



# **Shire of Ngaanyatjarra**

ON A JOURNEY

## **ORDINARY MEETING OF COUNCIL**

### **ATTACHMENTS**

**Tjulyuru Cultural and Civic Centre  
Warburton Community**

**26 April 2023**

**at**

**1.00 pm**

## Council Resolutions – Status

Note: Only resolutions not actioned are reported on.

Meeting Date	Meeting Type	Report Number	Report Title
30 November 2022	OCM	13.1	WARBURTON CONCEPT PLAN (WCP)
Resolution		Status Update	% Complete
That Council: ..... 3. Endorse the following key stakeholders and seek representatives from them for the Project Steering Committee <ul style="list-style-type: none"> <li>• Shire of Ngaanyatjaraku (representative Cr Damian McLean with all Councillors as proxy)</li> <li>• NCAC</li> <li>• Warburton Community Council.</li> </ul> .....		Items 1,2 & 4 have been completed. Item 3 has been deferred due to 'lore' time on the NG Lands making it difficult to meet with other parties.	70%
22 February 2023	OCM	10.2	WARBURTON BUSH FIRE BRIGADE LOCAL LAW
Resolution		Status Update	% Complete
That Council: ..... Items 1 thru 6 .....		Items 1,2 & 3 have been completed. Items 4,5 & 6 are the subject of a report in this Agenda.	75%

## ○ **Corporate Credit Cards**

### • **Policy Objective**

Where the CEO has been delegated authority for making payments, this policy will provide a clear framework allowing the CEO and approved officers to utilise corporate credit cards for the purchase of goods and services in carrying out the normal day to day business of the Shire.

### • **Policy Statement**

#### **Issuing of Corporate Credit Cards**

The provision of a corporate credit card is a facility for certain officers which must be authorised by the CEO. The CEO will determine and authorise appropriate monthly limits for each cardholder, with limits not to exceed \$30,000 in total.

The CEO may only be issued a corporate credit card, and may only approve the issue of corporate credit cards, where delegated authority for making payments from the municipal fund exists.

#### **Cardholder Responsibilities**

The cardholder must sign a Corporate Credit Card Holder Agreement form, acknowledging the conditions of use for their corporate credit card.

Cardholders must adhere to the Shire's Purchasing Policy in the course of utilising the Corporate Credit Card facility.

Corporate Credit Cards must not be utilised for the following activities:

- Cash advances;
- Private or personal expenses;
- Establishment of ongoing direct debit transaction (unless authorised by the CEO);
- Use by officers or any individual, other than the approved credit card holder;
- For the payment of 'tips' or gratuities associated with a service;
- To attain personal rewards such as reward points or any other rewards; and
- Instances where a creditor would normally accept a purchase order.

Compliant tax invoice/receipts which records an adequate description of goods / services must be obtained for all credit card transactions.

Cardholders are to provide for approval a detailed summary of all purchases reconciling to each monthly statement with seven days of receiving the monthly statement. Statements are to be reviewed and approved for corporate credit cardholders by the CEO.

Corporate credit cards must be maintained securely, where access is available only to the cardholder, and must not be stored with any PIN issued for the card. Any loss or theft of corporate credit cards must be reported immediately to CEO / DCEO.

Where a cardholder ceases to be an employee of the Shire, the cardholder must ensure:

The card is returned to the CEO / DCEO or immediate cancellation and destruction;

- All outstanding transactions are acquitted and accounted for in accordance with this policy.

#### **ACQUITTAL AND REPORTING**

Statements are to be reviewed and approved for corporate credit cardholders by the CEO, with the CEO corporate credit card use approved by the President.

- **Amendments to this Policy**

Amendments to this policy require a simple majority decision of council.

- **History:**

Policy reviewed: 5 April 2023

Policy amended: 26 April 2023

- **Previous Policy:**

Policy adopted: unknown

Policy No. 2.8



# Memorandum of Understanding

between



Shire of Coolgardie



Shire of Dundas



Shire of Esperance

City of Kalgoorlie-Boulder

Shire of Laverton

Shire of Leonora

Shire of Menzies

Shire of Ngaanyatjaraku

Shire of Wiluna

2023 - 2025



Shire of **Ngaanyatjaraku**  
ON A JOURNEY

**Shire OF**  
**Wiluna**



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## AGREEMENT

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The Local Governments of:

**Coolgardie** – Irish Mulga Drive, KAMBALDA Western Australia, and  
**Dundas** – Prinsep Street, NORSEMAN, Western Australia, and  
**Esperance** – Windich Street, ESPERANCE Western Australia, and  
**Kalgoorlie-Boulder** – Hannan Street, KALGOORLIE, Western Australia, and  
**Laverton** – MacPherson Place, LAVERTON, Western Australia, and  
**Leonora** – Tower Street, LEONORA, Western Australia, and  
**Menzies** – Shenton Street, MENZIES, Western Australia, and  
**Ngaanyatjarraku** – Great Central Rd, Warburton, Western Australia, and  
**Wiluna** – Scotia Street, WILUNA, Western Australia.

Enter into a memorandum of understanding dated March 2023 to recognise the cooperation and shared goals of the member councils.

## NAME

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The name of the voluntary regional organisation is the Goldfields Voluntary Regional Organisation of Councils (GVROC).

## PURPOSE

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The purpose for which GVROC is established is to:

Enhance service delivery and infrastructure for our collective and individual communities.

Achieve a sustainable, cost-effective model for sharing of resources.

## OBJECTIVES

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To form a strategic alliance for the retention of infrastructure and community services, acquiring funding from government grants, economic development initiatives and private sector funding.

To establish and maintain effective communication and consultative mechanisms between the participating local governments on policy and processes using a management strategy.

## PRINCIPLES

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In entering this Memorandum of Understanding (MOU) all the parties agree to abide by the following principles, as established between the local governments.

### **Overarching Principle**

To develop an alliance consisting of Coolgardie, Esperance, Dundas, Kalgoorlie-Boulder, Laverton, Leonora, Menzies, Ngaanyatjaraku and Wiluna that contributes and works together to ensure the sustainability of individual members.

### **General Principles**

1. Partnerships
  - a) Recognise that partnerships between the Local Governments in the MOU are essential to achieve sustainable social, environmental and economic development of the region.
  - b) Be flexible and open to new approaches to service delivery and funding.



- c) Recognise and acknowledge the needs and constraints of all spheres of government, community and stakeholders.
- d) Recognise that new partnership agreements may be considered if initiated by either Local, State and Federal Government.

2. Roles and Responsibilities

- a) Identify, understand and respect the roles and responsibilities of all parties.
- b) Be open and transparent in all dealings.

3. Communication

- a) Conduct open discussion on issues relevant to the region.
- b) Recognise the need for confidentiality when the subject matter requires.

4. Consultation

- a) Appropriate consultation to facilitate understanding and consensus.

5. Service Delivery

- a) Continual improvement practice in the efficiency, effectiveness, timeliness, and appropriateness of local government service delivery.

6. Outcomes

- a) Well defined and agreed outcomes and performance measures for all projects and activities.

7. Accountability

- a) A transparent approach to all dealings within the organisation.
- b) Have clearly defined reporting, dispute resolution and review mechanisms.

## **ORGANISATION**

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### **Appointment of Members**

A participating Council is to appoint two voting members, one of whom shall be an elected member, to be members of the GVROC. Such appointments shall be at the discretion of the participating Council but can be the President/Mayor and Chief Executive Officer (CEO) of a participating Council or two other elected members.

Whilst the functions and decisions of the WALGA Goldfields Esperance Country Zone (GECZ) are incorporated into the meetings of the GVROC, each participating Council will be entitled to two voting delegates one of whom may be the CEO. If, however two elected member delegates are in attendance they shall be the voting delegates.

A participating Council may appoint two other persons as Deputies from the Council who are able to attend the GVROC meetings and who may act temporarily in place of either member of the GVROC during any period in which the member of the GVROC is unable by reason of illness, temporary absence from State, conflict of interest or any other inability to attend meetings.

### **Tenure of Members of GVROC**

A member of GVROC shall hold office until either;

The member ceases to be a member of the participating Council or in the employ of the Council.

The member is removed by the participating Council.

### **Election of Chairperson and Deputy Chairperson**

The members of the GVROC shall elect a Chairperson and Deputy Chairperson.

If the office of the Chairperson or Deputy Chairperson becomes vacant for any reason the members of the GVROC shall elect a new Chairperson or Deputy Chairperson as the case requires.

### **Tenure of Chairperson and Deputy Chairperson**

The Chairperson or Deputy Chairperson will hold office until the election of a new Chairperson or Deputy Chairperson.

Elections for Chairperson and Deputy Chairperson shall be held at the first meeting of the GVROC following the local government elections for a term of two (2) years.

### **Role of Chairperson**

The Chairperson:

- a) Presides at meeting of GVROC;
- b) Speaks on behalf of the GVROC and
- c) Liaises with the Executive Officer on GVROC affairs and the performance of its functions.

### **Role of Deputy Chairperson**

The Deputy Chairperson may perform the functions of the Chairperson if:

- a) The office of the Chairperson is vacant; or
- b) The Chairperson is absent or unable or unwilling to perform the functions of Chairperson.

### **Role of Executive Officer**

An Executive Officer will be appointed by GVROC with duties, conditions and a term to be determined by the GVROC.

## **FINANCIAL CONTRIBUTIONS**

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### **Annual Contributions**

- a) As determined at the GVROC Meeting held 27 May 2022, each participating Council will contribute from 2022/23 onwards \$20,000 per year towards the operations and administration of the GVROC.
- b) Annual contributions will be determined and reviewed by the GVROC annually.
- c) The annual contributions paid by the member councils will be utilised in the ongoing employment of an Executive Officer and other expenses.
- d) The secretariat services will be provided by the Executive Officer.

### **Financial Management**

The financial management of the GVROC will be dealt with by the Chief Executive Officer of the member council of the GVROC Chair and will hold the accounts on behalf of the GVROC. The GVROC Executive Officer will assist the Chief Executive Officer of the member council of the GVROC Chair with the financial management.

### **Ongoing Projects**

GVROC members will determine appropriate projects to be undertaken, with participating members to meet the cost of each project on an agreed formula in addition to the annual contribution of \$20,000.

### **Admitting New Members**

On entry a new member shall be required to contribute to GVROC the \$20,000 annual fee.

New members will be admitted to the GVROC upon an absolute majority vote.

### **Withdrawal of Members**

The withdrawal of a participating Council shall take effect from the end of the tenure year, in which notice of the withdrawal is given.

As soon as practicable following a withdrawal taking effect the GVROC shall;

1. Distribute to the participating Council an amount equal to proceeds and any surplus funds which would have been payable if GVROC was wound up; or

2. Be entitled to recover from the participating Council an amount equal to the liability or debt which would have been payable by the Council if the GVROC was wound up.

## **TERM AND TERMINATION**

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### **Term of Agreement**

This agreement will be reviewed 12 months from the date of signing.

### **Winding up by Agreement**

- a) The Agreement will be reviewed at the first 12-month anniversary.
- b) The participating Councils may by absolute majority wind up the GVROC.

### **Division of Assets**

If the GVROC is to be wound up and there remains, after satisfaction of all its debts and liabilities, any property and assets of GVROC then the property and assets shall be realised and the proceeds along with any surplus funds shall be divided among each of the participating Councils in the same proportions as the contributions of a particular council.

### **Division of Liabilities**

If GVROC is to be wound up and there remains any liability or debt in excess of the realised property and assets of GVROC then the liability or debt is to be met by each of the participating Councils in the same proportions as the contributions of a particular council to the assets that GVROC bear to the total of such contributions by participants.

## **DISPUTE RESOLUTION**

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### **Dispute**

In the event of any dispute or difference arising between the Parties and GVROC or any of them at any time as to any matter or thing arising under or in connection with the Memorandum of Understanding, then a Party or GVROC may give to the other Parties and GVROC (as the case may be) notice in writing ('dispute notice') adequately identifying the matters, the subject of the dispute, and the giving of the dispute notice shall be a condition precedent to the commencement by any Party or GVROC of proceedings (whether by way of litigation or arbitration) with regard to the dispute as identified in the dispute notice.

### **Arbitration**

At the expiration of the 25 business days from the date of sending the dispute notice, the Party or GVROC giving the dispute notice may notify the others in writing (arbitration notice) that it requires the dispute to be referred to arbitration and the dispute (unless meanwhile settled) shall upon receipt of the arbitration notice by the recipients then be and is hereby referred to arbitration under and in accordance with the provisions of the Commercial Arbitration Act 1985.

### **Legal Representation**

For the purposes of the *Commercial Arbitration Act 1985*, the Parties consent to each other and to GVROC being legally represented at any such arbitration.

### **Memorandum of Understanding in Good Faith**

*Despite anything expressed or implied to the contrary in this Memorandum of Understanding (MOU) or anywhere else, this MOU is a mere non-justicable statement of current intent, and is neither intended to be, nor is it, (a) legally binding, or (b) creative of legal relations between the parties to it. No legal rights or obligations will come into existence unless or until one or more legally enforceable written agreements are entered into.*

## **SCHEDULE 1 – EXECUTION**

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### **EXECUTED by the Parties:**

THE COMMON SEAL of SHIRE OF COOLGARDIE  
Was hereunto affixed in the presence of:

\_\_\_\_\_  
President

\_\_\_\_\_  
Chief Executive Officer

THE COMMON SEAL of SHIRE OF DUNDAS  
Was hereunto affixed in the presence of:

\_\_\_\_\_  
President

\_\_\_\_\_  
Chief Executive Officer

THE COMMON SEAL of SHIRE OF ESPERANCE  
Was hereunto affixed in the presence of:

\_\_\_\_\_  
President

\_\_\_\_\_  
Chief Executive Officer

THE COMMON SEAL of CITY OF KALGOORLIE-BOULDER  
Was hereunto affixed in the presence of:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Executive Officer

THE COMMON SEAL of SHIRE LAVERTON  
Was hereunto affixed in the presence of:

\_\_\_\_\_  
President

\_\_\_\_\_  
Chief Executive Officer

THE COMMON SEAL of SHIRE OF LEONORA  
Was hereunto affixed in the presence of:

\_\_\_\_\_  
President

\_\_\_\_\_  
Chief Executive Officer

THE COMMON SEAL of SHIRE OF MENZIES  
Was hereunto affixed in the presence of:

\_\_\_\_\_  
President

\_\_\_\_\_  
Chief Executive Officer

THE COMMON SEAL of SHIRE OF NGAANYATJARRAKU  
Was hereunto affixed in the presence of:

\_\_\_\_\_  
President

\_\_\_\_\_  
General Manager Operations

THE COMMON SEAL of SHIRE OF WILUNA  
Was hereunto affixed in the presence of:

\_\_\_\_\_  
President

\_\_\_\_\_  
Chief Executive Officer





## **BUSH FIRE BRIGADE LOCAL LAW 2023**

**BUSH FIRES ACT 1954**

**LOCAL GOVERNMENT ACT 1995**

**Adopted: 26 April 2023**

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## **FIRST SCHEDULE - RULES GOVERNING THE OPERATION OF BUSH FIRE BRIGADES**

**BUSH FIRES ACT 1954  
LOCAL GOVERNMENT ACT 1995**

*SHIRE OF NGAANYATJARRAKU*

**BUSH FIRE BRIGADES LOCAL LAW 2023**

Under the powers conferred by the *Bush Fires Act 1954* and under all other powers enabling it, the Council of the Shire of Ngaanyatjarraku resolved on 26 April 2023 to make the following local law.

