions on an individual asset basis can be found in the supplementary information attached to this budget document.

**SHIRE OF NGAANYATJARRAKU
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2019**

6. DISPOSALS OF ASSETS

No assets are budgeted to be disposed of during the year.

7. INFORMATION ON BORROWINGS

(a) Debenture Repayments

No Borrowings currently exist

(b) New Debentures - 2018/19

It is not anticipated any new debentures will be drawn during 2018/19.

(c) Unspent Debentures

Council had no unspent debenture funds as at 30th June 2018 nor is it expected to have unspent debenture funds as at 30th June 2019.

(d) Overdraft

No overdraft facilities currently exist with the Shire's bank.

It is not anticipated that this facility will be required to be utilised during 2018/19.

SHIRE OF NGAANYATJARRAKU
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2019

8. RATING INFORMATION - 2016/17 FINANCIAL YEAR

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2018/19 Budgeted Rate Revenue \$	2018/19 Budgeted Interim Rates \$	2018/19 Budgeted Back Rates \$	2018/19 Budgeted Total Revenue \$	2017/18 Actual \$
General rate								
UV	0.210000	34	908,940	190,877	0	0	190,877	174,356
Sub-Totals		34	908,940	190,877	0	0	190,877	174,356
Minimum payment	Minimum \$							
UV	245	0	0	0	0	0	0	0
Sub-Totals		0	0	0	0	0	0	0
Discounts (Note 13)							0	0
Exgratia Rates - Ngaanyatjarraku Community							64,882	64,882
Total amount raised from general rates							255,759	239,238

**SHIRE OF NGAANYATJARRAKU
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2019**

8(a). RATING INFORMATION - 2018/19 FINANCIAL YEAR (CONTINUED)

All land except exempt land in the Shire of Ngaanyatjarraku is rated according to its Gross Rental Value (GRV) in townsites or Unimproved Value (UV) in the remainder of the Shire of Ngaanyatjarraku.

The general rates detailed above for the 2018/19 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of the Local Government services/facilities.

**SHIRE OF NGAANYATJARRAKU
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2019**

9. CASH BACKED RESERVES

	2018/19 Budget				2017/18 Actual				2017/18 Budget			
	Opening Balance \$	Transfer to \$	Transfer (from) \$	Closing Balance \$	Opening Balance \$	Transfer to \$	Transfer (from) \$	Closing Balance \$	Opening Balance \$	Transfer to \$	Transfer (from) \$	Closing Balance \$
Asset Replacement, Acquisition & Development Reserve	846,603	1,619,285	(625,253)	1,840,635	830,070	16,533	0	846,603	766,555	17,628	(157,212)	626,971
Cultural Centre Reserve	70,230	47	0	70,277	70,100	130	0	70,230	70,116	1,612	0	71,728
	916,833	1,619,332	(625,253)	1,910,912	900,170	16,663	0	916,833	836,671	19,240	(157,212)	698,699

In accordance with council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

Purpose of the reserve

Asset Replacement, Acquisition & Development Reserve

To provide and replace the necessary equipment, furniture, plant, buildings and infrastructure comprising of roads, drains, footpaths and recreational reserves.

Cultural Centre Reserve

To provide for the successful operation of the Cultural Centre as provided for in clause 8.21 of the management deed between the Shire of Ngaanyatjaraku, Warburton Community Incorporated and the Ngaanyatjaraku Council (Aboriginal Corporation), transfers to the reserve representing surplus funds from the day to day operations of the Cultural Centre after deducting costs incurred by the Shire.

It is the Shire's intention to utilise the funds held in the abovementioned reserves for the purpose of not utilising Overdraft facilities from time to time during the financial year. The benefit to the Shire is that it reduces financing costs.

**SHIRE OF NGAANYATJARRAKU
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2019**

10. SPECIFIED AREA RATE - 2018/19 FINANCIAL YEAR

It is not the intention of the council to raise a specified area rate during the financial year ended 30 June 2019.

11. SERVICE CHARGES - 2018/19 FINANCIAL YEAR

It is not the intention of the council to raise a service charge during the financial year ended 30 June 2019.

12. INTEREST CHARGES AND INSTALMENTS - RATES AND SERVICE CHARGES - 2018/19 FINANCIAL YEAR

Instalment Options	Date Due	Instalment Plan Admin Charge \$	Instalment Plan Interest Rate %	Unpaid Rates Interest Rate %
Option 1 (Full Payment)				
	29-Oct-18	0	0.00%	11%
Option 2 (Two Instalments)				
First instalment	29-Oct-18	0	0.00%	11%
Second instalment	04-Mar-19	0	0.00%	11%
Option 3 (Four Instalments)				
First instalment	29-Oct-18	0	0.00%	11%
Second instalment	28-Dec-18	0	0.00%	11%
Third instalment	01-Mar-19	0	0.00%	11%
Fourth instalment	06-May-19	0	0.00%	11%

**13. PAYMENT DISCOUNTS, WAIVERS AND CONCESSIONS
- 2018/19 FINANCIAL YEAR**

The council does not intend to offer any discounts, incentives, concessions or write offs.

