



# **Shire of Ngaanyatjaraku**

ON A JOURNEY

## **ORDINARY MEETING OF COUNCIL**

### **ATTACHMENTS**

**Tjulyuru Cultural and Civic Centre**

**Warburton Community**

**24 February 2021**

**at**

**1.00 pm**



# Shire of **Ngaanyatjarra**

ON A JOURNEY

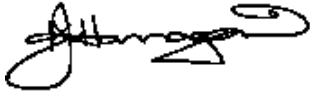
## **ORDINARY MEETING OF COUNCIL**

### **UNCONFIRMED MINUTES**

**16 December 2020**  
**at**  
**1.05 pm**

**SHIRE OF NGAANYATJARRAKU**  
**ORDINARY MEETING OF COUNCIL**

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



**Chief Executive Officer**

Date: 16-12-2020

These minutes were confirmed by Council as a true and correct record of proceedings of the Meeting of Council held on the 16 December 2020.

**Presiding Member:** \_\_\_\_\_ **Date:.** / /2020

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# **1. DECLARATION OF OPENING**

The Presiding Member declared the meeting open at 1.05 pm.

# **2. ANNOUNCEMENT OF VISITORS**

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

# **3. ATTENDANCE**

## **3.1 PRESENT**

<b>Elected Members:</b>	President Councillor Councillor Councillor Councillor	D McLean J Porter D Frazer A Bates L West
<b>Staff:</b>	CEO ASSCO	K Hannagan (via MS Teams on TV) LF Salazar
<b>Guests:</b>		
<b>Members of Public:</b>	There were no members of the public in attendance at the commencement of the meeting.	

## **3.2 APOLOGIES**

Cr. ....

Cr. ....

## **3.3 APPROVED LEAVE OF ABSENCE**

Cr J Frazer

# **4. PUBLIC QUESTION TIME**

## **4.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

## **4.2 PUBLIC QUESTION TIME**

# **5. APPLICATIONS FOR LEAVE OF ABSENCE**

# **6. DECLARATION BY MEMBERS**

## **6.1 DUE CONSIDERATION BY COUNCILLORS TO THE AGENDA**

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

## **6.2 DECLARATIONS OF INTEREST**

Councillors to Note

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

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

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

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

### **NOTES ON DECLARING INTERESTS (FOR YOUR GUIDANCE)**

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

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

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

Declarations of Interest provided:

Item Number/ Name	Type of Interest	Nature/Extent of Interest
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**7. ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION**

**8. PETITIONS, DEPUTATIONS, PRESENTATIONS**

**8.1 PETITIONS**

**8.2 DEPUTATIONS**

**8.3 PRESENTATIONS**

**9. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

**9.1 MINUTES OF ORDINARY MEETING OF COUNCIL (ATT 9.1)**

**Voting Requirement**  
Simple Majority

**Officers Recommendation and Council Resolution**

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

**That the Unconfirmed Minutes of the Ordinary Meeting of Council held on 25 November 2020 at the Council Chambers, Tjulyuru Cultural and Civic Centre, Warburton Community (ATTACHMENT 9.1) be confirmed as a true and accurate record.**

**Carried: 5/0**

## 10. CEO REPORTS

### 10.1 PROGRESS ON THE IMPLEMENTATION OF COUNCIL RESOLUTIONS

**FILE REFERENCE:** GV.05

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

**DATE REPORT WRITTEN:** 10 December 2020

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

#### **Summary**

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

#### **Background**

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

#### **Comment**

Several resolutions from the July 2020 meeting are still in progress, see Attachment 10.1 for details.

#### **Statutory Environment**

*Section 2.7 of the Local Government Act 1995 states:*

##### *"Role of council*

*(1) The council —*

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

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

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

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

*(b) determine the local government's policies."*

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

#### **Financial Implications**

There are no known financial implications for this matter.

#### **Strategic Implications**

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

#### **Risk Management**

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

**Policy Implications**

There are no known policy implications for this matter.