**PART 1 - PRELIMINARY**

**1.1 Citation**

This local law may be cited as the *Shire of Ngaanyatjarraku Bush Fire Brigades Local Law 2023*.

**1.2 Definitions**

(1) In this local law unless the context otherwise requires –

*Act* means the *Bush Fires Act 1954*;

*brigade area* is defined in clause 2.2(1)(b);

*brigade member* means a fire fighting member, associate member or a cadet member of a bush fire brigade;

*brigade officer* means a person holding a position referred to in clause 2.2 (1)(c), whether or not he or she was appointed by the local government or elected at an annual general meeting of a bush fire brigade or otherwise appointed to the position;

*bush fire brigade* is defined in section 7 of the Act;

*Bush Fire Operating Procedures* means the Bush Fire Operating Procedures adopted by the local government as amended from time to time;

*CEO* means the chief executive officer of the Shire of Ngaanyatjarraku;

*Council* means the Council of the local government;

*Department* means the Department of Fire and Emergency Services of Western Australia;

*district* means the district of the local government;

*fire fighting member* is defined in clause 4.2;

*local government* means the Shire of Ngaanyatjarraku;

*Regulations* means Regulations made under the Act; and

**Rules** means the Rules Governing the Operation of Bush Fire Brigades set out in the First Schedule.

- (2) In this local law, unless the context otherwise requires, a reference to –
- (a) a Captain;
  - (b) a First Lieutenant;
  - (c) a Second Lieutenant;
  - (d) any additional Lieutenants;
  - (e) an Equipment Officer;
  - (f) a Secretary.
  - (g) a Treasurer; or
  - (h) a Secretary / Treasurer combined,

means a person holding that position in a bush fire brigade.

### **1.3 Application**

This local law applies throughout the district.

## **PART 2 – ESTABLISHMENT OF BUSH FIRE BRIGADES**

### ***Division 1 – Establishment of a bush fire brigade***

#### **2.1 Establishment of a bush fire brigade**

- (1) The local government may establish a bush fire brigade for the purpose of carrying out normal brigade activities.
- (2) A bush fire brigade is established on the date of the local government’s decision under subclause (1).

#### **2.2 Name and officers of bush fire brigade**

- (1) On establishing a bush fire brigade under clause 2.1(1) the local government is to –
  - (a) give a name to the bush fire brigade;
  - (b) specify the area in which the bush fire brigade is primarily responsible for carrying out the normal brigade activities (the “**brigade area**”); and
  - (c) appoint –
    - (i) a Captain;
    - (ii) a First Lieutenant;
    - (iii) a Second Lieutenant;
    - (iv) additional Lieutenants if the local government considers it necessary;
    - (v) an Equipment Officer;
    - (vi) a Secretary; and
    - (vii) a Treasurer; or
    - (viii) a Secretary/Treasurer combined.
- (2) When considering the appointment of persons to the positions in subclause (1)(c), the local government is to have regard to the qualifications and experience which may be required to fill each position.
- (3) A person appointed to a position in subclause (1)(c) is to be taken to be a brigade member.

- (4) The appointments referred to in subclause (1)(c) expire at the completion of the first annual general meeting of the bush fire brigade.
- (5) If a position referred to in subclause (1)(c) becomes vacant prior to the completion of the first annual general meeting, then the local government is to appoint a person to fill the vacancy in accordance with subclause (2)

### ***Division 2 – Command at a fire***

#### **2.3 Ranks within the bush fire brigade**

- (1) Where under the Act and Bush Fire Operating Procedures members of the bush fire brigade have command of a fire, unless a bushfire control officer is in attendance at the fire, the Captain has full control over other persons fighting the fire, and is to issue instructions as to the methods to be adopted by the firefighters.
- (2) In the absence of the Captain, the first Lieutenant, and in the absence of the first, the second Lieutenant and so on, in the order of seniority determined, is to exercise all the powers and duties of the Captain.
- (3) Where a bushfire control officer is in attendance at a fire which the members of the bush fire brigade have command of under the Act and the Bush Fire Operating Procedures, the most senior bushfire control officer has full control over other persons fighting the fire and is to issue instructions as to the methods to be adopted by the fire fighters.

### ***Division 3 – Application of Rules to a bush fire brigade***

#### **2.4 Rules**

- (1) The Rules govern the operation of a bush fire brigade.
- (2) A bush fire brigade and each brigade member is to comply with the Rules as set out in the First Schedule.

### ***Division 4 – Transitional***

#### **2.5 Existing Bush Fire Brigades**

- (1) Where a local government has established a bush fire brigade prior to the commencement date, then on and from the commencement day –
  - (a) the bush fire brigade is to be taken to be a bush fire brigade established under and in accordance with this local law;
  - (b) the provisions of this local law apply to the bush fire brigade save for clause 2.2; and
  - (c) any rules governing the operation of the bush fire brigade are to be taken to have been repealed and substituted with the Rules.
- (2) In this clause –  
“**commencement day**” means the day on which this local law comes into operation.

### ***Division 5 – Dissolution of bush fire brigade***

## **2.6 Dissolution of bush fire brigade**

In accordance with section 41(3) of the Act, the local government may cancel the registration of a bush fire brigade if it is of the opinion that the bush fire brigade is not complying with the Act, this local law, the Bush Fire Operating Procedures or the Rules, or is not achieving the objectives for which it was established.

## **2.7 New arrangement after dissolution**

If the local government cancels the registration of a bush fire brigade, alternative fire control arrangements are to be made in respect of the brigade area.

# **PART 3 - ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADES**

## ***Division 1 – Local government responsibility***

### **3.1 Local government responsible for structure**

The local government is to ensure that there is an appropriate structure through which the organisation of bush fire brigades is maintained.

### **3.2 Officers to be supplied with Act**

The local government is to supply each brigade officer with a copy of the Act, the Regulations, the Bush Fire Operating Procedures, this local law and any other written laws which may be relevant to the performance of the brigade officers' functions, and any amendments which are made from time to time.

## ***Division 2 – Chief Bush Fire Control Officer***

### **3.3 Managerial role of Chief Bush Fire Control Officer**

Subject to any directions by the local government the Chief Bush Fire Control Officer has primary managerial responsibility for the organisation and maintenance of bush fire brigades.

### **3.4 Chief Bush Fire Control Officer may attend meetings**

The Chief Bush Fire Control Officer or her or his nominee (who is to be a bush fire control officer) may attend as a non-voting representative of the local government at any meeting of a bush fire brigade.

### **3.5 Duties of Chief Bush Fire Control Officer**

The duties of the Chief Bush Fire Control Officer include –

- (a) provide leadership to volunteer bush fire brigades;
- (b) monitor bush fire brigades' resourcing, equipment (including protective clothing) and training levels and report thereon with recommendations at least once a year to the local government;
- (c) liaise with the local government concerning fire prevention / suppression matters generally and directions to be issued by the local government to bush fire control officers (including those who issue permits to burn) bush fire brigades or brigade officers;
- (d) ensure that bush fire brigades are registered with the local government and that lists of brigade members are maintained.

### ***Division 3 – Annual general meetings of bush fire brigades***

#### **3.6 Holding of annual general meeting**

A bush fire brigade is to hold its annual general meeting during the month of March each year.

#### **3.7 Nomination of bush fire control officers to Bush Fire Advisory Committee**

At the annual general meeting of a bush fire brigade, one brigade member is to be nominated to the Bush Fire Advisory Committee to serve as the bush fire control officer for the brigade area until the next general meeting.

#### **3.8 Nomination of bush fire control officer to the local government**

If the local government has not established a Bush Fire Advisory Committee, then at the annual general meeting of a bush fire brigade, the bush fire brigade is to nominate one brigade member to the local government to serve as the bush fire control officer for the brigade area until the next annual general meeting.

#### **3.9 Minutes to be tabled before the Bush Fire Advisory Committee**

- (1) The Secretary is to forward a copy of the minutes of the annual general meeting of a bush fire brigade to the Chief Bush Fire Control Officer within one month after the meeting.
- (2) The Chief Bush Fire Control Officer is to table the minutes of a bush fire brigade's annual general meeting at the next meeting of the –
  - (a) Bush Fire Advisory Committee; or
  - (b) Council, if there is no Bush Fire Advisory Committee, following their receipt under subclause (1).

### ***Division 4 – Bush Fire Advisory Committee***

#### **3.10 Functions of Advisory Committee**

The Bush Fire Advisory Committee is to have the functions set out in section 67 of the Act and is to include such number of nominees of the bush fire brigades as is determined by the local government.



### **3.11 Advisory Committee to nominate bush fire control officers**

As soon as practicable after the annual general meeting of each bush fire brigade in the district, the Bush Fire Advisory Committee is to nominate to the local government from the persons nominated by each bush fire brigade a person for the position of a bush fire control officer for the brigade area.

### **3.12 Local government to have regard to nominees**

When considering persons for the position of a bush fire control officer, the local government is to have regard to those persons nominated by the Bush Fire Advisory Committee, but is not bound to appoint the persons nominated.

### **3.13 Advisory Committee to consider bush fire brigade motions**

The Bush Fire Advisory Committee is to make recommendations to the local government on all motions received by the Bush Fire Advisory Committee from bush fire brigades.

## **PART 4 – TYPES OF BUSH FIRE BRIGADE MEMBERSHIP**

### **4.1 Types of membership of bush fire brigade**

The membership of a bush fire brigade consists of the following –

- (a) fire fighting members;
- (b) associate members;
- (c) cadet members; and
- (d) honorary life members.

### **4.2 Fire fighting members**

Fire fighting members are those persons being at least 16 years of age who undertake all normal bush fire brigade activities.

### **4.3 Associate members**

Associate members are those persons who are willing to supply free vehicular transport for fire fighting members or fire fighting equipment, or who are prepared to render other assistance required by the bush fire brigade.

### **4.4 Cadet members**

Cadet members are –

- (a) to be aged 11 to 15 years;
- (b) to be admitted to membership only with the consent of their parent or guardian;
- (c) admitted for the purpose of training and are not to attend or be in attendance at an uncontrolled fire or other emergency incident;
- (d) to be supervised by a fire fighting member when undertaking normal brigade activities as defined by paragraphs (c), (d), (e), (f) and (g) of section 35A of the Act;
- (e) ineligible to vote at bush fire brigade meetings;
- (f) not to be assigned ranks under the Department's rank structure.

#### **4.5 Honorary life member**

- (1) The bush fire brigade may by a simple majority resolution appoint a person as an honorary life member in recognition of services by that person to the bush fire brigade.
- (2) No membership fees are to be payable by an honorary life member.

#### **4.6 Notification of membership**

No later than 31 May in each year, the bush fire brigade is to report to the Chief Fire Control Officer the name, contact details and type of membership of each brigade member.

### **PART 5 – APPOINTMENT DISMISSAL AND MANAGEMENT OF MEMBERS**

#### **5.1 Rules to govern**

The appointment, dismissal and management of brigade members by the bush fire brigade are governed by the Rules.

### **PART 6 – EQUIPMENT OF BUSH FIRES BRIGADES**

#### **6.1 Policies of local government**

The local government may make policies under which it –

- (a) provides funding to bush fire brigades for the purchase of protective clothing, equipment and appliances; and
- (b) keeps bush fire brigades informed of opportunities for funding from other bodies.

#### **6.2 Equipment in brigade area**

Not later than 31 May in each year, the bush fire brigade is to report to the local government the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade which are generally available within the brigade area (or at a station of the bush fire brigade).

#### **6.3 Funding from local government budget**

A request to the local government from the bush fire brigade for funding of protective clothing, equipment or appliance needs is to be received by the local government by 31 March in order to be considered in the next following local government budget, and is to be accompanied by the last audited financial statement and a current statement of assets and liabilities of the bush fire brigade.

#### **6.4 Consideration in the local government budget**

The local government may approve or refuse an application for funding depending upon the assessment of budget priorities for the year in question.

## **FIRST SCHEDULE**

# **RULES GOVERNING THE OPERATION OF BUSH FIRE BRIGADES**

## **PART 1 - PRELIMINARY**

### **1.1 Interpretation**

- (1) In these Rules, unless the context otherwise requires, where a term is used in these Rules and is defined in the local law, the Act or the Regulations, then the term is to be taken to have the meaning assigned to it in the local law, the Act or the Regulations, as the case may be.
- (2) In these Rules, unless the context otherwise requires –  
    **“absolute majority”** means a majority of more than 50% of the number of:
  - (a) brigade members of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the bush fire brigade; or
  - (b) brigade officers of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the Committee.**“Committee”** means the Committee of the bush fire brigade;  
    **“local law”** means the Shire of Ngaanyatjaraku Bush Fire Brigades Local Law; and  
    **“normal brigade activities”** is defined by section 35A of the Act
- (3) Subject to these Rules, where a decision is to be made by the bush fire brigade, then the decision may be made by a resolution passed by a simple majority of the brigade members who are present in person or by proxy at the meeting.
- (4) Subject to these Rules, where a decision is to be made by the Committee, then the decision may be made by a resolution passed by a simple majority of the brigade officers who are present in person or by proxy at the meeting.