SHIRE OF NGAANYATJARRAKU
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2019

	2018/19 Budget \$	2017/18 Actual \$
14. FEES & CHARGES REVENUE		
Governance	500	55
General purpose funding	1,500	0
Health	200	0
Education and welfare	7,000	9,124
Housing	20,000	11,086
Community amenities	87,000	88,909
Recreation and culture	195,640	278,416
Economic services	5,000	7,674
	<u>316,840</u>	<u>395,264</u>

	2018/19 Budget \$	2017/18 Actual \$
15. ELECTED MEMBERS REMUNERATION		
The following fees, expenses and allowances were paid to council members and/or the Mayor/President.		
Meeting fees	18,000	8,500
President's allowance	6,000	2,000
Annual Local Government allowance - President	4,000	5,191
Annual Local Government allowance - Deputy President	1,000	0
Travelling expenses	15,000	9,892
	<u>44,000</u>	<u>25,583</u>

**SHIRE OF NGAANYATJARRAKU
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2019**

16. TRUST FUNDS

It is not anticipated there will be any funds held by the local government over which it has no control and which will not be included in the financial statements during the year 2018/19.

17. MAJOR LAND TRANSACTIONS

It is not anticipated the Shire will participate in any major land transactions during the 2018/19 financial year.

18. TRADING UNDERTAKINGS AND MAJOR TRADING UNDERTAKINGS

It is not anticipated the Shire will participate in any trading undertakings or major trading undertakings during the 2018/19 financial year.

19. INTERESTS IN JOINT ARRANGEMENTS

It is not anticipated the Shire will participate in any joint arrangements during the 2018/19 financial year.

SHIRE OF NGAANYATJARRAKU
SCHEDULE OF FEES AND CHARGES 2018/2019

	A/c Number	2017/2018 (GST excl) \$	GST	Fees Inclusive of GST	2018/2019 (GST excl) \$	GST	Fees Inclusive of GST
<u>Photocopying (per copy)</u>							
- A4 (Shire supplied paper)	42392	\$0.18	\$0.02	\$0.20	\$0.18	\$0.02	\$0.20
- A4 (customer supplied paper)	42392	\$0.09	\$0.01	\$0.10	\$0.09	\$0.01	\$0.10
- A3 (Shire supplied paper)	42392	\$0.27	\$0.03	\$0.30	\$0.27	\$0.03	\$0.30
- A3 (customer supplied paper)	42392	\$0.14	\$0.01	\$0.15	\$0.14	\$0.01	\$0.15
<u>Laminating (per page)</u>							
- A4	42392	\$0.91	\$0.09	\$1.00	\$0.91	\$0.09	\$1.00
- A3	42392	\$1.82	\$0.18	\$2.00	\$1.82	\$0.18	\$2.00
<u>Facsimile transmission (per page)</u>							
- Outgoing	42392	\$0.91	\$0.09	\$1.00	\$0.91	\$0.09	\$1.00
- Incoming	42392	\$0.45	\$0.05	\$0.50	\$0.45	\$0.05	\$0.50
<u>Meeting Room Hire</u>							
Meeting Room Hire (per hour - up to 3 hours)	116329	\$60.00	\$6.00	\$66.00	\$60.00	\$6.00	\$66.00
Meeting Room Hire (per day)	116329	\$250.00	\$25.00	\$275.00	\$250.00	\$25.00	\$275.00
Cleaning charges (per hour – min 1 hour)	116329	\$75.00	\$7.50	\$82.50	\$75.00	\$7.50	\$82.50
Meeting room hire (2 days or more hire)	116329	Days x rate		Days x rate	(Number of days hire x daily rate)		
<u>Plant Hire</u>							
Caterpillar 920 Front End Loader	141240	\$85.00	\$8.50	\$93.50	\$85.00	\$8.50	\$93.50
Toyota Dyna 6500 Tip Truck	141240	\$65.00	\$6.50	\$71.50	\$65.00	\$6.50	\$71.50
Hino VT Road Sweeper	141240	\$85.00	\$8.50	\$93.50	\$85.00	\$8.50	\$93.50
<u>Rates</u>							
General Minimum rate	30197	\$240.00	GST Free	\$240.00	\$245.00	GST Free	\$245.00
General Rate - Unimproved Value	30197	\$0.19	GST Free	\$0.19	\$0.21	GST Free	\$0.21
<u>Rubbish Charges – All applicable communities</u>							
Rubbish removal/site maintenance - Household	101410	\$262.50	GST Free	\$262.50	\$290.00	GST Free	\$290.00
Rubbish removal/site maintenance - Commercial	101410	\$1,000.00	GST Free	\$1,000.00	\$1,100.00	GST Free	\$1,100.00
<u>Sale of local Indigenous Artwork / Artefacts</u>							
Mark-up on purchase price	116319				33%	10%	46.3%
<u>Rental – Office / Housing</u>							
Warburton Community Resource Centre - as per rental agreement	111036				3%	10%	3.3%
House – as per rental agreement	42605				3%	10%	3.3%