**Attachments**

Attachment 10.1 - Council Resolutions - Status Report

**Voting Requirement**

Simple Majority

Cr West left the Chamber at 1.08pm

Cr West entered the Chamber at 1.09pm

**Officers Recommendation and Council Resolution**

**Moved: Cr D Frazer**

**Seconded: Cr L West**

**That Council notes the attached Council Resolutions – Status table as at November OCM 2020, (Attachment 10.1) and this report.**

**Carried: 5/0**

## 11 DEPUTY CEO REPORTS

### 11.1 PAYMENTS LISTING, NOVEMBER 2020

FILE REFERENCE:	FM.07
AUTHOR'S NAME AND POSITION:	Kerry Fisher Deputy Chief Executive Officer
AUTHORISING OFFICER AND POSITION:	Kevin Hannagan Chief Executive Officer
DATE REPORT WRITTEN:	7 December 2020
DISCLOSURE OF INTERESTS:	Nil

#### Summary

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

#### Background

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

#### Comment

The payments made are consistent with previous months.

#### Statutory Environment

*Local Government (Financial Management) Regulations 1996*

*S13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.*

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

#### Financial Implications

The Shire makes annual budget allocations for payment of accounts.

**Strategic Implications**

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

**Risk Management**

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

**Policy Implications**

There are no known policy implications for this matter

**Attachments**

Attachment 11.1 – Payment Listings

**Voting Requirement**

Simple Majority Required.

**Officers Recommendation and Council Resolution**

**Moved: Cr A Bates**

**Seconded: Cr D Frazer**

**That Council receives the Payment Listing, November 2020 totaling payments of \$716,739.36 as per Attachment 11.1.**

**Carried: 5/0**

## 11.2 COUNCIL INVESTMENTS

**FILE REFERENCE:** FM.04

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

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

**DATE REPORT WRITTEN:** 10 December 2020

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

### **Summary**

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

### **Background**

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

### **Comment**

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

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

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

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

The recent reduction of RBA interest rate to 0.10% has greatly reduced term deposit interest to 0.30% for a 12 month term. As such the Shire will not achieve its budgeted interest income for 2020/21 FYE.

### **Statutory Environment**

*Local Government Act 1995*

*Section 6.14 Power to Invest*

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



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

#### *Local Government (Financial Management) Regulations 1996*

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

#### **Financial Implications**

The Shires budgeted 2020/21 Interest Income will need to be reduced as part of the Mid-Year Budget Review process.

#### **Strategic Implications**

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

#### **Risk Management**

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

#### **Policy Implications**

Corporate Policy Finance 2.12 Investment.

#### **Attachments**

Attachment 11.2 – Westpac screen prints of Municipal and Investment Accounts. (No monies are currently being held with any other institutions.)

#### **Voting Requirement**

Simple Majority Required.

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

**Moved: Cr A Bates**

**Seconded: Cr L West**

**That the report on Council Investments as at 10 December 2020 be received.**

**Carried: 5/0**

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

**FILE REFERENCE:** FM.10

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

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

**DATE REPORT WRITTEN:** 11 December 2020

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

### Summary

For Council to receive the monthly financial report for November 2020.

### Background

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

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

### Comment

Comments in relation to budget to actual variances are included as notes (last page) in the Financial Reports attached. Comments related to 'Timing' refer to an estimate of when costs would occur at the time the budget was formulated versus actual costs being incurred. 'Permanent' variances to note are:

- Interest from investments lower as interest rates reduced

### Statutory Environment

*Local Government Act 1995*

#### 6.4. Financial report

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

*Local Government (Financial Management) Regulations 1996.*

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

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

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

### **Financial Implications**

Monthly financial reporting is a primary financial management and control process. It provides the Council with the ability to oversee the Shire's financial performance against budgeted targets. Please note that the figures in this report do not contain Depreciation Expense as mentioned above.

### **Strategic Implications**

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

### **Risk Management**

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

### **Policy Implications**

No policy implications apply in the preparation of the report.

### **Attachments**

Attachment 11.3 - Monthly Financial Report.

### **Voting Requirement**

Simple Majority Required.