## **PART 2 – OBJECTS AND MEMBERSHIP OF BUSH FIRE BRIGADE**

### **2.1 Objects of bush fire brigade**

The objects of the bush fire brigade are to carry out –

- (a) the normal brigade activities; and
- (b) the functions of the bush fire brigade which are specified in the Act, the Regulations and the local law.

### **2.2 Committee to determine applications**

Applications for membership are to be determined by the Committee.

### **2.3 Conditions of membership**

In relation to any type of membership, as described in Part 4 of the local law, the bush fire brigade may establish policies pertaining to –

- (a) the qualifications required;
- (b) fees payable, if any;
- (c) a requirement to serve a probationary period;

- (d) procedures to be employed by the Committee prior to approval of an application for membership,
- and the Committee is to act within the parameters of any such policy in determining applications for membership.

## **2.4 Applications for membership**

An application for membership is to be in writing and is to be submitted to the Secretary and in the case of –

- (a) an application for firefighting membership is to be accompanied by a completed form in the form of that in Appendix I.
- (b) an application for associate membership is to be accompanied by a completed form in the form of that in Appendix II.
- (c) an application for cadet membership is to be accompanied by a completed form in the form of that in Appendix III.

## **2.5 Decision on application for membership**

- (1) The Committee may –
  - (a) approve an application for membership unconditionally or subject to any conditions; or
  - (b) refuse to approve an application for membership.
- (2) If the Committee refuses to approve an application for membership, it is to give written reasons for the refusal, as soon as practicable after the decision is made, to the applicant and the advice that the applicant has the right to object to the local government.

## **2.6 DFES to be notified of registrations**

If any application for membership is approved, the Secretary of the bush fire brigade is to supply registration details to the Department within 14 days of a person being admitted to membership in the form required by the Department from time to time.

## **2.7 Termination of membership**

- (1) Membership of the bush fire brigade terminates if the member –
  - (a) dies;
  - (b) gives written notice of resignation to the Secretary;
  - (c) is, in the opinion of the Committee, permanently incapacitated by mental or physical ill-health;
  - (d) is dismissed by the Committee; or
  - (e) ceases to be a member or is taken to have resigned under subclause (2)
- (2) A brigade member whose membership fees are more than one year in arrears is to be taken to have resigned from the bush fire brigade.

## **2.8 Suspension of membership**

- (1) Membership of the bush fire brigade may be suspended at any time if, in the opinion of the Committee, circumstances warrant suspending the member.
- (2) The period of suspension shall be at the discretion of the Committee.
- (3) Upon the expiry of the period of suspension the Committee may:
  - (a) extend the period of suspension;

- (b) terminate the membership; or
- (c) reinstate the membership.

## **2.9 Existing liabilities to continue**

- (1) The resignation, or dismissal of a member under clause 2.7 does not affect any liability of the brigade member arising prior to the date of resignation or dismissal.

## **2.10 Member has right of defence**

A brigade member is not to be dismissed under clause 2.7(1)(d) without being given the opportunity to meet with the Committee and answer any charges which might give grounds for dismissal.

## **2.11 Objection Rights**

A person whose -

- (a) application for membership is refused under clause 2.5(1)(b);
- (b) membership is terminated under clause 2.7(1)(c), clause 2.7(1)(d) or clause 2.8(3)(b); or
- (c) membership is suspended under clause 2.8(1) or clause 2.8(3)(a),

has the right of objection to the local government which may dispose of the objection by –

- (a) dismissing the objection;
- (b) varying the decision objected to; or
- (c) revoking the decision objected to, with or without –
  - (i) substituting for it another decision; or
  - (ii) referring the matter, with or without directions, for another decision by the Committee.

# **PART 3 – FUNCTIONS OF BRIGADE OFFICERS**

## **3.1 Chain of command during fire fighting activities**

Subject to the Act and the local law, the command procedures to apply during fire fighting activities are as detailed in the local government's Bush Fire Operating Procedures.

## **3.2 Duties Of Captain**

- (1) Subject to subclause (2) below, the Captain is to preside at all meetings.
- (2) In the absence of the Captain, the meeting may elect another person to preside at the meeting.

## **3.3 Secretary**

- (1) The Secretary is to –
  - (a) be in attendance at all meetings and keep a correct minute and account of the proceedings of the bush fire brigade in a book which shall be open for inspection by brigade members at any reasonable time;
  - (b) answer all correspondence or direct it appropriately, and keep a record of the same;
  - (c) prepare and send out all necessary notices of meetings;
  - (d) receive membership fees, donations and other monies on behalf of the bush fire brigade, and remit them to the Treasurer upon receipt;

- (e) complete and forward an incident report form in the form required by the Department to the Chief Bush Fire Control Officer and the Department within 14 days after attendance by the bush fire brigade at an incident.
  - (f) maintain a register of all current brigade members which includes each brigade member's contact details and type of membership.
  - (g) provide no later than 31 May in each year, a report to the Chief Bush Fire Control Officer detailing the name, contact details and type of membership of each brigade member.
- (2) Where a bush fire brigade attends an incident on more than one day, the incident report form is to be completed and forwarded under subclause (1)(e) within 14 days after the last day of attendance.

### **3.4 Treasurer**

The Treasurer is to –

- (a) receive donations and deposits from the Secretary, and deposit all monies to the credit of the bush fire brigade's bank account;
- (b) pay accounts as authorized by the Committee;
- (c) keep a record of all monies received and payments made, maintain the accounts and prepare the balance sheet for each financial year;
- (d) be the custodian of all monies of the bush fire brigade; and
- (e) regularly inform the Secretary of the names of those brigade members who have paid their membership fees.
- (f) report on the financial position at meetings of the bush fire brigade or Committee.

### **3.5 Equipment Officer**

The Equipment Officer is responsible for the custody and maintenance in good order and condition of all protective clothing, equipment and appliances provided by the local government to the bush fire brigade (or of the bush fire brigade).

### **3.6 Storage of equipment**

- (1) The Equipment Officer may store all of the equipment of the bush fire brigade at a place approved by the Captain (the “station”).
- (2) If there is to be more than one station in the brigade area, the Equipment Officer is to appoint in respect of each station a person who is responsible for the custody and maintenance in good order and condition of all equipment and appliances at the station, subject to any direction of the Equipment Officer.

### **3.7 Equipment Officer to report**

The Equipment Officer is to provide, no later than 31 May of each year, a report to the local government and bush fire brigade captain describing the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade which are generally available within the bush fire brigade area (or at a station of the bush fire brigade).

## **PART 4 – COMMITTEE**

### **4.1 Management of bush fire brigade**

- (1) Subject to the provisions of these Rules, the administration and management of the affairs of the bush fire brigade are vested in the Committee.
- (2) Without limiting the generality of subclause (1), the Committee is to have the following functions –
  - (a) to recommend to the local government amendments to these Rules;
  - (b) to draft the annual budget for the bush fire brigade and present it at the annual general meeting of the bush fire brigade;
  - (c) to propose a motion for consideration at any meeting of the bush fire brigade;
  - (d) to recommend to the local government equipment which needs to be supplied by the local government to the bush fire brigade;
  - (e) to invest or place on deposit any of the funds of the bush fire brigade not immediately required to perform the normal brigade activities;
  - (f) to delegate to a person, as from time to time thought fit, any functions (being less than the total functions of the Committee) on any conditions it thinks fit;
  - (g) to do all things necessary or convenient in order to perform any of its functions and to secure the performance of the normal brigade activities by the bush fire brigade; and
  - (h) deal with membership applications, grievances, disputes and disciplinary matters.

### **4.2 Constitution of Committee**

- (1) The Committee of the bush fire brigade is to consist of the brigade officers being the Captain, Secretary, Treasurer, Equipment Officer and the Lieutenants of the bush fire brigade.
- (2) The brigade officers are to –
  - (a) be elected at the annual general meeting of the bush fire brigade;
  - (b) hold office until the next annual general meeting; and
  - (c) be eligible for re-election at the next annual general meeting.
- (3) Any brigade officer may be removed from office by an absolute majority decision of the brigade members present in person or by proxy at a special meeting called for such a purpose.
- (4) The Committee may appoint a brigade member to fill a vacancy in any office arising from a resolution under subclause (3) or which has arisen for any other reason.

## **PART 5 – MEETINGS OF BUSH FIRE BRIGADE**

### **5.1 Ordinary meetings**

- (1) Ordinary meetings may be called at any time by the Secretary by giving at least 7 days notice to all brigade members and to the Chief Fire Control Officer, for the purpose of –
  - (a) organising and checking equipment;
  - (b) requisitioning new or replacement equipment;
  - (c) organising field excursions, training sessions, hazard reduction programs, and the preparation of fire-breaks;
  - (d) establishing new procedures in respect of any of the normal brigade activities; and
  - (e) dealing with any general business.

- (2) In a notice given under subclause (1), the Secretary is to specify the business which is to be conducted at the meeting.
- (3) Business may be conducted at an ordinary meeting of the bush fire brigade notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

## **5.2 Special meetings**

- (1) The Secretary is to call a special meeting when 5 or more brigade members request one in writing.
- (2) At least 2 days notice of a special meeting is to be given by the Secretary, to all brigade members and to the Chief Bush Fire Control Officer.
- (3) In a notice given under subclause (2) the Secretary is to specify the business which is to be conducted at the meeting.
- (4) No business is to be conducted at a special meeting beyond that specified in a notice given under subclause (2) in relation to that meeting.

## **5.3 Annual general meeting**

- (1) At least 7 days notice of the annual general meeting is to be given by the Secretary to all brigade members and to the Chief Bush Fire Control Officer.
- (2) At the annual general meeting the bush fire brigade is to –
  - (a) elect the brigade officers from among the brigade members;
  - (b) consider the Captain's report on the year's activities;
  - (c) adopt the annual financial statements;
  - (d) appoint an Auditor for the ensuing financial year in accordance with clause 5.6; and
  - (e) deal with any general business.
- (3) In a notice given under subclause (1), the Secretary is to specify the business which is to be conducted at the meeting.
- (4) Business may be conducted at an annual general meeting notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

## **5.4 Quorum**

- (1) The quorum for a meeting of the bush fire brigade is at least 50% of the number of offices (whether vacant or not) of member of the bush fire brigade.
- (2) No business is to be transacted at a meeting of the bush fire brigade unless a quorum of brigade members is present in person or by proxy.

## **5.5 Voting**

Each brigade member is to have one vote, however in the event of an equality of votes, the Captain (or person presiding) may exercise a casting vote.

## **5.6 Auditor**

- (1) At the annual general meeting a person, not being a brigade member, is to be appointed as the Auditor of the bush fire brigade for the ensuing financial year.
- (2) The Auditor is to audit the accounts of the bush fire brigade not less than 7 days before the annual general meeting and is to certify to their correctness or otherwise and present a report at the annual general meeting.



## **PART 6 – MEETINGS OF COMMITTEE**

### **6.1 Meetings Of Committee**

- (1) The Committee is to meet for the despatch of business, adjourn and otherwise regulate its meeting as it thinks fit.
- (2) The Captain or Secretary may convene a meeting of the Committee at any time.

### **6.2 Quorum**

No business is to be transacted at a meeting of the Committee unless a quorum of 3 brigade officers are present in person.

### **6.3 Voting**

Each brigade officer is to have one vote, however in the case of an equality of votes, the Captain (or person presiding) may exercise a casting vote.

## **PART 7 – GENERAL ADMINISTRATION MATTERS**

### **7.1 Fees**

- (1) The membership fees, if any, for each type of member for the ensuing 12 months are to be determined by the bush fire brigade at the annual general meeting.
- (2) Subject to subclause (3), a member is to pay the membership fees for her or his type of membership on or before 1 May.
- (3) The bush fire brigade may exempt a brigade member, or a class of membership, from the payment of membership fees, for such period and on such conditions as the bush fire brigade may determine.

### **7.2 Funds**

The funds of the bush fire brigade are to be used solely for the purpose of promoting the objects of the bush fire brigade.

### **7.3 Financial year**

The financial year of the bush fire brigade is to commence on 1 July and is to end on 30 June of the following year.

### **7.4 Banking**

- (1) The funds of the bush fire brigade are to be placed in a bank account and are to be drawn on only by cheques signed jointly by any 2 of the Captain, Secretary or Treasurer.
- (2) If the Secretary/Treasurer is a combined position, the Captain and Secretary/Treasurer are to sign the cheques referred to in subclause (1).

## **7.5 Disclosure of interests**

- (1) A brigade member shall disclose to the bush fire brigade or Committee any financial interest (whether direct or indirect) he or she may have in any matter being considered by the bush fire brigade or Committee, as appropriate.
- (2) If a financial interest has been disclosed under subclause (1), then the bush fire brigade or Committee, as appropriate, is to decide, in the absence of the brigade member who disclosed that interest, whether or not the brigade member is to be permitted to vote on that matter.
- (3) Where the bush fire brigade or Committee, as appropriate, decides under subclause (2), that a brigade member is not to be permitted to vote on a matter, and the brigade member votes on the matter, then her or his vote is to be taken to have no effect and is not to be counted.

## **7.6 Disagreements**

- (1) Any disagreement between brigade members may be referred to either the Captain or to the Committee.
- (2) Where a disagreement in subclause (1) is considered by the Captain or the Committee to be of importance to the interests of the bush fire brigade, then the Captain or the Committee, as the case may be, is to refer the disagreement to the annual general meeting, an ordinary meeting or a special meeting of the bush fire brigade.
- (3) The local government is the final authority on matters affecting the bush fire brigade, and may resolve any disagreement which is not resolved under subclause (1) or (2).