	A/c Number	2017/2018 (GST excl) \$	GST	Fees Inclusive of GST	2018/2019 (GST excl) \$	GST	Fees Inclusive of GST
Building & Regulatory Services							
<u>Building Permit Application Fees:</u>							
Uncertified Residential - 0.32% of estimated value of construction (incl. GST) minimum \$97.70	133410	Minimum \$96.00	GST Free	Minimum \$96.00	Minimum \$97.70	GST Free	Minimum \$97.70
Certified Residential - 0.19% of estimated value of construction (incl. GST) minimum \$97.70	133410	Minimum \$96.00	GST Free	Minimum \$96.00	Minimum \$97.70	GST Free	Minimum \$97.70
Commercial / Industrial - 0.09% of estimated value of construction (incl. GST) minimum \$97.70	133410	Minimum \$96.00	GST Free	Minimum \$96.00	Minimum \$97.70	GST Free	Minimum \$97.70
BCITF Levy - 0.2% of estimated value of construction (incl. GST) – [*only applies to estimated values over \$20,000] minimum of \$200	133489	0.2% >\$20,000	GST Free	0.2% >\$20,000	Minimum \$200	GST Free	Minimum \$200
Building Services Levy - \$61.65 for works values below \$45,000 and 0.137% for works valued over \$45,000 (building or demolition)	133400	Minimum \$61.65	GST Free	Minimum \$61.65	Minimum \$61.65	GST Free	Minimum \$61.65
Demolition Permit (for a Class 1 or Class 10 building or incidental structure)	133410	\$96.00	GST Free				No longer charged
Application to extend the time during which a building or demolition permit has effect	133410	\$96.00	GST Free				No longer charged
<u>Application for Occupancy Permits, Building Approval Certificates:</u>							
Occupancy Permit for a completed building	133410	\$96.00	GST Free	\$96.00	\$97.70	GST Free	\$97.70
Temporary Occupancy Permit for an incomplete building	133410	\$96.00	GST Free	\$96.00	\$97.70	GST Free	\$97.70
Replacement of an Occupancy Permit for permanent change of the building's use or classification	133410	\$96.00	GST Free	\$96.00	\$97.70	GST Free	\$97.70
Occupancy Permit for unauthorised work – 0.18% of estimated value of construction	133410	Minimum \$96.00	GST Free	Minimum \$96.00	Minimum \$97.70	GST Free	Minimum \$97.70
Building Approval Certificate for unauthorised work – 0.38% of estimated value of construction	133410	Minimum \$96.00	GST Free	Minimum \$96.00	Minimum \$97.70	GST Free	Minimum \$97.70
Occupancy Permit for an existing building	133410	\$96.00	GST Free	\$96.00	\$97.70	GST Free	\$97.70
Building Approval Certificate for an existing building where unauthorised work has not been done	133410	\$96.00	GST Free	\$96.00	\$97.70	GST Free	\$97.70
Application to extend the time during which an Occupancy Permit or Building Approval Certificate has effect	133410	\$96.00	GST Free	\$96.00	\$97.70	GST Free	\$97.70
Certificate of Design Compliance -							
Class 1 or Class 10 building or incidental structure (0.19% of the estimated value of construction)	133410	Minimum \$95.00	GST Free	Minimum \$95.00			No longer charged
Class 2 to Class 9 building or incidental structure valued up to \$150,000	133410	\$270.00	GST Free	\$270.00			No longer charged
Class 2 to Class 9 building or incidental structure valued between \$150,001 and \$500,000 - \$270 plus 0.15% of the estimated value above \$150,000	133410	\$270 plus 0.15% of value	GST Free	\$270 plus 0.15% of value			No longer charged
Class 2 to Class 9 building or incidental structure valued between \$500,001 and \$1,000,000 - \$795 plus 0.12% of the estimated value above \$500,000	133410	\$795 plus 0.12% of value	GST Free	\$795 plus 0.12% of value			No longer charged
Class 2 to Class 9 building or incidental structure valued above \$1,000,001 - \$1,395 plus 0.10% of the estimated value above \$1,000,000	133410	\$1,395 plus 0.10% of value	GST Free	\$1,395 plus 0.10% of value			No longer charged
Certificate of Construction Compliance -							
Class 2 to Class 9 building or incidental structure valued up to \$150,000	133410	\$270.00	GST Free	\$270.00			No longer charged
Class 2 to Class 9 building or incidental structure valued between \$150,001 and \$500,000 - \$270 plus 0.15% of the estimated value above \$150,000	133410	\$270 plus 0.15% of value	GST Free	\$270 plus 0.15% of value			No longer charged
Class 2 to Class 9 building or incidental structure valued between \$500,001 and \$1,000,000 - \$795 plus 0.12% of the estimated value above \$500,000	133410	\$795 plus 0.12% of value	GST Free	\$795 plus 0.12% of value			No longer charged