**Officers Recommendation and Council Resolution**

**Moved: Cr J Porter**

**Seconded: Cr D Frazer**

**That Council receives the monthly financial report for November 2020.**

**Carried: 5/0**

Unconfirmed

## 11.4 RATES WRITE OFF – HOLOCENE PTY LTD A2820

<b>FILE REFERENCE:</b>	FM.08
<b>AUTHOR'S NAME AND POSITION:</b>	Kerry Fisher Deputy Chief Executive Officer
<b>AUTHORISING OFFICER AND POSITION:</b>	Kevin Hannagan Chief Executive Officer
<b>DATE REPORT WRITTEN:</b>	7 December 2020
<b>DISCLOSURE OF FINANCIAL INTEREST:</b>	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.

### Summary

For Council to consider writing-off interest charged to Holocene Pty Ltd for mining tenement E69/03589, Assessment 2820 of \$37.03.

### Background

Rates were raised against Holocene Pty Ltd in the 2020-21 billing cycle. A first instalment payment was received from Holocene by the due date. The surrender of the holding and subsequent Landgate schedule was then received by the Shire. An interim notice was generated when the schedule was processed and the notice for the \$37.03 balance, being interest was sent to the ratepayer. The Shire has received the interim rates notice 'Return to Sender'.

### Comment

It is not financially viable for the Shire to pursue the outstanding amount, particularly in light of the 'Return to Sender' notification. The time elapsed since the surrender by Holocene Pty Ltd and the Shire receiving the notification from Landgate has caused the interest charges of \$37.03 to be generated against the assessment.

### Statutory Environment

*Local Government Act 1995*

#### 6.12. Power to defer, grant discounts, waive or write off debts

- (1) Subject to subsection (2) and any other written law, a local government may —
- (a) when adopting the annual budget, grant\* a discount or other incentive for the early payment of any amount of money; or
  - (b) waive or grant concessions in relation to any amount of money; or
  - (c) write off any amount of money, which is owed to the local government.

\* Absolute majority required.

### Financial Implications

The write-off of the Holocene Pty Ltd debtor considered unviable to recover or irrecoverable will have a nil result to the budgeted rates income as interest is not budgeted for.

### Strategic Implications

Strategic Community Plan 2016 - 2026

Goal 4, Our Leadership

Outcome 4.2, A capable and compliant local government

**Risk Management**

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

**Policy Implications**

No policy implications apply in the preparation of the report.

**Attachments**

Attachment – Register for Tenement E69/03589 'death'.

**Voting Requirement**

Absolute Majority

**Officer's Recommendation**

That Council approves to write-off the outstanding amount of \$37.03 interest charges owed by Holocene Pty Ltd for Mining Tenement E69/03589, Assessment A2820.

*Since this report was written the company have paid the outstanding interest on Mining Tenement E69/03589, Assessment A2820. As such no further action needs to be taken.*

## **12. DIRECTOR GOVERNANCE & CORPORATE REPORTS**

## **13. EHO & BUILDING SERVICES REPORTS**

### **13.1 ACTION REPORT – ENVIRONMENTAL HEALTH & BUILDING SERVICES**

**FILE REFERENCE:** EM.00

**AUTHOR'S NAME AND POSITION:** Maurice Walsh  
EHO & Building Officer

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

**DATE REPORT WRITTEN:** 8 December 2020

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

#### **Summary**

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

#### **Background**

Not applicable

#### **Comment**

See attachment.

#### **Statutory Environment**

Not applicable

#### **Financial Implications**

No known financial implications for this matter.

#### **Strategic Implications**

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

#### **Risk Management**

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

#### **Policy Implications**

There are no known policy implications for this matter

#### **Attachments**

Attachment 13.1 – Action Report, EHO / Building Services

#### **Voting Requirement**

Simple Majority Required.

**Officers Recommendation and Council Resolution**

**Moved: Cr A Bates**

**Seconded: Cr L West**

**That Council receives the Action Report, EHO / Building Services for November 2020.**

**Carried: 5/0**

Unconfirmed



## **14. WORKS ENGINEERING REPORTS**

### **14.1 ACTION REPORT – WORKS ENGINEER**

**FILE REFERENCE:** RD.00

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

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

**DATE REPORT WRITTEN:** 11 December 2020

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

#### **Summary**

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

#### **Background**

Not applicable

#### **Comment**

See attachment.