# **PART 8 – NOTICES AND PROXIES**

## **8.1 Notices**

- (1) Notices of meetings of the bush fire brigade are to be in writing and sent by ordinary post to the registered address of each brigade member.
- (2) Notices of meetings of the Committee may be given in writing in accordance with subclause (1) or by such other means as the Committee may decide (by an absolute majority) at a meeting of the Committee.
- (3) Any accidental omission to give notice of a meeting to, or non-receipt by a person entitled to receive such notice, is not to invalidate the meeting the subject of the notice or any resolutions passed at the meeting.
- (4) Where any notice other than a notice of meeting is to be given under these Rules, the notice is to be –
  - (a) in writing;
  - (b) unless otherwise specified, given to or by the Secretary;
  - (c) given by –
    - (i) personal delivery;
    - (ii) post; or
    - (iii) facsimile transmission;
  - (d) taken to have been received, as the case may be –
    - (i) at the time of personal delivery;
    - (ii) 2 business days after posting; or
    - (iii) on the printing of the sender's transmission report.

## **8.2 Proxies**

- (1) Where under these Rules a brigade member may vote by proxy, in order for the proxy to so vote, the brigade member or the proxy shall give a notice in the form of that appearing in this clause, to the Secretary or the person presiding at the meeting before the start of the meeting at which the proxy is to be used.
- (2) A proxy is to be valid for the meeting for which it is given and for any adjournments of that meeting.
- (3) A proxy shall be valid for the number of votes to which the brigade member is entitled.
- (4) If the donor of the proxy does not give any indication of the manner in which the proxy is to vote, the proxy shall be entitled to vote or not vote as he or she thinks fit.
- (5) A proxy shall be entitled to speak on behalf of the donor of the proxy.
- (6) All forms appointing proxies deposited under subclause (1) are to be retained by the Secretary for not less than 28 days after the conclusion of the meeting to which they relate but if there is any objection to the validity of any vote at the meeting, they are to be retained until the determination of that objection.
- (7) The form appointing a proxy shall be in writing and signed by the brigade member appointing the proxy and shall be in or substantially in the form set out below -

**“PROXY**

**[*INSERT NAME*] BUSH FIRE BRIGADE**

**[ANNUAL] [EXTRAORDINARY] GENERAL MEETING  
TO BE HELD ON [DATE]**

I, \_\_\_\_\_,  
Being a brigade member appoint \_\_\_\_\_ to  
be my proxy and vote on my behalf at the meeting of the  
bush fire brigade to be held on [insert date] and at any  
adjournment of it. The proxy shall vote as follows:

MOTION            FOR AGAINST ABSTAIN

1. ....
2. ....

If there is no instruction to the proxy as to the way to vote,  
the proxy shall exercise her or his discretion as to how to  
vote or whether to vote at all. In respect of any vote taken  
at the meeting on a matter which does not appear on the  
agenda, the proxy shall exercise her or his discretion as to  
the way he or she casts the vote or whether it is cast at all.

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

NOTE: To be valid this proxy must be completed and  
returned to the Secretary of the bush fire brigade (or the  
presiding member) prior to the commencement of the  
meeting for which the proxy is valid.

Dated this       day of                    200 . . . . .

## APPENDIX I

### APPLICATION FOR MEMBERSHIP - FIRE FIGHTING MEMBER

I make application to be a fire fighting member of the [*insert name*] Bush Fire Brigade.

Applicant's ..... Name

My ..... private ..... address ..... is

My ..... business ..... address ..... is

Usual ..... Occupation

I can be contacted on:

Telephone No: (Home) ..... (Work) ..... Mobile .....

Fax No: ..... (Home) ..... (Work) .....

CB Radio ..... Channel ..... Call ..... Sign

If needed, I can provide my own transport to the scene of any outbreak. (This line to be struck out if not applicable)

I hold a current driver's licence No ..... Classes .....

I declare that I am at least 16 years of age and in good health with no known medical conditions which might limit my capacity to fight fires.

I give these undertakings –

- (1) to promote the objects of the bush fire brigade as far as is in my power;
- (2) to be governed by the provisions of the *Bush Fires Act 1954* and the Regulations made under that Act, and the local law and policies of the [*insert name of local government*] relevant to fire control and bush fire brigades;
- (3) to use my best endeavours to give assistance in fire fighting measures when called upon and on such occasions to obey all orders and instructions issued by duly authorized officers of the bush fire brigade or the local government;
- (4) to comply with the Rules of the bush fire brigade.

Date .....

.....  
Applicant's signature

Please list here any fire fighting equipment owned by you.

1. ....

2. ....
3. ....

**BUSH FIRE BRIGADE USE ONLY:**

APPROVED / DECLINED

Signed: .....  
Brigade Captain

**APPENDIX II**  
**APPLICATION FOR MEMBERSHIP - ASSOCIATE MEMBER**

I make application to be an associate member of the [insert name] Bush Fire Brigade.

- (a) I am prepared to offer to transport fire fighting members and/or equipment to the scene of any outbreak when called upon. I have a motor vehicle of the following type ..... available for such purpose.

MDL No: ..... Classes: .....

- (b) I am prepared to offer my services in the following capacity:-

.....

.....

(paragraph (a) or (b) above may be struck out if not applicable)

Applicant's Name .....

My private address is .....

.....

My business address is .....

.....

I can be contacted on:

Telephone No: .....(Home) ..... (Work).....Mobile

Fax No: .....(Home) .....(Work).....

CB Radio: ..... Channel ..... Call Sign.....

I give these undertakings –

- (1) to promote the objects of the bush fire brigade as far as is in my power;
- (2) to be governed by the provisions of the *Bush Fires Act 1954* and any Regulations made under the Act and the local law and policies of the [insert name of local government] relevant to fire control and bush fire brigades;
- (3) to use my best endeavours to assist in normal bush fire brigade activities as an associate member when called upon;
- (4) to comply with the Rules of the bush fire brigade.

Date .....

.....

Applicant's signature

**BUSH FIRE BRIGADE USE ONLY:**

APPROVED / DECLINED

Signed: .....

**APPENDIX III**  
**APPLICATION FOR MEMBERSHIP - CADET MEMBER**

I make application to be a cadet member of the [*insert name*] Bush Fire Brigade.

Applicant's Name .....

My private address is .....

I can be contacted on:

Telephone No: ..... (Home) ..... (Work)

Fax No: ..... (Home)

CB Radio: ..... Channel ..... Call Sign .....

I declare that I am ..... years of age and in good health.

Date of Birth: .....

I give these undertakings –

- (1) to promote the objects of the bush fire brigade as far as is in my power;
- (2) to be governed by the provisions of the *Bush Fires Act 1954* and the Regulations made under that Act, and the local law and policies of the [*insert name of local government*] relevant to the activities of cadet members;
- (3) to obey all orders and instructions issued by duly authorized officers of the bush fire brigade or the local government;
- (4) to comply with the Rules of the bush fire brigade.

Date .....

Applicant's signature

**PARENT / GUARDIAN CONSENT:**

I ..... being the parent/guardian of the above applicant, consent to him/her being a cadet member of the ..... Bush Fire Brigade, in accordance with the rules applicable to cadet membership.

Signed .....

**BUSH FIRE BRIGADE USE ONLY:**

APPROVED / DECLINED

Signed: .....

Brigade Captain

Dated: 26 April 2023



The Common Seal of the Shire of Ngaanyatjarraku was hereunto affixed by authority of a resolution of the Council in the presence of:

Cr Damien McLean, President

David Mosel, General Manager Operations

Payment Listing March (22/23)					
Chq/EFT	Date	Name	Description	Invoice / Debit	Payment
EFT4707	03/03/2023	NATS	Supplies from Bunnings plus delivery for Shire depot		1,349.90
P50706SN	24/02/2023	NATS	Supplies from Bunnings plus delivery for Shire depot	1,349.90	
EFT4708	03/03/2023	LANDGATE	Mining tenement schedule M2023/1		42.15
382311	24/02/2023	LANDGATE	Mining tenement schedule M2023/1	42.15	
EFT4709	03/03/2023	WARBURTON ROADHOUSE	Warburton Roadhouse account payment February 2023		3,716.88
FEBRUARY2023	01/02/2023	WARBURTON ROADHOUSE	Supplies for Shire meeting room, Diesel for W/S Landcruiser 1HRU759, Fuel for Line cutter, Tie down for lawnmower transportation, Diesel for Shire rubbish truck 1GDT303, Diesel for Shire Isuzu 1HMJ403, Diesel for Shire FAC Prado 1HFB600, Diesel for Shire S&R Troopy 1GJT224, Diesel for Shire Bobcat, Accommodation and meals for consultant performing TV transmission hub maintenance	3,716.88	
EFT4710	03/03/2023	NGAANYATJARRA COUNCIL (ABORIGINAL CORPORATION)	Tyres for Shire street sweeper		188.00
19548	24/02/2023	NGAANYATJARRA COUNCIL (ABORIGINAL CORPORATION)	Tyres for Shire street sweeper	188.00	
EFT4711	03/03/2023	Easifleet Management	Novated lease for DGC		955.85
170551	27/02/2023	Easifleet Management	Novated lease for DGC	955.85	
EFT4712	03/03/2023	MCLEODS	Drafting of new employee contracts		11,422.40
128429	27/02/2023	MCLEODS	Drafting of new employee contracts	11,422.40	
EFT4713	03/03/2023	AUSTRALIA POST	Postage charges for February 2023		181.99
1012246113	03/03/2023	AUSTRALIA POST	Postage charges for February 2023	181.99	
EFT4714	03/03/2023	NGAANYATJARRA Services (ELEC a/c)	Electricity account for January - February 2023		5,500.66
202303/12024	03/03/2023	NGAANYATJARRA Services (ELEC a/c)	Electricity account for January - February 2023	5,500.66	
EFT4715	03/03/2023	Ingot Hotel	Accommodation for staff in Perth 24 February 2023		450.00
22990	24/02/2023	Ingot Hotel	Accommodation for CEO Perth 24 February 2023	150.00	
22987	24/02/2023	Ingot Hotel	Accommodation for GMO Perth 24 February 2023	150.00	
73206	24/02/2023	Ingot Hotel	Accommodation for OC Perth 24 February 2023	150.00	
EFT4716	03/03/2023	BREAKAWAY C-/ KEY FACTORS	Hire of plant and equipment for construction and improvement work		147,329.85
2206	02/03/2023	BREAKAWAY C-/ KEY FACTORS	Hire of plant and equipment for construction work on the Papulankutja Road	104,319.19	
2216	02/03/2023	BREAKAWAY C-/ KEY FACTORS	Hire of graders for the formation and improvement of the Mantamaru Road	6,144.38	
2217	02/03/2023	BREAKAWAY C-/ KEY FACTORS	Hire of graders for the formation and improvement of the Papulankutja Road	36,866.28	
EFT4717	03/03/2023	GLOBETROTTER CORPORATE TRAVEL	Qantas flights for AC to attend HSR Training ASP - PER 10 March 2023 PER - ASP 20/21 March 2023		1,470.97
986991	22/02/2023	GLOBETROTTER CORPORATE TRAVEL	Qantas flights for AC to attend HSR Training, ASP - PER 10 March 2023, PER - ASP 20/21 March 2023	1,470.97	
EFT4718	03/03/2023	AUSTRALIAN COMMUNICATIONS AUTHORITY	PAL renewal 23/3/2023 - 23/03/2024		45.00
503233275	12/02/2023	AUSTRALIAN COMMUNICATIONS AUTHORITY	PAL renewal 23/3/2023 - 23/03/2024	45.00	
EFT4719	03/03/2023	DEPT FOR PLANNING & INFRASTRUCTURE (DPI)	DoT agency payment 188624 - 188625		594.45
188624-188625	03/03/2023	DEPT FOR PLANNING & INFRASTRUCTURE (DPI)	DoT agency payment 188624 - 188625	594.45	
EFT4720	03/03/2023	PLAZA HOTEL KALGOORLIE	Accommodation for staff Kalgoorlie 23 February 2023		1,053.00
1034734	23/02/2023	PLAZA HOTEL KALGOORLIE	Accommodation for CEO Kalgoorlie 23 February 2023	351.00	
1034736	23/02/2023	PLAZA HOTEL KALGOORLIE	Accommodation for GMO Kalgoorlie 23 February 2023	351.00	
1035062	23/02/2023	PLAZA HOTEL KALGOORLIE	Accommodation for OC 23 February 2023	351.00	
EFT4721	03/03/2023	CHARTAIR PTY LTD	Flights		795.00
T615742	28/02/2023	CHARTAIR PTY LTD	2 x Flights Alice - Warbo - Kalgoorlie 23 Feb 2023	740.00	
3385339	03/03/2023	CHARTAIR PTY LTD	Cancellation fee	55.00	
EFT4722	03/03/2023	CITY OF LIGHTS VIDEO & MULTIMEDIA PRODUCTIONS	Annual subscriptions & hosting of shire website		434.50
I_220301	09/06/2022	CITY OF LIGHTS VIDEO & MULTIMEDIA PRODUCTIONS	Annual subscriptions for Hika Shop Essential and SSL add-	126.50	
I_230201	26/02/2023	CITY OF LIGHTS VIDEO & MULTIMEDIA PRODUCTIONS	Hosting of shire website Jan - Feb 2023 and tasks associated with change-over	308.00	
EFT4723	08/03/2023	Focus Networks	Agreement monthly MPS devices February 2023		1,898.60
MPSPD-13082	07/03/2023	Focus Networks	Agreement monthly MPS devices February 2023	1,898.60	