Class 2 to Class 9 building or incidental structure valued above \$1,000,001 - \$1,395 plus 0.10% of the estimated value above \$1,000,000	133410	\$1,395 plus 0.10% of value **Double the above fees	GST Free	\$1,395 plus 0.10% of value			No longer charged
Unauthorised structures (Certificate of Building Compliance) – <u>Double the above fee structures</u>	133410		GST Free	**Double the above fees			No longer charged
Certificate of Construction Compliance - Class 1 to Class 10 building or incidental structure valued up to \$150,000	133410	\$135.00	GST Free	\$135.00			No longer charged
Class 1 to Class 10 building or incidental structure valued between \$150,001 and \$500,000 - \$135 plus 0.15% of the estimated value above \$150,000	133410	\$135 plus 0.15% of value	GST Free	\$135 plus 0.15% of value			No longer charged
Class 1 to Class 10 building or incidental structure valued between \$500,001 and \$1,000,000 - \$397 plus 0.12% of the estimated value above \$500,000	133410	\$397 plus 0.12% of value	GST Free	\$397 plus 0.12% of value			No longer charged
Class 1 to Class 10 building or incidental structure valued above \$1,000,001 - \$697 plus 0.10% of the estimated value above \$1,000,000	133410	\$697 plus 0.10% of value **Double the above fees	GST Free	\$697 plus 0.10% of value			No longer charged
Unauthorised structures (Certificate of Building Compliance) – <u>Double the above fee structures</u>	133410		GST Free	**Double the above fees			No longer charged
Issue any permits or certificates in relation to the Building Act 2011 and Building Regulations not already mentioned above	133410	\$95.00 each	GST Free	\$95.00 each			No longer charged
Application to inspect and obtain a copy of building records	133410	\$96.00 each	GST Free	\$96.00 each	\$100 each	\$10	\$110 each
Application to install battery smoke detectors, dwellings (from 1 October 2018)	133410				\$179.40 per dwelling	GST Free	\$179.40 per dwelling
General inspections	133410	\$118.00 per hour	GST Free	\$118.00 per hour	\$120 per hour	\$12	\$132 per hour
Fees for construction or installation of an apparatus for the treatment of sewerage:							
Local Government Septic Tank Application fee	103450	\$118.00	GST Free	\$118.00	\$118.00	GST Free	\$118.00
Department of Health Fee - DoH Application referral Only	103450				\$56.00	GST Free	\$56.00
Local Government Report	103450	\$110.00	GST Free	\$110.00	\$118.00	GST Free	\$118.00
Food Act Fees (Section 140) – pro rata on proclamation							
Registration/Notification under Food Act 2008	74380	\$50.00	GST Free	\$50.00	\$60.00	GST Free	\$60.00
Food Premises Inspection (Annual) Council has resolved no longer to charge inspection fees on food businesses within the "lands"	74380		GST Free				No longer charged
- High Risk (based on FSANZ risk class – x2)	74380	\$412.00	GST Free	\$412.00			No longer charged
- Medium Risk (based on FSANZ risk class –x2)	74380	\$375.00	GST Free	\$375.00			No longer charged
- Low Risk (based on FSANZ risk class)	74380	\$185.00	GST Free	\$185.00			No longer charged
- Child Care Centre (irrespective of risk)	74380	\$185.00	GST Free	\$185.00			No longer charged
Food Premises Enquiry (orders, not property sale)	74380	\$90.00	GST Free	\$90.00			No longer charged
Food Act Infringement Notices (various Sections)	74380	\$500.00	GST Free	\$500.00			No longer charged
Food Act Infringement Notices (various Sections)	74380	\$1000.00	GST Free	\$1000.00			No longer charged
Caravan Park licence/registration fee \$6 per bay, \$200 minimum	74381	\$200.00	GST Free	\$200.00	Minimum \$200.00	GST Free	Minimum \$200.00