#### **Statutory Environment**

Not applicable

#### **Financial Implications**

No known financial implications for this matter.

#### **Strategic Implications**

Integrated Strategic Plan 2018 -  
2028 Goal 1, Our Land  
Outcome 1.2, Travel the Land  
Strategy: 1.2.1, Good Roads

#### **Risk Management**

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

#### **Policy Implications**

There are no known policy implications for this matter

#### **Attachments**

Attachment 14.1 – Action Report, Works Engineering

#### **Voting Requirement**

Simple Majority Required.

**Officers Recommendation and Council Resolution**

**Moved: Cr J Porter**

**Seconded: Cr L West**

**That Council receives the Action Report, Works Engineering for November/December 2020.**

**Carried: 5/0**

Unconfirmed

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

**Voting Requirement**  
Simple Majority Required.

### Officers Recommendation and Council Resolution

**Moved: Cr D Frazer      Seconded: Cr L West**

**That Council admits the three below urgent business reports.**

**Carried: 5/0**

### 15.1 OUTBACK HIGHWAY DEVELOPMENT COMMITTEE (OHDC)

**FILE REFERENCE:** GV.00

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

**DATE REPORT WRITTEN:** 15 December 2020

**DISCLOSURE OF INTERESTS:** The author is Councils voting representative to the Committee.

#### Summary

To provide Council with a copy of the Minutes of the committees latest meeting held.

#### Background

The objectives of the Association are:

- (a) to lobby for and promote the building of an Outback Highway from Laverton in Western Australia to Winton in Queensland (in this Rule called "the Outback Highway" also promoted as the Outback Way);
- (b) to seek governmental and private support for and investment in the building of the Outback Highway;
- (c) through the building of the Outback Highway, increase tourism and freight transport and provide much needed infrastructure to areas along the route of the Outback Highway;
- (d) through the building of the Outback Highway, benefit the people of Australia generally, but in particular the people of the Shires and Councils which are Members of the Association;
- (e) to raise, receive, hold and invest funds to financially support these objects; and
- (f) to carry out such additional purposes as the Committee determines are required to achieve the foregoing objects of the Association.

Council recently appointed the following officers to represent the Shire at OHDC meetings:  
Committee Member: Chief Executive Officer  
Committee Member: Director Governance & Corporate  
Proxy: Deputy Chief Executive Officer

It is therefore appropriate for Council to receive copies of the Committee's minutes.

#### Comment

See attachment.

## **Statutory Environment**

*Local Government Act 1995:*

### **5.9. Committees, types of**

*(1) In this section — other person means a person who is not a council member or an employee.*

*(2) A committee is to comprise —*

*(a) council members only; or*

*(b) council members and employees; or*

*(c) council members, employees and other persons; or*

*(d) council members and other persons; or*

*(e) employees and other persons; or*

*(f) other persons only.*

## **Financial Implications**

The Shires annual membership fee of \$25,000 p.a. and meeting attendance costs are included in the 2020/21 Adopted Budget.

## **Strategic Implications**

Integrated Strategic Plan 2018 - 2028

Goal 1, Our Land

Outcome 1.2, Travel the Land

Strategy, 1.2.1 Good Roads

Action, Facilitate Upgrade and Seal of the Great Central Road

## **Risk Management**

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

## **Policy Implications**

There are no known policy implications for this matter.

## **Attachments**

Attachment 15.1 – Minutes

Attachment 15.2 – Xmas message

## **Voting Requirement**

Simple Majority Required.

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

**Moved: Cr D Frazer**

**Seconded: Cr J Porter**

**That Council receives the December Minutes of the Outback Highway Development Committee.**

**Carried: 5/0**

## 15.2 MRWA OUTBACK HIGHWAY SEALING PROJECT, GOVERNANCE GROUP

<b>FILE REFERENCE:</b>	GV.00
<b>AUTHOR'S NAME AND POSITION:</b>	Kevin Hannagan Chief Executive Officer
<b>DATE REPORT WRITTEN:</b>	15 December 2020
<b>DISCLOSURE OF INTERESTS:</b>	The author is Councils voting representative to the Committee.