EFT4724	08/03/2023	Market Creations Agency	Media and PR services February 2023		214.50
IS54-9	28/02/2023	Market Creations Agency	Media and PR services February 2023	214.50	
EFT4725	08/03/2023	MOORE AUSTRALIA (WA) Pty Ltd	Compilation of the statement of Financial Activity and review service up to 31 January 2023		2,530.00
428689	28/02/2023	MOORE AUSTRALIA (WA) Pty Ltd	Compilation of the statement of Financial Activity and review service up to 31 January 2023	2,530.00	
EFT4726	08/03/2023	LAVERTON SUPPLIES MOTORS	Vehicle storage for February 2023		680.00
INV-2883	07/03/2023	LAVERTON SUPPLIES MOTORS	Storage for Landcruiser 1HED882 and Prado 1HLA156, Storage of Troopy 1GJT224 (8 - 19 February) - 12 days	680.00	
EFT4727	13/03/2023	Jason Signmakers	Signs for Warburton entry on Great Central Road		728.68
27270	08/02/2023	Jason Signmakers	Signs for Warburton entry on Great Central Road	728.68	
EFT4728	13/03/2023	NATS	Supplies and freight		3,022.15
P50813SN	03/03/2023	NATS	Supplies for maintenance program	1,241.17	
P50826SN	03/03/2023	NATS	Supplies for maintenance program	327.27	
P50999SN	10/03/2023	NATS	Steel products per quote # 26214384 + freight to Warburton	767.36	
P51019SN	10/03/2023	NATS	Freight on Winc order from NATS to Warburton	110.00	
P51024SN	10/03/2023	NATS	Supplies per quote # 314505009	576.35	
EFT4729	13/03/2023	Focus Networks	Agreement monthly SaaS March 2023		2,785.53
SAAS-13107	10/03/2023	Focus Networks	Agreement monthly SaaS March 2023	2,785.53	
EFT4730	13/03/2023	Vocus Pty Ltd	Shire office internet charge March 2023		935.00
P977602	01/03/2023	Vocus Pty Ltd	Shire office internet charge March 2023	935.00	
EFT4731	13/03/2023	The Trustee for Integrated Human Resourcing Trust	HR support for February 2023		2,349.60
INV-1881	03/03/2023	The Trustee for Integrated Human Resourcing Trust	HR support for February 2023	2,349.60	
EFT4732	13/03/2023	BREAKAWAY C- / KEY FACTORS	Hire of plant and equipment for construction and improvement work		106,349.77
2226	08/03/2023	BREAKAWAY C- / KEY FACTORS	Hire of plant and equipment for construction work on the Papulankutja Road	69,483.49	
2229	08/03/2023	BREAKAWAY C- / KEY FACTORS	Hire of graders for the formation and improvement of the Papulankutja Road	28,487.58	
2230	08/03/2023	BREAKAWAY C- / KEY FACTORS	Hire of graders for the formation and improvement of the Wingellina Road	8,378.70	
EFT4733	13/03/2023	NGAANYATJARRA COUNCIL REGIONAL HOUSING PROGRAM - Repairs & Maintenance	Electrical and plumbing works		1,248.97
32948	10/03/2023	NGAANYATJARRA COUNCIL REGIONAL HOUSING PROGRAM - Repairs & Maintenance	Urgent electrical work at Lot 158 Warburton	753.97	
32946	10/03/2023	NGAANYATJARRA COUNCIL REGIONAL HOUSING PROGRAM - Repairs & Maintenance	Plumbing work unit 6 CRC Lot 167 Warburton	495.00	
EFT4734	13/03/2023	EMPEROR REFRIGERATION PTY LTD	Install Starlink satellite dish at the Shire office		693.00
182995	13/03/2023	EMPEROR REFRIGERATION PTY LTD	Install satellite dish at Shire office remove 2 old dishes	693.00	
EFT4735	13/03/2023	COYLES MOWER & CHAINSAW CENTRE	Service and repairs to lawnmowers and chainsaw		923.20
60385	10/03/2023	COYLES MOWER & CHAINSAW CENTRE	Service and repairs to Shire lawnmower Honda HRC216	401.20	
60386	10/03/2023	COYLES MOWER & CHAINSAW CENTRE	Service to Shire Lawnmower Honda HRU216	250.40	
60387	10/03/2023	COYLES MOWER & CHAINSAW CENTRE	Service and repair to Shire chainsaw Stihl MS180	271.60	
EFT4736	17/03/2023	AUSTRALIAN TAXATION OFFICE	BAS return for February 2023		21,492.00
49474490076	17/03/2023	AUSTRALIAN TAXATION OFFICE	BAS return for February 2023	21,492.00	
EFT4737	17/03/2023	Easifleet Management	Novated lease for DGC		955.85
171366	13/03/2023	Easifleet Management	Novated lease for DGC	955.85	
EFT4738	17/03/2023	BREAKAWAY C- / KEY FACTORS	Hire of plant and equipment for construction and improvement work		118,768.90
2231	16/03/2023	BREAKAWAY C- / KEY FACTORS	Hire of plant and equipment for construction work on the Papulankutja Road	75,758.24	
2244	16/03/2023	BREAKAWAY C- / KEY FACTORS	Hire of graders for the formation and improvement of the Papulankutja Road	43,010.66	
EFT4739	17/03/2023	CHARTAIR PTY LTD	Flights for A/C warburton to ASP return 9 -21 march 2023		700.00
T615818	09/03/2023	CHARTAIR PTY LTD	Flights for A/C warburton to ASP return 9 -21 march 2023	700.00	
EFT4740	17/03/2023	COYLES MOWER & CHAINSAW CENTRE	Spares for Shire small engine equipment		164.40
60403	15/03/2023	COYLES MOWER & CHAINSAW CENTRE	Spares for Shire small engine equipment	164.40	
EFT4741	29/03/2023	DAMIAN MCLEAN	OCM fees for 29 March 2023		480.00
DM290323	29/03/2023	DAMIAN MCLEAN	OCM fees for 29 March 2023	480.00	
EFT4742	29/03/2023	Julie Porter	OCM fees for 29 March 2023		240.00
JP290323	29/03/2023	Julie Porter	OCM fees for 29 March 2023	240.00	
EFT4743	29/03/2023	PRESTON THOMAS	OCM fees for 29 March 2023		240.00
PT290323	29/03/2023	PRESTON THOMAS	OCM fees for 29 March 2023	240.00	
EFT4744	29/03/2023	JOYLENE FRAZER	OCM fees for 29 March 2023		240.00
JF290323	29/03/2023	JOYLENE FRAZER	OCM fees for 29 March 2023	240.00	
EFT4745	29/03/2023	ANDREW JONES	OCM fees for 29 March 2023		240.00
AJ290323	29/03/2023	ANDREW JONES	OCM fees for 29 March 2023	240.00	

EFT4746	29/03/2023	DEBRA FRAZER	OCM fees for 29 March 2023		240.00
DF290323	29/03/2023	DEBRA FRAZER	OCM fees for 29 March 2023	240.00	
EFT4747	31/03/2023	LEONORA MOTOR INN	Accommodation for O/C in Leonora		290.00
28521	23/03/2023	LEONORA MOTOR INN	Accommodation for O/C in Leonora 22 March 2023	145.00	
28539	26/03/2023	LEONORA MOTOR INN	Accommodation for O/C in Leonora 24 March 2023	145.00	
EFT4748	31/03/2023	NATS	Freight on Winc order from NATS to Warburton		38.50
P51246SN	24/03/2023	NATS	Freight on Winc order from NATS to Warburton	38.50	
EFT4749	31/03/2023	Easifleet Management	Novated lease for DGC		955.85
171889	27/03/2023	Easifleet Management	Novated lease for DGC	955.85	
EFT4750	31/03/2023	Quinn Weatherhead	Reimbursement for S&R officer		1,120.98
QW17/3/23	17/03/2023	Quinn Weatherhead	Ampol 17/03/23 - Diesel for S&R Troopy 1GJT224, Bunnings 16/03/23 - Keys for Gym/DIC, Coles 16/03/23 - food for School Holiday program, Sportspower Kalgoorlie 16/03/23 - Footballs for youth program	1,120.98	
EFT4751	31/03/2023	Bob Waddell & Associates Pty Ltd	Assistance with Council's own source expenditure update to MYBR requirements		165.00
3257	27/03/2023	Bob Waddell & Associates Pty Ltd	Assistance with Council's own source expenditure update to MYBR requirements	165.00	
EFT4752	31/03/2023	Ingot Hotel	Accommodation for staff in Perth 12 - 17 March 2023		2,700.00
23975	20/03/2023	Ingot Hotel	Accommodation for O/C in Perth 12 - 17 March 2023	900.00	
23979	20/03/2023	Ingot Hotel	Accommodation for GMO in Perth 12 - 17 March 2023	900.00	
23986	20/03/2023	Ingot Hotel	Accommodation for A/C in Perth 12 - 17 March 2023	900.00	
EFT4753	31/03/2023	LASSETERS - THE TRUSTEE FOR ALICE SPRINGS CASINO OPERATIONS TRUST	Accommodation for A/C ASP 9 March 2023		382.18
142709	09/03/2023	LASSETERS - THE TRUSTEE FOR ALICE SPRINGS CASINO OPERATIONS TRUST	Accommodation for A/C ASP 9 March 2023	382.18	
EFT4754	31/03/2023	BREAKAWAY C-/ KEY FACTORS	Hire of plant and equipment for construction and improvement work		158,620.33
2254	23/03/2023	BREAKAWAY C-/ KEY FACTORS	Hire of plant and equipment for construction work on the Papulankutja Road	118,681.86	
2256	23/03/2023	BREAKAWAY C-/ KEY FACTORS	Hire of graders for the formation and improvement of the Papulankutja Road	9,216.57	
2257	23/03/2023	BREAKAWAY C-/ KEY FACTORS	Hire of graders for the formation and improvement of Warburton Community Roads	18,433.14	
2258	23/03/2023	BREAKAWAY C-/ KEY FACTORS	Hire of graders for the formation and improvement of a minor unsealed road	12,288.76	
EFT4755	31/03/2023	NGAANYATJARRA COUNCIL REGIONAL HOUSING PROGRAM - Repairs & Maintenance	Repairs and Maintenance		1,800.93
33030	21/03/2023	NGAANYATJARRA COUNCIL REGIONAL HOUSING PROGRAM - Repairs & Maintenance	Plumbing repairs at Lot 117b Blackstone	519.46	
33067	24/03/2023	NGAANYATJARRA COUNCIL REGIONAL HOUSING PROGRAM - Repairs & Maintenance	Supply and install 1 x new LED light fitting	371.29	
33052	24/03/2023	NGAANYATJARRA COUNCIL REGIONAL HOUSING PROGRAM - Repairs & Maintenance	Repairs to screen door at Lot 86 Wanarn	910.18	
EFT4756	31/03/2023	COYLES MOWER & CHAINSAW CENTRE	Stihl chainsaw file sharpener		65.00
60442	22/03/2023	COYLES MOWER & CHAINSAW CENTRE	Stihl chainsaw file sharpener	65.00	
EFT4757	31/03/2023	MOORE AUSTRALIA (WA) Pty Ltd	Audit certification of the DLGSC Grant		1,496.00
428825	08/03/2023	MOORE AUSTRALIA (WA) Pty Ltd	Audit certification of the DLGSC Grant	1,496.00	
EFT4758	31/03/2023	GOLDFIELDS OFF ROAD	Towbar and accessories for Isuzu 1HMI403		2,109.00
INV19576	24/03/2023	GOLDFIELDS OFF ROAD	Towbar and accessories for Isuzu 1HMI403	2,109.00	
DD2582.1	20/03/2023	Telstra Limited	Telstra mobile account payment February 2023		414.07
9900000027811	18/02/2023	Telstra Limited	Telstra mobile account payment February 2023	414.07	
PAY	01/03/2023	Payroll Direct Debit Of Net Pays	Payroll Direct Debit Of Net Pays	47,844.45	47,844.45
DD2588.1	01/03/2023	Aware Super	Superannuation contributions		3,537.42
SUPER	01/03/2023	Aware Super	Superannuation contributions	3,091.48	
DEDUCTION	01/03/2023	Aware Super	Superannuation contributions	337.16	
DEDUCTION	01/03/2023	Aware Super	Superannuation contributions	108.78	
DD2588.2	01/03/2023	VISION SUPER	Superannuation contributions		899.57
SUPER	01/03/2023	VISION SUPER	Superannuation contributions	899.57	
DD2588.3	01/03/2023	REST	Superannuation contributions		297.28
SUPER	01/03/2023	REST	Superannuation contributions	297.28	
DD2588.4	01/03/2023	MLC Superannuation	Superannuation contributions		314.54
SUPER	01/03/2023	MLC Superannuation	Superannuation contributions	314.54	
DD2588.5	01/03/2023	THE TRUSTEE FOR IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions		769.35
SUPER	01/03/2023	THE TRUSTEE FOR IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	769.35	
DD2588.6	01/03/2023	HOST PLUS	Superannuation contributions		769.79
SUPER	01/03/2023	HOST PLUS	Superannuation contributions	769.79	