November Payment Listing

Date	Code	Description	Credit	Mth	Year
01/11/2018	15	WESTPAC BANK Transaction fees - October 2018	-63.00	05	18/19
01/11/2018	58	WARBURTON COMMUNITY INC Contribution to Warburton Pool costs	-55000.00	05	18/19
01/11/2018	217	KEY FACTORS PTY LTD (BREAKAWAY) Roadworks plant hire Jameson - Wanarn SLK 119.05-127.40	-136046.90	05	18/19
01/11/2018	368	DEPT FOR PLANNING & INFRASTRUCTURE (DPI) DoT Agency transactions 134854-134860	-884.30	05	18/19
01/11/2018	538	PERFECT COMPUTER SOLUTIONS PTY LTD IT support - fix ceo email	-255.00	05	18/19
01/11/2018	1014	AUSTRALIA'S GOLDEN OUTBACK Shire editorial 2019 Golden outback	-1675.00	05	18/19
01/11/2018	2009	URBAN BOX RENOVATIONS 50% deposit construction of cages around Lot 158 & 104	-27856.50	05	18/19
01/11/2018	2030	Australian Local Government Job Directory Shire editorial 2019 Golden outback	-649.00	05	18/19
05/11/2018	15	WESTPAC BANK Credit Card Trans - DCEO K Hannagan	-1579.71	05	18/19
05/11/2018	357	COMMONWEALTH BANK OF AUSTRALIA CBA Merchant & POS Fees - October 2018	-278.42	05	18/19
14/11/2018		Payroll Direct Debit Of Net Pays Payroll Direct Debit Of Net Pays	-53656.02	05	18/19
14/11/2018	54	WA SUPER Payroll deductions	-4353.08	05	18/19
14/11/2018	2055	BT Super for Life Superannuation contributions	-361.18	05	18/19
14/11/2018	1034	AUSTRALIAN SUPER Superannuation contributions	-66.76	05	18/19
14/11/2018	740	HOST PLUS Payroll deductions	-536.87	05	18/19
14/11/2018	5	BT SUPER Superannuation contributions	-172.93	05	18/19
14/11/2018	2065	VISION SUPER Superannuation contributions	-866.40	05	18/19
14/11/2018	30	LEONORA ROADHOUSE Diesel PO 16624 & 16625	-243.31	05	18/19
14/11/2018	726	DIPLOMAT MOTEL Accom K Hannagan 3/11/18	-115.00	05	18/19
14/11/2018	785	IT VISION AUSTRALIA PTY LTD ITV monthly BPMS payroll, financial processing+rates service fee Oct 2018	-9543.96	05	18/19
14/11/2018	866	MODERN TEACHING AIDS Satphone charges Oct - Nov 2018	-500.59	05	18/19
14/11/2018	2005	MARKETFORCE PTY LTD Advert DCEO	-392.32	05	18/19
14/11/2018	2015	Close Solutions P/L (South East Fire & Safety) Fire Equip Blackstone EYP	-198.70	05	18/19
14/11/2018	2030	Australian Local Government Job Directory Recruitment Advert DCS	-649.00	05	18/19
14/11/2018	2095	ENVIRONMENTAL HEALTH AUSTRALIA Membership P Swain	-330.00	05	18/19
14/11/2018	37	NATS Freight on Shire Prado 2EPI385 NATS to Warburton	-1867.56	05	18/19
14/11/2018	40	NGAANYATJARRA SERVICES (ABORIGINAL CORPORATION) Service 1EZJ460	-719.93	05	18/19
14/11/2018	50	TELSTRA CORPORATION LTD Phone & data charges - October 2018	-1813.55	05	18/19
14/11/2018	72	BLACKSTONE ENTERPRISES (STORE) Blackstone Early Years Supplies	-207.44	05	18/19
14/11/2018	129	MCLEODS Transfer Waste to NG Council	-5449.07	05	18/19
14/11/2018	217	KEY FACTORS PTY LTD (BREAKAWAY) Roadworks plant hire Jameson - Wanarn	-129627.30	05	18/19
14/11/2018	361	PIVOTEL SATELLITE PTY LTD Satphone charges Oct - Nov 2018	-450.00	05	18/19
14/11/2018	538	PERFECT COMPUTER SOLUTIONS PTY LTD IT Connections CEO accounts	-637.50	05	18/19
16/11/2018	50	TELSTRA CORPORATION LTD Telstra satellite mobile phone charges	-175.00	05	18/19
16/11/2018	2077	GOLDFIELDS PHYSIO Medical Treat and aids Emmanuel Ribeiro 19/9	-93.20	05	18/19
16/11/2018	72	BLACKSTONE ENTERPRISES (STORE) Blackstone Early Years Supplies	-94.17	05	18/19
16/11/2018	245	THE UNIVERSITY OF SYDNEY Rbt overcharge on painting	-6000.00	05	18/19
16/11/2018	538	PERFECT COMPUTER SOLUTIONS PTY LTD I7 desktop for CEO	-1510.00	05	18/19
16/11/2018	726	DIPLOMAT MOTEL Accom K Hannagan 12/11/18	-115.00	05	18/19
16/11/2018	989	ALANA ASHBOTH Mileage allowance Albany Warbo @50c/km	-1062.95	05	18/19
16/11/2018	1077	CORE BUSINESS AUSTRALIA Claim 2-Review of Youth Services	-15676.63	05	18/19
16/11/2018	2018	LAVERTON SUPPLIES WA Vehicle storage for EHO Vehicle 18/10/18 for 18 days	-353.34	05	18/19
16/11/2018	2022	PAXON GROUP Preparation of Sep 2018 Financial Rept	-2865.50	05	18/19
19/11/2018	217	KEY FACTORS PTY LTD (BREAKAWAY) Hire Construction Crew, Jameson - Wanarn	-134842.40	05	18/19
23/11/2018	37	NATS Freight, streetsweeper to Pickles	-3939.34	05	18/19
23/11/2018	696	CHARTAIR PTY LTD Airfares K Hannaga, Warb - Alice - Warb	-670.00	05	18/19
23/11/2018	719	CITY OF LIGHTS VIDEO & MULTIMEDIA PRODUCTIONS Making Warta Shop online amend to include GST & ABN	-330.00	05	18/19
23/11/2018	812	Mrs A L SHINKFIELD Reimburse equipment, supplies & comms expenses for NG Lands Playgroups prog	-74.15	05	18/19