### Summary

To provide Council with a copy of the Minutes of the committees latest meeting held.

### Background

The objectives of the Association are:

The Outback Way Governance Group has been established to coordinate the planning and delivery of the works that will be undertaken to extend the sealing of the Great Central Road which forms the WA Section of the Outback Way. The Outback Way is the name given to the route that extends from Laverton in WA to Winton in Qld, via Uluru and Alice Springs in the Northern Territory. The Commonwealth Government, combined with the WA State Government is investing in the upgrade and sealing of the Great Central Road so that it can meet the demands of mining, tourism, freight transport and community development from a safe, efficient and sustainable manner. The State Government is the recipient of the Commonwealth funding.

The Chief Executive Officer is Councils voting representative to this Committee.  
It is therefore appropriate for Council to receive copies of the Committee's minutes.

### Comment

See attachment.

### Statutory Environment

*Local Government Act 1995:*

#### *5.9. Committees, types of*

*(1) In this section — other person means a person who is not a council member or an employee.*

*(2) A committee is to comprise —*

*(a) council members only; or*

*(b) council members and employees; or*

*(c) council members, employees and other persons; or*

*(d) council members and other persons; or*

*(e) employees and other persons; or*

*(f) other persons only.*

### Financial Implications

The Shires meeting attendance costs are included in the 2020/21 Adopted Budget.

### Strategic Implications

Integrated Strategic Plan 2018 - 2028

Goal 1, Our Land

Outcome 1.2, Travel the Land

Strategy, 1.2.1 Good Roads

Action, Facilitate Upgrade and Seal of the Great Central Road

### Risk Management

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

**Policy Implications**

There are no known policy implications for this matter.

**Attachments**

Attachment 15.2 – Minutes

**Voting Requirement**

Simple Majority Required.

**Officers Recommendation and Council Resolution**

**Moved: Cr A Bates**

**Seconded: Cr L West**

**That Council receives the December Minutes of the MRWA Outback Highway Sealing Project, Governance Group.**

**Carried: 5/0**

### 15.3 GVROC COUNCIL MEETING

<b>FILE REFERENCE:</b>	GV.00
<b>AUTHOR'S NAME AND POSITION:</b>	Kevin Hannagan Chief Executive Officer
<b>DATE REPORT WRITTEN:</b>	15 December 2020
<b>DISCLOSURE OF INTERESTS:</b>	The author is Councils voting representative to the Committee.

#### Summary

To provide Council with a copy of the Minutes of the committees latest meeting held.

#### Background

The objectives of the Council are:

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.

The Chief Executive Officer is Councils voting representative to this Committee.  
It is therefore appropriate for Council to receive copies of the Committee's minutes.

#### Comment

See attachment.

#### Statutory Environment

*Local Government Act 1995:*

##### *5.9. Committees, types of*

*(1) In this section — other person means a person who is not a council member or an employee.*

*(2) A committee is to comprise —*

- (a) council members only; or*
- (b) council members and employees; or*
- (c) council members, employees and other persons; or*
- (d) council members and other persons; or*
- (e) employees and other persons; or*
- (f) other persons only.*

#### Financial Implications

The Shires Annual membership subscription of \$12,000 and meeting attendance costs are included in the 2020/21 Adopted Budget.

#### Strategic Implications

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

Strategy, 3.2.1 Good local governance

#### Risk Management

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

**Policy Implications**

There are no known policy implications for this matter.

**Attachments**

Attachment 15.3 – Minutes

**Voting Requirement**

Simple Majority Required.

**Officers Recommendation and Council Resolution**

**Moved:** Cr J Porter

**Seconded:** Cr D Frazer

**That Council receives the November Minutes of the GVROC Council meeting.**

**Carried: 5/0**



**16. CONFIDENTIAL MATTERS**

**17. NEXT MEETING**

Scheduled for Wednesday, 24 February 2021 at the Tjulyuru Cultural and Civic Centre, Warburton Community commencing at 1:00 pm.