DD2588.7	01/03/2023	Catholic Super	Superannuation contributions		214.71
SUPER	01/03/2023	Catholic Super	Superannuation contributions	214.71	
DD2588.8	01/03/2023	CBUS SUPERANNUATION	Superannuation contributions		598.50
SUPER	01/03/2023	CBUS SUPERANNUATION	Superannuation contributions	598.50	
DD2591.1	31/03/2023	WESTPAC BANK	Bank charges for February 2023		82.08
MF010323	01/03/2023	WESTPAC BANK	Merchant fee for February 2023	3.73	
BF010323	01/03/2023	WESTPAC BANK	Bank fees for February 2023	75.35	
TF010323	01/03/2023	WESTPAC BANK	Transaction fee for February 2023	3.00	
DD2596.1	03/03/2023	COMMONWEALTH BANK OF AUSTRALIA	CBA Eftpos Merchant fee February 2023		21.25
MF030323	03/03/2023	COMMONWEALTH BANK OF AUSTRALIA	CBA Eftpos Merchant fee February 2023	21.25	
DD2599.1	17/03/2023	PIVOTEL SATELLITE PTY LTD	Satellite phone and tracker charges for February 2023		469.00
3524018	15/02/2023	PIVOTEL SATELLITE PTY LTD	Satellite phone and tracker charges for February 2023	469.00	
PAY	15/03/2023	Payroll Direct Debit Of Net Pays	Payroll Direct Debit Of Net Pays	48,789.21	48,789.21
DD2603.1	15/03/2023	Aware Super	Superannuation contributions		3,497.66
SUPER	15/03/2023	Aware Super	Superannuation contributions	3,051.72	
DEDUCTION	15/03/2023	Aware Super	Superannuation contributions	108.78	
DEDUCTION	15/03/2023	Aware Super	Superannuation contributions	337.16	
DD2603.2	15/03/2023	VISION SUPER	Superannuation contributions		899.57
SUPER	15/03/2023	VISION SUPER	Superannuation contributions	899.57	
DD2603.3	15/03/2023	REST	Superannuation contributions		297.28
SUPER	15/03/2023	REST	Superannuation contributions	297.28	
DD2603.4	15/03/2023	MLC Superannuation	Superannuation contributions		314.54
SUPER	15/03/2023	MLC Superannuation	Superannuation contributions	314.54	
DD2603.5	15/03/2023	THE TRUSTEE FOR IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions		601.83
SUPER	15/03/2023	THE TRUSTEE FOR IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	601.83	
DD2603.6	15/03/2023	HOST PLUS	Superannuation contributions		802.10
SUPER	15/03/2023	HOST PLUS	Superannuation contributions	802.10	
DD2603.7	15/03/2023	CBUS SUPERANNUATION	Superannuation contributions		519.75
SUPER	15/03/2023	CBUS SUPERANNUATION	Superannuation contributions	519.75	
DD2609.1	14/03/2023	Telstra Limited	Telstra landline account for February 2023		889.20
K218846611-3	27/02/2023	Telstra Limited	Telstra landline account for February 2023	889.20	
PAY	29/03/2023	Payroll Direct Debit Of Net Pays	Payroll Direct Debit Of Net Pays	49,285.75	49,285.75
DD2615.1	29/03/2023	Aware Super	Superannuation contributions		3,810.99
SUPER	29/03/2023	Aware Super	Superannuation contributions	3,361.34	
DEDUCTION	29/03/2023	Aware Super	Superannuation contributions	112.49	
DEDUCTION	29/03/2023	Aware Super	Superannuation contributions	337.16	
DD2615.2	29/03/2023	VISION SUPER	Superannuation contributions		899.57
SUPER	29/03/2023	VISION SUPER	Superannuation contributions	899.57	
DD2615.3	29/03/2023	MLC Superannuation	Superannuation contributions		314.54
SUPER	29/03/2023	MLC Superannuation	Superannuation contributions	314.54	
DD2615.4	29/03/2023	THE TRUSTEE FOR IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions		707.31
SUPER	29/03/2023	THE TRUSTEE FOR IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	707.31	
DD2615.5	29/03/2023	HOST PLUS	Superannuation contributions		928.90
SUPER	29/03/2023	HOST PLUS	Superannuation contributions	928.90	
DD2615.6	29/03/2023	AUSTRALIAN SUPER	Superannuation contributions		235.55
SUPER	29/03/2023	AUSTRALIAN SUPER	Superannuation contributions	235.55	
DD2615.7	29/03/2023	CBUS SUPERANNUATION	Superannuation contributions		598.50
SUPER	29/03/2023	CBUS SUPERANNUATION	Superannuation contributions	598.50	
DD2620.1	15/03/2023	CEO Westpac Credit Card	CEO Westpac Mastercard payment February 2023		7,503.47
CEO150323	15/03/2023	CEO Westpac Credit Card	Starlink roof pole, dish & hardware for Shire office, Fare for CEO from Motel to airport Adelaide 6 February 2023, Meal for CEO Adelaide 2 February 2023, Accommodation for CEO Adelaide 2 - 6 February 2023, Meals and meeting room hire for CEO Adelaide 2 - 6 February 2023, Taxi fare for CEO Motel to Ng Council Alice Springs 20 February 2023, Spare charger for CEO computer, Taxi fare for CEO motel to airport Alice Springs 21 February 2023, Accommodation and meal for CEO Melbourne 19 February 2023, Meal for CEO Kalgoorlie 23 February 2023, Starlink internet charge for Shire office February 2023, Meal for CEO Perth 24 February 2023, Taxi fare for CEO Perth 24 February 2023, Meal for CEO Kalgoorlie 24 February 2023, Hire car for CEO Kalgoorlie 23 - 24 February 2023, Adobe Acrobat Pro subscription for CEO	7,503.47	

DD2620.2	15/03/2023	FAC Westpac Credit Card	FAC Westpac Mastercard payment February 2023		156.45
FAC150323	15/03/2023	FAC Westpac Credit Card	Safety boots for Municipal Officer, Plate change for Shire Navara 1EKV323 to 1HFB602, Plate change for Shire Ranger 1CRP311 to 1HFB610, Plate change for Shire Dyna 1BJP to 1HFB618, Credit card fee	156.45	
DD2620.3	15/03/2023	DCEO Westpac Credit Card	DCEO Westpac Mastercard payment February 2023		10.00
DCEO150323	15/03/2023	DCEO Westpac Credit Card	Credit card fee	10.00	
DD2620.4	15/03/2023	DGC Westpac Credit Card	DGC Westpac Mastercard payment February 2023		91.82
DGC150323	15/03/2023	DGC Westpac Credit Card	Parking at Perth airport for DGC 13 - 17 March 2023, Credit card fee	91.82	
DD2620.5	15/03/2023	GMO Westpac Credit Card	GMO Westpac Mastercard payment February 2023		5,103.53
GMO150323	15/03/2023	GMO Westpac Credit Card	Flight for GMO Perth to Laverton, Re-booking fee for flight for GMO Perth to Laverton, Flights for GMO Adelaide to Perth return 26 March - 3 April 2023, Keys cut For CEO house, Flights for GMO Adelaide to Perth 12 - 18 March 2023, Flights for BMO Adelaide to Perth 12 - 18 March 2023, Flights for O/C Adelaide to Kalgoorlie 21 March 2023, Flights for O/C ASP to Adelaide 31 March 2023 - flight change fee, Flights for BMO Adelaide to Perth return 26 March - 3 April 2023, Taxi fare for GMO home to Adelaide airport 23 February 2023, Surcharge for taxi fare for GMO home to Adelaide airport 23 February 2023, Uber for GMO Perth 24 February 2023, Uber for GMO Perth 24 February 2023, Uber for GMO Adelaide airport to home 25 February 2023, Credit card fee	5,103.53	
				795,884.05	795,884.05

Shire of Ngaanyatjaraku							Investment Register
Amount	Term	Credit Rating S&P	Institution	Interest Rate	Maturity Date	Interest	Total Cash
\$506,910	3 months	A-1+	CBA	4.22%	11-May-23	5,216.03	\$512,126
\$504,785	5 months	A-1+	CBA	4.16%	15-May-23	8,687.29	\$513,473
\$1,019,100	2 months	A-1+	CBA	4.00%	14-Jun-23	6,812.61	\$1,025,913
\$883,578	6 months	A-1+	CBA	4.31%	26-Jun-23	18,675.94	\$902,254 Reserve
\$1,085,910	3 months	A-1+	CBA	4.28%	26-Jun-23	11,332.73	\$1,097,242 Reserve
\$511,947	3 months	A-1+	CBA	4.28%	27-Jun-23	5,342.77	\$517,290
\$505,415	5 months 21 days	AA-	Westpac	4.03%	28-Jun-23	9,486.57	\$514,901
\$714,995	4 months 22 days	A-1+	CBA	4.29%	28-Jun-23	11,933.17	\$726,928 Reserve
\$3,006,926	12 months	AA-	Westpac	3.93%	30-Jun-23	118,172.19	\$3,125,098 Reserve
\$8,739,566						\$195,659.29	\$8,935,225.09
<div> <div> Municipal Operating Account 036-016 831911 </div> <div> <div>\$472,672.48</div> </div> </div> <div> <div>Westpac 31 day Notice - Funds on hold</div> <div>4.10%</div> <div>Westpac 31 day Notice - Funds on notice</div> <div>2.35%</div> </div> <div> <div>Westpac 31 Day Notice Account</div> <div>036-125 520231</div> <div> <div>\$1,251,146.75</div> <div>Available \$0.00</div> </div> </div>							

**SHIRE OF NGAANYATJARRAKU**

**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the period ending 31 March 2023**

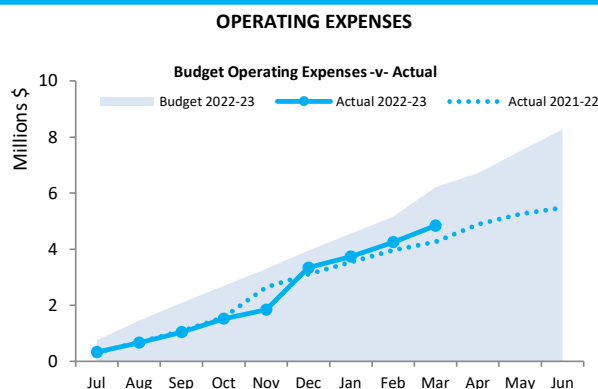
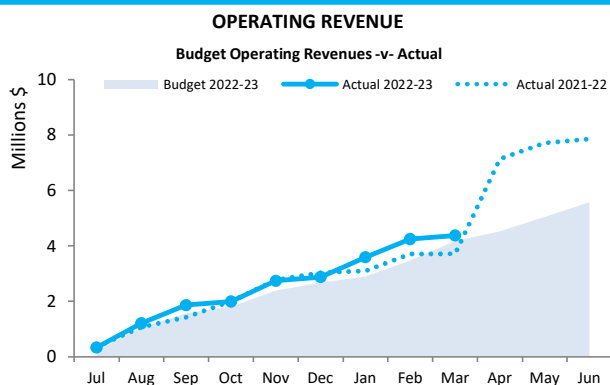
*LOCAL GOVERNMENT ACT 1995*  
*LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996*

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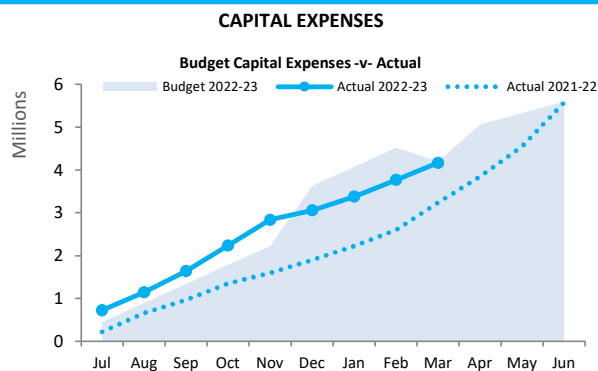
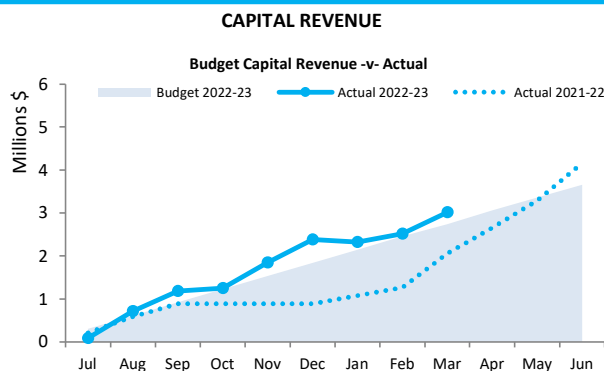
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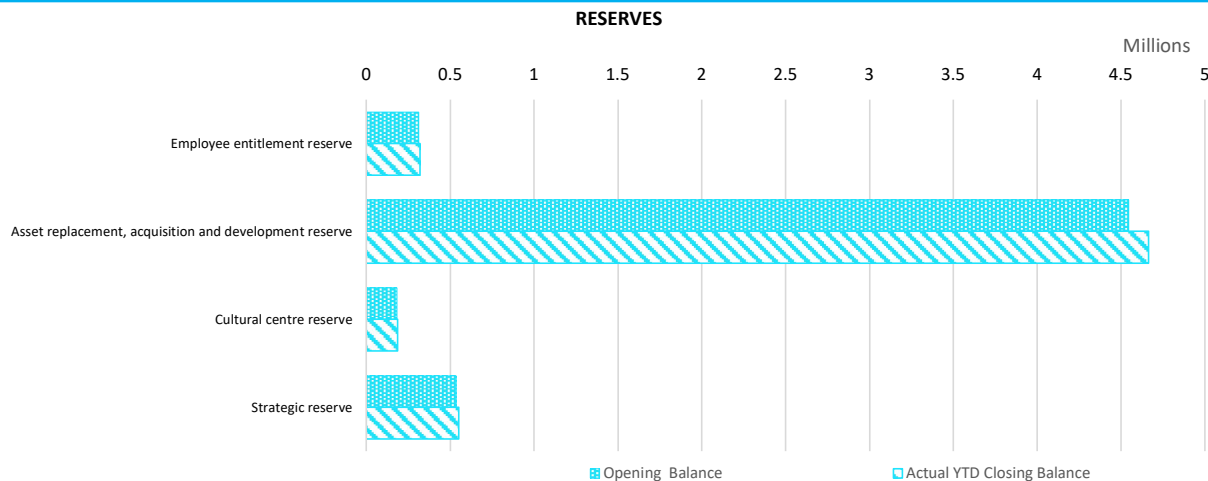
OPERATING ACTIVITIES



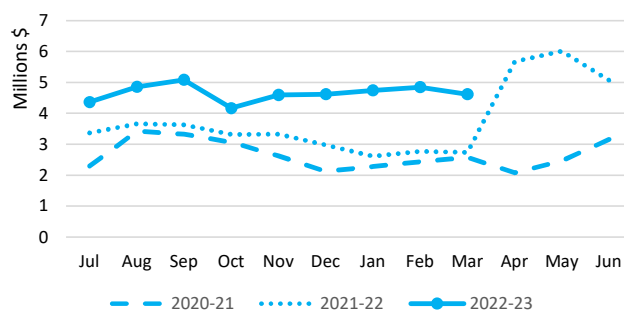
INVESTING ACTIVITIES



FINANCING ACTIVITIES



Closing funding surplus / (deficit)



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

Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$4.71 M	\$4.71 M	\$4.71 M	\$0.00 M
Closing	\$0.00 M	\$2.86 M	\$4.62 M	\$1.75 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$10.90 M	% of total
Unrestricted Cash	\$5.18 M	47.5%
Restricted Cash	\$5.72 M	52.5%

Refer to Note 2 - Cash and Financial Assets

Payables		
	\$0.24 M	% Outstanding
Trade Payables	\$0.20 M	
0 to 30 Days		97.7%
Over 30 Days		2.3%
Over 90 Days		0%

Refer to Note 5 - Payables

Receivables		
	\$0.34 M	% Collected
Rates Receivable	\$0.00 M	99.8%
Trade Receivable	\$0.34 M	% Outstanding
Over 30 Days		11.6%
Over 90 Days		0%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.53 M)	(\$0.29 M)	\$1.16 M	\$1.45 M

Refer to Statement of Financial Activity

Rates Revenue		
YTD Actual	\$0.41 M	% Variance
YTD Budget	\$0.41 M	0.0%

Refer to Statement of Financial Activity

Operating Grants and Contributions		
YTD Actual	\$2.83 M	% Variance
YTD Budget	\$3.06 M	(7.4%)

Refer to Note 10 - Operating Grants and Contributions

Fees and Charges		
YTD Actual	\$0.85 M	% Variance
YTD Budget	\$0.50 M	69.1%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.90 M)	(\$1.41 M)	(\$1.11 M)	\$0.30 M

Refer to Statement of Financial Activity

Proceeds on sale		
YTD Actual	\$0.04 M	%
Amended Budget	\$0.04 M	100.0%

Refer to Note 6 - Disposal of Assets

Asset Acquisition		
YTD Actual	\$4.17 M	% Spent
Amended Budget	\$5.60 M	74.4%

Refer to Note 7 - Capital Acquisitions

Capital Grants		
YTD Actual	\$3.02 M	% Received
Amended Budget	\$3.66 M	82.4%

Refer to Note 7 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$2.29 M)	(\$0.14 M)	(\$0.14 M)	\$0.00 M

Refer to Statement of Financial Activity

Reserves	
Reserves balance	\$5.72 M
Interest earned	\$0.00 M

Refer to Note 8 - Cash Reserves

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

## KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 31 MARCH 2023

### REVENUE

#### RATES

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

#### OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refers to all amounts received as grants, subsidies and contributions that are not non-operating grants.

#### NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of identifiable non financial assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

#### REVENUE FROM CONTRACTS WITH CUSTOMERS

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

#### FEES AND CHARGES

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, and other fees and charges.

#### SERVICE CHARGES

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995*. *Regulation 54 of the Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges.

#### INTEREST EARNINGS

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

#### OTHER REVENUE / INCOME

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

#### PROFIT ON ASSET DISPOSAL

Excess of assets received over the net book value for assets on their disposal.

## NATURE OR TYPE DESCRIPTIONS

### EXPENSES

#### EMPLOYEE COSTS

All costs associated with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

#### MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

#### UTILITIES (GAS, ELECTRICITY, WATER)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

#### INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

#### LOSS ON ASSET DISPOSAL

Shortfall between the value of assets received over the net book value for assets on their disposal.

#### DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets. Excluding Land.

#### INTEREST EXPENSES

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

#### OTHER EXPENDITURE

Statutory fees, taxes, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2023**

**BY NATURE OR TYPE**

	Ref Note	Amended Budget (a)	YTD Budget (b)	YTD Actual (c)	Variance \$ (c) - (b)	Variance % ((c) - (b))/(b)	Var.
		\$	\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	1(c)	4,711,035	4,711,035	<b>4,711,035</b>	0	0.00%	
<b>Revenue from operating activities</b>							
Rates		406,777	406,777	<b>406,777</b>	0	0.00%	
Operating grants, subsidies and contributions	10	4,074,625	3,055,941	<b>2,830,789</b>	(225,152)	(7.37%)	
Fees and charges		671,178	503,325	<b>851,311</b>	347,986	69.14%	▲
Interest earnings		339,250	254,421	<b>212,009</b>	(42,412)	(16.67%)	▼
Other revenue		43,043	32,265	<b>33,192</b>	927	2.87%	
Profit on disposal of assets	6	39,619	29,709	<b>39,619</b>	9,910	33.36%	
		<b>5,574,492</b>	<b>4,282,438</b>	<b>4,373,697</b>	91,259	2.13%	
<b>Expenditure from operating activities</b>							
Employee costs		(2,928,308)	(2,196,009)	<b>(1,685,474)</b>	510,535	23.25%	▲
Materials and contracts		(2,764,567)	(2,072,952)	<b>(1,284,181)</b>	788,771	38.05%	▲
Utility charges		(74,400)	(55,764)	<b>(16,429)</b>	39,335	70.54%	▲
Depreciation on non-current assets		(2,216,262)	(1,662,102)	<b>(1,665,429)</b>	(3,327)	(0.20%)	
Insurance expenses		(164,348)	(123,201)	<b>(160,866)</b>	(37,665)	(30.57%)	▼
Other expenditure		(129,834)	(97,326)	<b>(28,378)</b>	68,948	70.84%	▲
		<b>(8,277,719)</b>	<b>(6,207,354)</b>	<b>(4,840,757)</b>	1,366,597	(22.02%)	
Non-cash amounts excluded from operating activities	1(a)	2,176,643	1,632,393	<b>1,625,810</b>	(6,583)	(0.40%)	
<b>Amount attributable to operating activities</b>		<b>(526,584)</b>	<b>(292,523)</b>	<b>1,158,750</b>	1,451,273	(496.12%)	
<b>Investing activities</b>							
Proceeds from non-operating grants, subsidies and contributions	11	3,660,189	2,745,126	<b>3,017,253</b>	272,127	9.91%	
Proceeds from disposal of assets	6	41,591	41,591	<b>41,591</b>	0	0.00%	
Payments for property, plant and equipment and infrastructure	7	(5,599,166)	(4,199,247)	<b>(4,167,805)</b>	31,442	0.75%	
<b>Amount attributable to investing activities</b>		<b>(1,897,386)</b>	<b>(1,412,530)</b>	<b>(1,108,961)</b>	303,569	(21.49%)	
<b>Financing Activities</b>							
Transfer to reserves	8	(2,287,065)	(143,331)	<b>(143,331)</b>	0	0.00%	
<b>Amount attributable to financing activities</b>		<b>(2,287,065)</b>	<b>(143,331)</b>	<b>(143,331)</b>	0	0.00%	
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>0</b>	<b>2,862,651</b>	<b>4,617,493</b>	1,754,842	(61.30%)	▲

**KEY INFORMATION**

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

Refer to Note 13 for an explanation of the reasons for the variance.

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

**BASIS OF PREPARATION**

This financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

**Local Government Act 1995 requirements**

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

**THE LOCAL GOVERNMENT REPORTING ENTITY**

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

All monies held in the Trust Fund are excluded from the financial statements.

**SIGNIFICANT ACCOUNTING POLICES**

**CRITICAL ACCOUNTING ESTIMATES**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimation of fair values of certain financial assets
- estimation of fair values of fixed assets shown at fair value
- impairment of financial assets

**GOODS AND SERVICES TAX**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

**ROUNDING OFF FIGURES**

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

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 17 April 2023

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2023**

**(a) Non-cash items excluded from operating activities**

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

	Notes	Amended Budget	YTD Budget (a)	YTD Actual (b)
<b>Non-cash items excluded from operating activities</b>		\$	\$	\$
<b>Adjustments to operating activities</b>				
Less: Profit on asset disposals	6	(39,619)	(29,709)	(39,619)
Add: Depreciation on assets		2,216,262	1,662,102	1,665,429
<b>Total non-cash items excluded from operating activities</b>		<b>2,176,643</b>	<b>1,632,393</b>	<b>1,625,810</b>

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

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

		Amended Budget Opening 30 June 2022	Last Year Closing 30 June 2022	Year to Date 31 March 2023
<b>Adjustments to net current assets</b>				
Less: Reserves - restricted cash	8	(5,577,216)	(5,577,216)	(5,720,547)
<b>Total adjustments to net current assets</b>		<b>(5,577,216)</b>	<b>(5,577,216)</b>	<b>(5,720,547)</b>

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

<b>Current assets</b>				
Cash and cash equivalents	2	11,287,677	11,287,676	2,685,755
Financial assets at amortised cost	2	0	0	8,213,556
Rates receivables	3	0	15,588	890
Receivables	3	614,112	603,712	343,404
Other current assets	4	57,029	46,299	46,299
<b>Less: Current liabilities</b>				
Payables	5	(370,612)	(440,447)	(238,278)
Other liabilities	9	(952,376)	(952,376)	(441,385)
Provisions	9	(203,536)	(272,201)	(272,201)
<b>Less: Total adjustments to net current assets</b>	1(b)	<b>(5,577,216)</b>	<b>(5,577,216)</b>	<b>(5,720,547)</b>
<b>Closing funding surplus / (deficit)</b>		<b>4,855,078</b>	<b>4,711,035</b>	<b>4,617,493</b>

**CURRENT AND NON-CURRENT CLASSIFICATION**

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

Description	Classification	Unrestricted	Restricted	Total Cash	Institution	Interest Rate	Maturity Date
		\$	\$	\$			
Cash on hand	Cash and cash equivalents	2,600	0	2,600	Cash on Hand	Nil	Nil
Cash at Bank - Municipal	Cash and cash equivalents	2,147,106	0	2,147,106	Westpac	Variable	Nil
Municipal - Term Deposit	Financial assets at amortised cost	1,000,000	0	1,000,000	CBA	1.91%	Apr-23
Municipal - Term Deposit	Cash and cash equivalents	506,910	0	506,910	CBA	4.22%	May-23
Municipal - Term Deposit	Financial assets at amortised cost	511,948	0	511,948	CBA	4.28%	Jun-23
Municipal - Term Deposit	Financial assets at amortised cost	504,785	0	504,785	CBA	4.16%	May-23
Municipal - Term Deposit	Financial assets at amortised cost	505,415	0	505,415	Westpac	1.70%	Jun-23
Cash at Bank - Reserve	Cash and cash equivalents	0	29,139	29,139	Westpac	NA	Jun-23
Reserve - Term Deposit	Financial assets at amortised cost	0	714,995	714,995	CBA	4.29%	Jun-23
Reserve - Term Deposit	Financial assets at amortised cost	0	883,578	883,578	CBA	4.31%	Jun-23
Reserve - Term Deposit	Financial assets at amortised cost	0	1,085,910	1,085,910	CBA	4.28%	Jun-23
Reserve - Term Deposit	Financial assets at amortised cost	0	3,006,925	3,006,925	Westpac	3.93%	Jun-23
<b>Total</b>		<b>5,178,764</b>	<b>5,720,547</b>	<b>10,899,311</b>			
<b>Comprising</b>							
Cash and cash equivalents		2,656,616	29,139	2,685,755			
Financial assets at amortised cost		2,522,148	5,691,408	8,213,556			
		<b>5,178,764</b>	<b>5,720,547</b>	<b>10,899,311</b>			

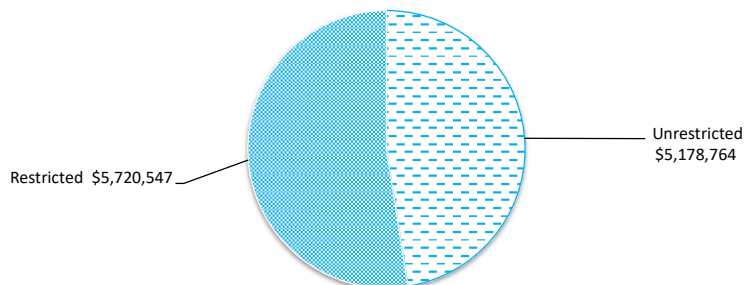
#### KEY INFORMATION

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

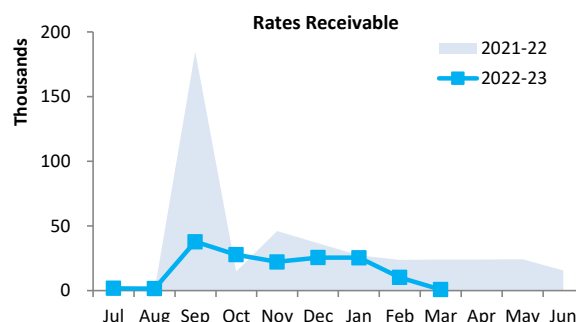
The local government classifies financial assets at amortised cost if both of the following criteria are met:

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

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



Rates receivable	30 June 2022	31 Mar 2023
	\$	\$
Opening rates arrears	0	15,588
Levied	227,544	406,777
Less - collections	(211,956)	(421,475)
<b>Net rates collectable</b>	<b>15,588</b>	<b>890</b>
% Collected	93.1%	99.8%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	293,657	38,504	0	0	332,161
Percentage	0.0%	88.4%	11.6%	0%	0%	
<b>Balance per trial balance</b>						
Sundry receivable						332,161
Receivables for employee related provisions						11,243
<b>Total receivables general outstanding</b>						<b>343,404</b>

Amounts shown above include GST (where applicable)

#### KEY INFORMATION

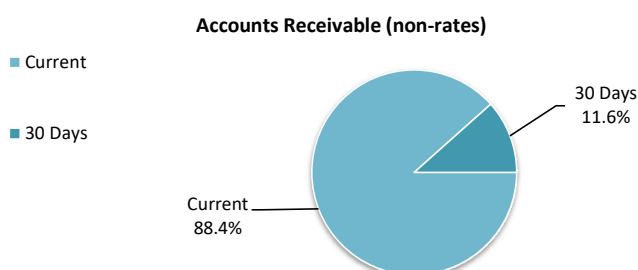
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

#### Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.





	Opening Balance 1 July 2022	Asset Increase	Asset Reduction	Closing Balance 31 March 2023
<b>Other current assets</b>	\$	\$	\$	\$
<b>Inventory</b>				
Stock on hand	46,299	0	0	46,299
<b>Total other current assets</b>	<b>46,299</b>	<b>0</b>	<b>0</b>	<b>46,299</b>

Amounts shown above include GST (where applicable)

#### KEY INFORMATION

##### Inventory

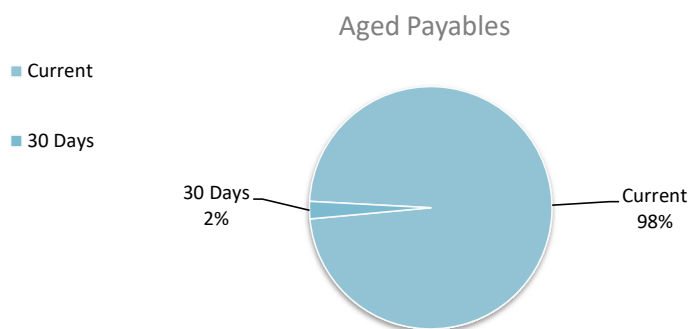
Inventories are measured at the lower of cost and net realisable value.