23/11/2018	941	NGAANYATJARRA COUNCIL REGIONAL HOUSING PROGRAM - Repairs & Maintenance Repair doors, walls after breakin	-10880.69	05	18/19
23/11/2018	2018	LAVERTON SUPPLIES WA Diesel fuel EHO Landcruiser KBC591L	-170.64	05	18/19
23/11/2018	2095	ENVIRONMENTAL HEALTH AUSTRALIA Advert recruit EHFSO March 17	-198.00	05	18/19
23/11/2018	2096	SETON Pink Road Tape	-106.26	05	18/19
23/11/2018	40	NGAANYATJARRA SERVICES (ABORIGINAL CORPORATION) Refuse truck repairs	-662.09	05	18/19
23/11/2018	57	WARAKURNA ROADHOUSE Diesel EHFSO	-125.76	05	18/19
23/11/2018	72	BLACKSTONE ENTERPRISES (STORE) Blackstone Early Years Supplies	-80.01	05	18/19
23/11/2018	100	WANARN STORE 2 batteries wanarn refuse vehicle	-460.00	05	18/19
23/11/2018	147	AUSTRALIA POST Australia Post mail service Charges October 2018 less double paid August	-33.25	05	18/19
23/11/2018	217	KEY FACTORS PTY LTD (BREAKAWAY) Roadworks plant hire Jameson Wanarn Rd	-124040.40	05	18/19
23/11/2018	579	IBIS STYLES HOTEL KALGOORLIE Accom and Phil Swain 14/11/2018	-149.00	05	18/19
23/11/2018	682	Seek Limited Advert for Youth posn Warburton	-308.00	05	18/19
28/11/2018		Payroll Direct Debit Of Net Pays Payroll Direct Debit Of Net Pays	-49814.17	05	18/19
28/11/2018	4	A BATES Ord Council meeting fee 28 Nov 2018	-200.00	05	18/19
28/11/2018	26	DAMIAN MCLEAN Ord Council meeting fee 28 Nov 2018	-400.00	05	18/19
28/11/2018	473	PRESTON THOMAS Ord Council meeting fee 28 Nov 2018	-200.00	05	18/19
28/11/2018	1064	ANDREW JONES Ord Council meeting fee 28 Nov 2018	-200.00	05	18/19
28/11/2018	2049	DEBRA FRAZER Ord Council meeting fee 28 Nov 2018	-200.00	05	18/19
28/11/2018	54	WA SUPER Payroll deductions	-3671.83	05	18/19
28/11/2018	2055	BT Super for Life Superannuation contributions	-348.59	05	18/19
28/11/2018	1034	AUSTRALIAN SUPER Superannuation contributions	-80.57	05	18/19
28/11/2018	5	BT SUPER Superannuation contributions	-210.61	05	18/19
28/11/2018	740	HOST PLUS Payroll deductions	-476.20	05	18/19
28/11/2018	2065	VISION SUPER Superannuation contributions	-866.40	05	18/19
Total			-798730.45		



Overview Payments Services & preferences Administration Business Hub Products

Your accounts

Edit view



Transfer funds

Make a payment

Does your business transact internationally? View your balance in a different currency today.

Learn more

Westpac Business One Flexi



036-016 831911

\$3,349,899.42

Westpac Business One



036-016 831946

\$0.00

BusinessChoice Visa Everyday Credit Card



xxxx xxxx xx18 5736

-\$1,550.13

Available \$3,949.87

Term Deposit



036-016 140221

\$228,921.54

Term Deposit



036-016 167993

\$6,817.84

Term Deposit



036-125 507918

\$300,000.00

Upcoming payments



There are no payments to display.

Important!

Review and manage my Third Party account access

Manage now

ACTION SHEET

Health & Building Officer – Philip Swain

Dates on Site: 5-15 November 2018

Next site visit: 6-13 December 2018

Date	Subject	Action Taken
1 November 2018	Community Service Summary – Public Health Plan	<p>I have met with the consultant in Perth and discussed the second draft of the baseline report. The consultant is preparing a 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, based on the same.</p> <p>Action: Public Health Plan development to be included in the Corporate Business Plan and baseline report to be finalised for submission to Council.</p>
2 November 2018	New Arts Centre Warakurna	<p>I have provided advice to the community and services regarding a suitable location for the proposed new arts centre. The lots being investigated are Lot 39 and Lot 109 on the Community Layout Plan. Lot 39 is Zoned Community Purposes under the CLP and the proposed use is compatible. Lot 109 is zoned Recreation and the definitions in the CLP suggest such areas should be allocated to active and passive recreation. Given the unusual shape of the lot, the intention was for it to be a vegetation link running through the community areas. The CLP can be amended relatively easily but if Lot 39 is workable it would seem to be the most compatible location without having to resort to amendment.</p> <p>Action: Nil pending further progress of the proposal by community.</p>
6-13 November 2018	Warburton Pool Operation	<p>The Manager advises the pool is operating well and the November samples were again compliant for the pool.</p> <p>Action: Routine monitoring to occur monthly</p>
6-7 November 2018	Multi-Purpose Police Facility Refurbishments	<p>The Shire has received advice regarding refurbishment and the installation of some temporary buildings at the Multi Functional Police Facilities at Blackstone, Warakurna, Warburton, Warburton. The temporary facilities will be utilised for approximately 14 weeks at each site and will require building permits but not issued by the Shire. I have advised the Police Service that the Shire does not have building permit jurisdiction in relation to the proposed building works.</p>