**18. CLOSURE OF MEETING**

There being no further business to discuss the Presiding Member closed the meeting at 1.25pm.

Unconfirmed

## Council Resolutions – Status

Note: Only resolutions not actioned are reported on.

Meeting Date	Meeting Type	Report Number	Report Title	
29 July 2020	OCM	13.4	JAMESON WANARN ROADS RENAMING	
<b>Resolution</b> d)New Jameson Western Bypass Road from Wanarn Jameson Road to Blackstone Warburton Road highlighted yellow Attachment 13.4(b) requires further consultation with local Jameson community and NCAC on an appropriate new road name.			<b>Status Update</b> Awaiting advice from consultation	<b>% Complete</b> 40%

## MINUTES OF MEETING – Outback Way Governance Group No 8

<b>Date:</b>	4/12/2020	<b>Time:</b>	8:30	<b>Location:</b>	Via Microsoft Teams
<b>Distribution:</b>	All members of Governance Group				
<b>Attendees:</b>	John Erceg	EDCNR MRWA	Tony Chisholm	WML Project Manager (Consultant)	
	Patrick Hill	OHDC, President, Shire of Laverton	Nazmus Sadat	PPM MRWA	
	Peter Naylor	CEO Shire of Laverton	Dave King	PM MRWA GER	
	Kevin Hannigan	CEO Shire of Ngaanyatjaraku	Shane Power	RM MRWA GER	
<b>Apologies:</b>	Domenic Boyle	(B&P) MRWA			

NO.	ITEM / DETAILS	ACTION	ACTION BY	DUE DATE
<b>1</b>	<b>MINUTES OF PREVIOUS MEETING</b>			
	Acceptance of Minutes 11 September 2020 accepted by GG members present	Noted		
<b>1.1</b>	<b>SAFETY MOMENT</b>			
	KH – Ng have purchased portable tracking GPS units (Spot device) to track vehicles. Very beneficial when staff travel to remote communities. JE commented that MRWA have same device and he personally uses one on regional visits away from his office.	Noted		
<b>2</b>	<b>ACTIONS ARISING FROM PREVIOUS MINUTES</b>			
2.1	Action 1: NS to keep C'wealth informed of timing to acquit balance of \$22m program	NS to keep C'wealth informed of timing to acquit balance of \$22M program –planned to expend in 21/22 on works in Ng .	NS	Ongoing
2.2	Sealing of Warburton airstrip	Programmed for second half January 2021. TC to liaise with Steve Austin from Warburton community to see if work can coincide with the	TC/ KH	Jan 21

NO.	ITEM / DETAILS	ACTION	ACTION BY	DUE DATE
		OBW sealing. (first mobilisation planned end Jan 21)		
2.3	<p>Action 2: PPR report for the \$95mill future works. Potential delivery models and timeframes for the future sections to be documented and clearly outlined in the PPR once some works are delivered under the Alliance.</p> <ul style="list-style-type: none"> <li>NS requested copy of OHDC IA submission. Will help prepare PPR</li> <li>PH commented that a trip to Canberra by the OHDC might be beneficial to give an update on progress of Alliance/KRA's (local expenditure and aboriginal employment). This could assist in securing future funding.</li> <li>Currently \$3mill left over from \$22M allocated in 2014 needs to be acquitted.</li> <li>JE – need to complete a business plan and draft program for future works to present to Fed Govt. giving clear indications on priorities after 20Y24/25</li> </ul> <p>Discuss potential delivery model and procurement strategy options at next meeting. If the Alliance delivery model works well with the first work package, then plan is to keep on rolling to the next sections. Current delivery model has the potential for high long term Aboriginal participation and training opportunities. Need to wait to see how the Alliance performs with the delivery of the first work package before discussing the future delivery models. Main Roads to look at different delivery models with different timeframes</p>	<p>Prepare delivery strategy for NS to present to C'Vealth.</p> <p>GM OBW (Helen Lewis) emailed submission to SP today. SP will forward to NS</p> <p>PH to raise at next OHDC teleconference.</p> <p>Planned to expend in 21/22 during Ng sealing works.</p> <p>MRWA to develop draft program.</p> <p>SP/TC/DK to develop a discussion paper on the delivery model options to procure future works to complete sealing the OBWE. Include lessons learned from previous delivery methods including WW Alliance.</p>	<p>TC/SP/DK</p> <p>SP</p> <p>PH</p> <p>Note</p> <p>SP</p> <p>SP</p>	<p>Feb 2021</p> <p>Next Week</p>
2.4	KH-Shire of NG have clearances / permits completed for the proposed gravel bypass around Warburton. Would like MRWA to construct when completing the works on GCR through Elder creek. This is for vehicles to	TC – to prepare a report / proposal with budgetary costings referencing the benefits of HV / trucks not going through the community and	TC – has sent a Draft report to	December