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

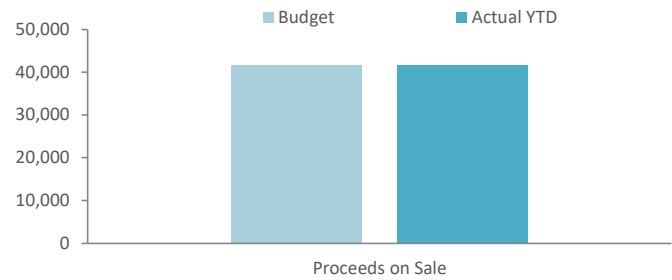
Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	193,462	4,592	0	0	198,054
Percentage	0%	97.7%	2.3%	0%	0%	
<b>Balance per trial balance</b>						
Sundry creditors						198,054
ATO liabilities						7,960
Payroll creditors						920
Income received in advance						30,425
Prepaid Rates						919
<b>Total payables general outstanding</b>						<b>238,278</b>
Amounts shown above include GST (where applicable)						

#### KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period 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. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Plant and equipment</b>								
	<b>Transport</b>								
	Plant and equipment	1,972	41,591	39,619	0	1,971	41,591	39,619	0
		<b>1,972</b>	<b>41,591</b>	<b>39,619</b>	<b>0</b>	<b>1,971</b>	<b>41,591</b>	<b>39,619</b>	<b>0</b>



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2023**

**INVESTING ACTIVITIES  
NOTE 7  
CAPITAL ACQUISITIONS**

Capital acquisitions	Amended Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$	\$	\$	\$
Land & Buildings	180,000	135,000	0	(135,000)
Furniture & Equipment	25,000	18,747	0	(18,747)
Plant & Equipment	298,030	223,515	98,084	(125,431)
Infrastructure - Roads	4,781,654	3,586,131	3,955,239	369,108
Infrastructure - Other	314,482	235,854	114,482	(121,372)
<b>Payments for Capital Acquisitions</b>	<b>5,599,166</b>	<b>4,199,247</b>	<b>4,167,805</b>	<b>(31,442)</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	3,660,189	2,745,126	3,017,253	272,127
Other (disposals & C/Fwd)	41,591	41,591	41,591	0
Contribution - operations	1,897,386	1,412,530	1,108,961	(303,569)
<b>Capital funding total</b>	<b>5,599,166</b>	<b>4,199,247</b>	<b>4,167,805</b>	<b>(31,442)</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

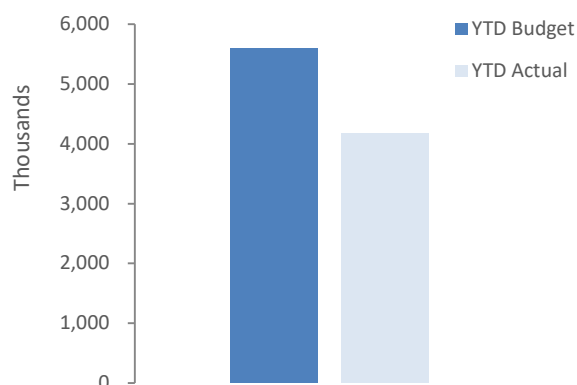
**Initial recognition and measurement for assets held at cost**

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

**Initial recognition and measurement between mandatory revaluation dates for assets held at fair value**

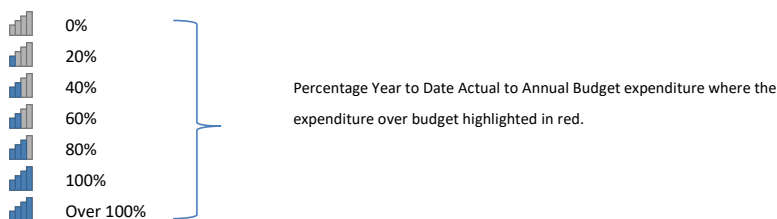
In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The 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.

**Payments for Capital Acquisitions**



Capital expenditure total

Level of completion indicators



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

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

			Amended			
Account Description			Current Budget	Year to Date Budget	Year to Date Actual	Variance (Under)/Over
Capital Expenditure						
Land & Buildings						
	092500	Housing CapEx	180,000	135,000	0	(135,000)
	Land & Buildings Total		180,000	135,000	0	(135,000)
Furniture & Equipment						
	042562	Furniture & Equipment - Computer	25,000	18,747	0	(18,747)
	Furniture & Equipment Total		25,000	18,747	0	(18,747)
Plant & Equipment						
	102100	Plant & Equipment (New)	60,000	45,000	0	(45,000)
	123007	Plant & Equipment Purchases	169,000	126,747	84,414	(42,333)
	113420	Plant & Equipment - Sport & Rec	55,000	41,247	0	(41,247)
	114800	N-Com Elettronika FM Radio Transmitter - Warburton and Blackstone	8,030	6,021	8,029	2,008
	121500	Plant & Equipment	6,000	4,500	5,641	1,141
	Plant & Equipment Total		298,030	223,515	98,084	(125,431)
Infrastructure - Roads						
	121400	Great Central Road - Capex	1,459,535	1,094,625	1,459,558	364,933
	121002	Irrunytju Road (Giles - Mulga Park Road)	834,900	626,148	871,051	244,903
	121003	Papulankutja Road (Warburton - Blackstone Road)	2,427,219	1,820,367	1,559,923	(260,444)
	121214	Warburton Bypass	60,000	44,991	64,707	19,716
	Infrastructure - Roads Total		4,781,654	3,586,131	3,955,239	369,108
Infrastructure - Other						
	121200	Storage Compound (Other Infrastructure - new)	314,482	235,854	114,482	(121,372)
	Infrastructure - Other Total		314,482	235,854	114,482	(121,372)
	Grand Total		5,599,166	4,199,247	4,167,805	(31,442)

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2023**

**OPERATING ACTIVITIES**

**NOTE 8**

**RESERVE ACCOUNTS**

**Reserve accounts**

Reserve name	Opening Balance	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$
<b>Restricted by Council</b>							
Employee entitlement reserve	312,479	0	8,031	0	0	312,479	320,510
Asset replacement, acquisition and development reserve	4,546,270	2,087,065	116,836	0	0	6,633,335	4,663,106
Cultural centre reserve	182,448	100,000	4,689	0	0	282,448	187,137
Strategic reserve	536,019	100,000	13,775	0	0	636,019	549,794
	<b>5,577,216</b>	<b>2,287,065</b>	<b>143,331</b>	<b>0</b>	<b>0</b>	<b>7,864,281</b>	<b>5,720,547</b>

	Note	Opening Balance 1 July 2022	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 March 2023
<b>Other current liabilities</b>		\$		\$	\$	\$
<b>Other liabilities</b>						
- Contract liabilities		775,267	0	1,146,818	(1,480,700)	441,385
- Capital grant/contribution liabilities		177,109	0	2,424,025	(2,601,134)	0
<b>Total other liabilities</b>		952,376	0	3,570,843	(4,081,834)	441,385
<b>Employee Related Provisions</b>						
Annual leave		173,887	0	0	0	173,887
Long service leave		92,731	0	0	0	92,731
Provision for isolation leave		5,583	0	0	0	5,583
<b>Total Employee Related Provisions</b>		272,201	0	0	0	272,201
<b>Total other current liabilities</b>		<b>1,224,577</b>	<b>0</b>	<b>3,570,843</b>	<b>(4,081,834)</b>	<b>713,586</b>

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 10 and 11

#### KEY INFORMATION

##### Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

##### Employee Related Provisions

###### Short-term employee benefits

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

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

###### Other long-term employee benefits

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

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

##### Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

##### Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability	Increase in	Decrease in	Liability	Current	Amended	YTD	YTD
	1 July 2022	Liability	Liability	31 Mar 2023	Liability	Budget	Budget	Revenue
	\$	\$	(As revenue)	\$	\$	\$	\$	\$
<b>Operating grants and subsidies</b>								
<b>Governance</b>								
General Grants (Untied)	0	0	0	0	0	1,343,932	1,007,946	1,007,949
<b>Recreation and culture</b>								
Grant-Ministry Sport & Recreation	0	0	0	0	0	50,000	37,494	0
<b>Transport</b>								
Grants - Direct	0	0	0	0	0	244,228	183,168	244,228
Govt Grant - RA, Ab Access (Operating)	526,282	771,818	(856,715)	441,385	441,385	1,684,948	1,263,708	856,715
MRWA Grant - GCR Maintenance	248,985	375,000	(623,985)	0	0	623,985	467,982	623,985
Fed, Roads Grant (untied)	0	0	0	0	0	118,480	88,857	88,860
	<b>775,267</b>	<b>1,146,818</b>	<b>(1,480,700)</b>	<b>441,385</b>	<b>441,385</b>	<b>4,065,573</b>	<b>3,049,155</b>	<b>2,821,737</b>
<b>Operating contributions</b>								
<b>Recreation and culture</b>								
Contributions	0	0	0	0	0	9,052	6,786	9,052
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9,052</b>	<b>6,786</b>	<b>9,052</b>
<b>TOTALS</b>	<b>775,267</b>	<b>1,146,818</b>	<b>(1,480,700)</b>	<b>441,385</b>	<b>441,385</b>	<b>4,074,625</b>	<b>3,055,941</b>	<b>2,830,789</b>



Provider	Capital grant/contribution liabilities					Non operating grants, subsidies and contributions revenue		
	Liability 1 July 2022	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Mar 2023	Current Liability 31 Mar 2023	Amended Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Non-operating grants and subsidies</b>								
<b>Transport</b>								
Grants - MRWA GCR income for CapEx	85,551	1,125,000	(1,210,551)	0	0	1,210,551	907,911	1,210,551
Grants - Stimulus Funding	0	533,025	(533,025)	0	0	985,961	739,467	533,025
Grant - Special Projects	91,558	766,000	(857,558)	0	0	1,047,558	785,664	857,558
Grant - Roads to Recovery	0	0	0	0	0	416,119	312,084	416,119
	<b>177,109</b>	<b>2,424,025</b>	<b>(2,601,134)</b>	<b>0</b>	<b>0</b>	<b>3,660,189</b>	<b>2,745,126</b>	<b>3,017,253</b>

Amendments to original budget since budget adoption. Surplus/(Deficit)

Amendments to original budget since budget adoption. Surplus/(Deficit)				Increase in			Amended Budget Running Balance
GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Available Cash	Decrease in Available Cash	
				\$	\$	\$	\$
Budget adoption							0
			Opening Surplus(Deficit)			(144,043)	(144,043)
Rates	OCM 29/03/23 Item 10.5	Operating Revenue	0	168,684	0	24,641	
Operating grants, subsidies and contributions	OCM 29/03/23 Item 10.5	Operating Revenue	0	223,985	(2,905)	245,721	
Fees and charges	OCM 29/03/23 Item 10.5	Operating Revenue	0	155,688	0	401,409	
Interest earnings	OCM 29/03/23 Item 10.5	Operating Revenue	0	120,505	0	521,914	
Other revenue	OCM 29/03/23 Item 10.5	Operating Revenue	0	42,103	0	564,017	
Profit on asset disposals	OCM 29/03/23 Item 10.5	Operating Expenses	34,619	0	0	564,017	
Employee costs	OCM 29/03/23 Item 10.5	Operating Expenses	0	81,211	(185,103)	460,125	
Materials and contracts	OCM 29/03/23 Item 10.5	Operating Expenses	0	391,499	(466,179)	385,445	
Depreciation on non-current assets	OCM 29/03/23 Item 10.5	Operating Expenses	(371,577)	0	0	385,445	
Insurance expenses	OCM 29/03/23 Item 10.5	Operating Expenses	0	0	(26,066)	359,379	
Other expenditure	OCM 29/03/23 Item 10.5	Operating Expenses	0	12,826	(82,510)	289,695	
Non-operating grants, subsidies and contributions	OCM 29/03/23 Item 10.5	Operating Revenue	0	200,000	(223,984)	265,711	
Purchase land and buildings	OCM 29/03/23 Item 10.5	Capital Expenses	0	770,000	0	1,035,711	
Purchase plant and equipment	OCM 29/03/23 Item 10.5	Capital Expenses	0	0	(50,030)	985,681	
Purchase and construction of infrastructure-roads	OCM 29/03/23 Item 10.5	Capital Expenses	0	259,257	(259,342)	985,596	
Purchase and construction of infrastructure-other	OCM 29/03/23 Item 10.5	Capital Expenses	0	100,000	(114,482)	971,114	
Proceeds from disposal of assets	OCM 29/03/23 Item 10.5	Capital Revenue	0	6,591	0	977,705	
Transfers to cash backed reserves (restricted assets)	OCM 29/03/23 Item 10.5	Capital Revenue	0	0	(977,705)	0	
				(336,958)	2,532,349	(2,532,349)	0

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2023**

**OPERATING ACTIVITIES  
NOTE 13  
EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.

The material variance adopted by Council for the 2022-23 year is \$20,000 or 10.00% whichever is the greater.

Nature or type	Var. \$	Var. %	Explanation of positive variances		Explanation of negative variances	
			Timing	Permanent	Timing	Permanent
<b>Revenue from operating activities</b>	\$	%				
Fees and charges	347,986	69.14%	▲			Income received from Oz Minerals building developments
Interest earnings	(42,412)	(16.67%)	▼	Timing of the maturity of term deposits has caused this timing difference		
<b>Expenditure from operating activities</b>						
Employee costs	510,535	23.25%	▲	Phasing after budget review required		
Materials and contracts	788,771	38.05%	▲	Phasing after budget review required		
Utility charges	39,335	70.54%	▲	Estimates on meter readings has created a timing variance		
Insurance expenses	(37,665)	(30.57%)	▼		Phasing after budget review required	
Other expenditure	68,948	70.84%	▲	Phasing after budget review required		
<b>Closing funding surplus / (deficit)</b>	1,754,842	(61.30%)	▲	Phasing after budget review required		