		Action: No further action pending receipt of state government approvals for any relevant works.
10&11 November 2018	Shire Office Vandalism	<p>I was witness to two incidences of local children vandalising the Shire Office, in Warburton, on these dates. Estimated costs of repairs will be in the order \$5-6000 and will be included in the maintenance schedule being prepared for the building. The matters have been reported to Police and those responsible apprehended. In the first incident, the same children also broke into the sports store behind the finance Manager's property and stole sporting equipment. The extent of vandalism and petty theft within Warburton is still a major concern for staff, with the holiday season rapidly approaching and limited staff able to remain in the community over that period. I have asked the ACEO to investigate the possibility of night time security patrols of Shire Buildings to minimise break-ins, subsequent damage and theft.</p> <p>Action: ACEO to investigate the employment of temporary security staff over Christmas New Year & early January.</p>
1-20 November 2018	Gastrointestinal Outbreak Warburton	<p>There has been an outbreak of gastrointestinal disease within the Warburton community. I received a number of enteric disease notifications and with a lot of visitors in Warburton, for the recent funerals, there was a real concern that we may have a substantial outbreak. Goldfields Health contacted the Shire and the predominant confirmed cases were 3 Shigella, 1 Salmonella and 1 Rotavirus. There were many other patients presenting at the clinic with symptoms, but specimens for these were either not obtained or were negative. The EHFSO spent considerable time over the weekend, following the outbreak, distributing soap, talking to people about hygiene and checking the "Sorry" camps for water supply etc.</p> <p>Action: PS to continue liaison with Goldfields Health and follow up of any reported cases.</p>
November 2018	NATS deliveries to Communities	<p>I have received further complaints from store and Roadhouse Managers regarding the condition of food delivered to communities. I had previously written to NATS and requested that they ensure proper logistics are in place for the cold chain and that temperature records be made available. I am in the process of following this issue up with the Manager at NATS.</p> <p>Action: PS to liaise with NATS to ensure food is being properly temperature controlled during transportation and that containers are sealed to prevent dirt and dust contamination.</p>
November 2018	NATSIEH Conference 2019	The working group is meeting via teleconference approximately fortnightly and arrangements are

	Perth - Working Group	<p>progressing well with a theme, artwork for the merchandise and the venue all being finalised. The first call for papers will be issued early in the new year. It is hoped that the EH Worker Team will present on behalf of the Shire at the conference on local Ngaanyatjarra initiatives.</p> <p>Action: No action pending further meetings.</p>
November 2018	Waste Collection Jameson	<p>The Shire continues to advertise a position at Jameson for a waste collection worker due to the lack of regular refuse collection in the community. A community staff Member is maintaining the service within the community in addition to his maintenance role, however there has been no one in the community come forward interested in the position.</p> <p>Action: Administration attempting to replace staff for waste collection in Jameson.</p>
26-28 th November 2018	Dog De-Sexing Programme in Warakurna – Murdoch University	<p>The Murdoch University Veterinary students visited Warakurna for the surgical programme in 26-28th November. The visit was coordinated with the visit by Dr Bob Irving and the students were able to de-sex 54 dogs over the several days of the programme. The EHFSO and Ng Health staff assisted in Warakurna for the duration of the visit. Murdoch University are keen to progress future visits to the Shire for this programme, the cost of which are limited to some meals and accommodation for the students.</p> <p>Action: No further action pending future planning of visits</p>
16-23 November 2018	Warburton College Ablutions	<p>I have issued the building permit and effluent disposal system approvals for a new universal access ablation facility at the Warburton college. Construction to commence immediately.</p> <p>Action: PS to finalise fees and charges and building commission reporting and monitor construction progress.</p>
November 2018	Blackstone Waste Site relocation	<p>The temporary trench and the previous trench area have been pushed over and cleaned up. Temporary Signage has been installed and final signage is being ordered for the new site.</p> <p>Action: EHFSO to arrange signage for permanent installation now the trench is constructed.</p>
November 2018	Blackstone and Warakurna Community Swimming Pools	<p>I have discussed the lack of progress with the Communities getting the pools operational with the Acting Youth Services Manager. The Shire has written to these two communities requesting that they staff the swimming pools and offering assistance with respect to the various compliance issues that need to be addressed and with some supervisory staff through the youth programme. I have had limited communication with the CSM's and the communities appear to be reluctant to fund</p>

		<p>the pool operations. It is unlikely that the Warakurna and Blackstone Pools will open this season. The ACEO has had some discussions with ng council regarding this matter.</p> <p>Action: PS to continue to liaise with CSM's to see if operation of the pools can be achieved. ACEO to liaise with NG council.</p>
November 2018	Wild Dog Issues – Cassini Resources Minesite and Warakurna Community	<p>Whilst predominantly a Land Management issue the Shire has been trying to assist with the control of wild dogs at these two locations. In recent months the problems have become substantially worse. It is hoped that Land Management can take the lead on this issue as part of the WA Wild Dog Action Plan and I have forwarded relevant information to Alex Knight. The ACEO has also sought independent legal advice on this matter which confirms that the Shire does not have any real jurisdiction in relation to wild dog control as distinct from Dog Act matters which the Shire could choose to enforce via its own local laws.</p> <p>Action: PS to continue liaison with Land Management and agencies to establish a better wild dog control regime within the Shire</p>
November 2018	Dog Health Programme	<p>The Shire contributes substantially to the Dog Health initiatives within the "lands" including the quarterly Vet visits to each community. Whilst the Shire has sought quotations for the provision of the service for 2018-19, the Shire's ability to continue this service is dependent upon future funding. The Acting CEO is exploring alternative funding options for the programme with Ngaanyatjarra Council.</p> <p>Action: ACEO investigating funding options for the Dog Health Programme.</p>
November 2018	Trachoma Screening Scheduled 3-7 September 2018	<p>WA Country Health Service conducted the Trachoma screening for children within Ngaanyatjarra Communities in September. The EH worker team followed up cases and conducting bathroom inspections, providing health hygiene packs and educating residents with the clean faces strong eyes message. Early results suggest that the Trachoma issue is still a substantial problem in the Shire's communities</p> <p>Action: PS to report screening results when available. EHFSO to continue bathroom checks and liaison with Ng Health of affected houses.</p>
November 2018	Waste Oil Transportation	<p>I have for some time now had specific concerns regarding the amount of waste oil (200 litre drums) stored in communities and am exploring options to get the product back to Perth for recycling. Most waste oil is from the power stations and there are currently thousands of litres in most communities. The Shire of Leonora have a regular collection of their waste oil and have offered to accept the</p>