NO.	ITEM / DETAILS	ACTION	ACTION BY	DUE DATE
	<p>use when floods occur and the OBW is cut off. When complete the Shire of NG will maintain, currently they do not have the capacity to construct the bypass.</p> <p>PH-commented that the investment in sealing the OBW has been in line with the priorities agreed with the Commonwealth in May 2017 (Alice Springs). Any amendments should be agreed by OHDC before presenting to Commonwealth.</p> <p>JE commented that 2 options need to be considered  Option 1 – if there is unsealed heavy vehicle bypass then the road that comes through community needs higher level of service and additional conflict of heavy vehicles interaction with the community.</p> <p>Option 2 – build a lower standard seal road, not trafficable to the same level. Certainty that the unsealed bypass road will get traffic heavy traffic through during flooding.</p> <p>PH added, maybe the priority is to complete the main alignment through the community and talk to Oz Minerals about putting 50% of the money to the bypass rd as they will be primarily using it</p> <p>KH – Shire has engaged GHD to conduct native vegetation survey on the bypass alignment in Feb after the rains. This is to get a DWER clearance.</p>	<p>opportunity for all traffic to use the bypass road when floods occur.</p> <p>PH to table Warburton Bypass proposal at a future OHDC meeting – or out of session if needed.</p> <p>Noted</p>	<p>SP for comment.</p> <p>PH</p> <p>KH</p>	<p></p> <p>Jan 21</p> <p>Update at next meeting</p>
2.5	<p>Oz Minerals/ MRWA have had discussions over the past six months regarding the logistics of transporting concentrate (nickel/cobalt) along the Great Central Rd from the West Musgrave ranges from 2024.</p> <p>MRWA has informed Oz Minerals that they need to engage with Councils as the feedback from Laverton/ Ng is that minimal contact has been made. Notwithstanding, OZ Minerals do understand the need to contribute road maintenance on the GCR and (unsealed) local roads.</p>	<p>Need to discuss the mechanics of group negotiation with OZ Minerals but with the end result in separate agreements</p>	<p>JE/PH/KH</p>	<p>Early 2021</p>

NO.	ITEM / DETAILS	ACTION	ACTION BY	DUE DATE
	PN-commented that after Shire of Laverton has discussions with OZ Minerals, invite them to a future GG meeting so we develop a shared understanding of responsibilities/expectations.	Invite Oz Minerals to future GG meeting All Agreed.	JE/SP	Early 2021
2.6	<p>PPR Submission of the \$95 million to the Commonwealth Government Will not be required until at least December 2021. Within the \$46.5 million, justification for the OBW sealing is completed, PPR is 85% drafted.</p> <p>Delivery strategy/ IA Submission from OBW development commission. Is there any update that can be made available for NS to include in PPR..</p> <p>PH – IA submission has been submitted to Commonwealth Government. This will be accepted in December, and decision known Early Feb 21</p>	SP will forward IA submission to NS.	SP	Dec 2021
<b>3</b>	<b>STAKEHOLDER PLANNING &amp; ENGAGEMENT</b>			
3.1	<p>MOU with YILKA group. SP- understands that Yilka agree in principle with MOU but uncertain if it has been signed. MRWA wanting to conduct heritage surveys asap. This should occur early in the New Year.</p> <p>PN – Laverton Shire 26<sup>th</sup> Nov. endorsed the request form MRWA to allow the dedication of the road through Yilka. This has been sent to Nick Kitin.</p> <p>KH – key contacts for community relations NTAC are from Alice Springs (Renee') these names have been forwarded to SP and TC. They will forward to MRWA Principle Heritage Officer to obtain contact. Status of getting into the communities.</p> <p>There has been changes to the Remote Aboriginal Directions #3 with an amendment to Schedule 1 saying that visitors can now stop in the Warburton and Warrakurna roadhouses, caravan parks, shire offices and art galleries. As long as no one goes into the community.</p>	<p>Main Roads to follow up with MRWA Principle Heritage Officer regarding signing of MOU</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>	SP/DK	
3.2	<b>Oz Minerals.</b> – invite them to the next meeting of the GG Group.	Refer to 2.5		