		<p>product and crush and dispose of drums for minimal costs. I have received quotation from NATS for the transportation to Leonora and have approached Ng Services for assistance with the waste oil removal. I am awaiting further advice from the Shire of Leonora regarding drum unloading and disposal costs before making final arrangements for the removal.</p> <p>Action: PS to liaise with Shire of Leonora and Ng Services regarding removal of waste oil from communities.</p>
November 2018	Uninstalled Shade Structure - Warburton	<p>The structure is to be installed near the softball field and children's playground adjacent to the main oval, if funds can be made available in the 2018-19 budget. The structure is quite substantial and my intention at this stage is to have contractors put up the main structure and have EH worker staff and possibly work camp inmates and CDEP customers assist in filling the "gabion" wall (stoned filled metal caged wall) to complete the shade structure as a community project. A budget allocation has been made in the adopted budget. I am seeking final engineering advice for the footings prior to obtaining a Certificate of Design Compliance for the structure and have referred the plans back to the original design firm for approved drawings.</p> <p>Action: PS to arrange for issue of approvals and footing installation.</p>
Pending	Swimming Pool Sampling and Procedures	<p>I have reviewed the previous documentation on the pools and located procedure manuals for the Blackstone and Warakurna pools. I will provide updated manuals in conjunction with the Youth Services review and the staffing of community pools being resolved.</p> <p>Action: PS to provide updated manuals to pool managers if appointed by communities.</p>
Pending	Car Body Removal – Communities	<p>There are approximately 1800 vehicle bodies in stockpiles at Warburton, Jameson, Blackstone Wingellina, Warakurna and Wanarn. It is hoped that Simsmetal can remove vehicles if transport can be obtained at a viable price. As the vehicles will be removed on behalf of communities any income generated for waste metal will go back to the communities themselves. Any funds generated are likely to be low due to the transport distances involved in removal. I have sought costing from NATS to assist with transportation and am waiting for costings.</p> <p>Action: Awaiting transportation quotation from NATS and other transport companies.</p>
Pending	Tjukurla Community –	<p>The EHFSO has confirmed that there are enough bin lids and brackets in stock and is making arrangements to get these to Tjukurla for NG Health</p>

	Waste Issues – Bin Infrastructure	<p>staff to install. 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.</p> <p>Action: EHFSO to arrange 20-30 bin lids for installation in Tjukurla. PS to pursue machinery time/budget for waste site improvements.</p>
Pending	Warburton Roadhouse – Proposed Caravan Park Extensions	<p>The Permit was issued in late July and all reporting and financial aspects of the application have been addressed.</p> <p>Action: PS to liaise with Builder and NCAMS during construction of new facilities.</p>
Pending	Container Deposit Legislation	<p>I have attended the first meeting of a working party on the introduction of Container Deposit Legislation. Due to confusion at DWER I have been put on the working party representing Ngaanyatjarra Council and not the Shire as local government. I have discussed this matter with the Shire President and he will advise the Council at this stage and has agreed that I should continue on the working party and report to both the Shire and Ng Council on proceedings. Although the issue is some way off, the Shire and Ngaanyatjarra Council need to plan for the eventuality as there will be infrastructure requirements to provide for the service in 2020.</p> <p>Action: PS to attend working party meetings and report the Shire and Ng Council on progress toward the CDS implementation.</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 has been issued. The Store was constructed without compliant toilet facilities and has since had the addition of office space within the stores. Whilst the offices are not of sufficient size to require dual classification (Class 7 & 5) of the building, they still require the construction of a Universal Access Toilet facility. NCAMS have determined to refurbish the caretaker dwelling directly behind the store to make provision for a UAT, however this will need to be completed within 12 months to maintain the Occupancy Certification.</p> <p>Action: PS to liaise with NCAMS regarding the long term resolution of the OC at the Warburton Stores.</p>
Pending	Waste Services Warakurna	<p>I have discussed the shortcomings of the Warakurna Landfill with the Works Supervisor and he will endeavour to have machinery divert to modify the trench by lifting the floor by 500mm when the contractors are next in the area.</p> <p>Action: PS to liaise with CSM and Elves Brites for machinery time to modify the trench.</p>

Pending	Warburton Drainage Issues	<p>Previously I had been unable to locate any surveys of the drainage network, or contour surveys for the settlement. These are needed to develop improvements to the current drainage scheme. This issue has not been progressed since March 2015, but its need has been highlighted with various rain events. The adopted budget includes funding to modify the section of road through the Warburton Community. To do this, a flood study will need to be done first and the ACEO is planning to have the consultants include the community drainage issues in that project. Once this consultancy has reported the Shire will have the information to determine what drainage needs to be modified.</p> <p>Action: Awaiting drainage/flood study to determine necessary works.</p>
---------	------------------------------	---