NO.	ITEM / DETAILS	ACTION	ACTION BY	DUE DATE
3.3	<p><b>AGM from OBH Development Committee –</b></p> <p>-New travel journal coming out. Hammer Maps want to be included. PH to send through for GG members to</p> <p>-Not sure when Parliament sit next March, the OBWDC want to put a prospectus together before they head over.</p> <p>PH commented that the QLD Govt not co-operating with funding priorities for the OBW. The Deputy PM has advised the QLD Govt in writing that they were to contribute their matching funding (20%) for OBH. The State government has advised local government they need to contribute this portion.</p>	Noted		

NO.	ITEM / DETAILS	ACTION	ACTION BY	DUE DATE
<b>4</b>	<b>PROJECT PROGRESS REPORTING</b>			
4.1	<p><b>TC presented his report.</b></p> <p>Items raised from TC presentation.</p> <ul style="list-style-type: none"> <li>- Interest from YILKA group to supply aggregates to the OBW future projects.</li> </ul>	TC has been contacted regarding a proposal to test aggregates from the Gruyere mine for suitability as a sealing aggregate.	Noted	
<b>5</b>	<b>GENERAL BUSINESS</b>			
5.1	<p>Proposed motion - Laverton Council</p> <p>PN emailed SP informing him that he has received a notice of motion from an individual Councillor seeking Council support to conduct an independent audit of the WW Alliance. Whilst disappointed with the Councillors action, the motion If supported it would be tabled at next Council meeting on 10<sup>th</sup> December.</p> <p>Noting PN's comments JE commented that MRWA will ultimately be responsible for the road. If the Councillor wants local government to undertake the construction, MRWA would still be involved in reviewing design standards, construction methods etc.</p> <p>JE further added that MRWA have a process to satisfy themselves that there is value for money. By coincidence an external audit of the project has just been completed by Ernst Young. The key findings of that audit were:</p> <ul style="list-style-type: none"> <li>-PBA bank account and cash neutrality clause is the first for Alliances with MRWA. Some teething problems.</li> <li>-Agreements not in place for some subcontracts before commencement</li> <li>-No procedure observed for calculating/returning fuel tax credits to MRWA.</li> </ul> <p>PN and PH noted JE's comments and agreed to keep MRWA informed of any development with the proposed notice of motion.</p>	<p>PN to keep Main Roads informed of the outcome of the notice of motion</p>		



NO.	ITEM / DETAILS	ACTION	ACTION BY	DUE DATE
5.2	High level executive summary to be distributed to GG Members	DK/TC to draft proposal for GG consideration.	DK/TC	BNM
<b>6</b>	<b>NEXT MEETING. 5<sup>TH</sup> FEB 1:30PM</b>			
6.1	1:30 pm 29 <sup>th</sup> Jan meeting for discussion over Delivery Plan Final version of Warburton bypass OZ Minerals			



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28 January 2021

**Shire of Ngaanyatjaraku**  
Great Central Road  
WARBURTON COMMUNITY WA 6431

Attention: Kevin Hannagan  
Chief Executive Officer  
By email: ceo@ngaanyatjaraku.wa.gov.au

Dear Kevin,

## **RE: OUTBACK WAY PROJECT January Update**

With the festive season over and works back underway on site at full pace, I write to provide a further update on the Outback Way Project.

Works are progressing well on Great Central Road with the team now rolling along the road at a steady rate. The workcrew is divided into two fronts:

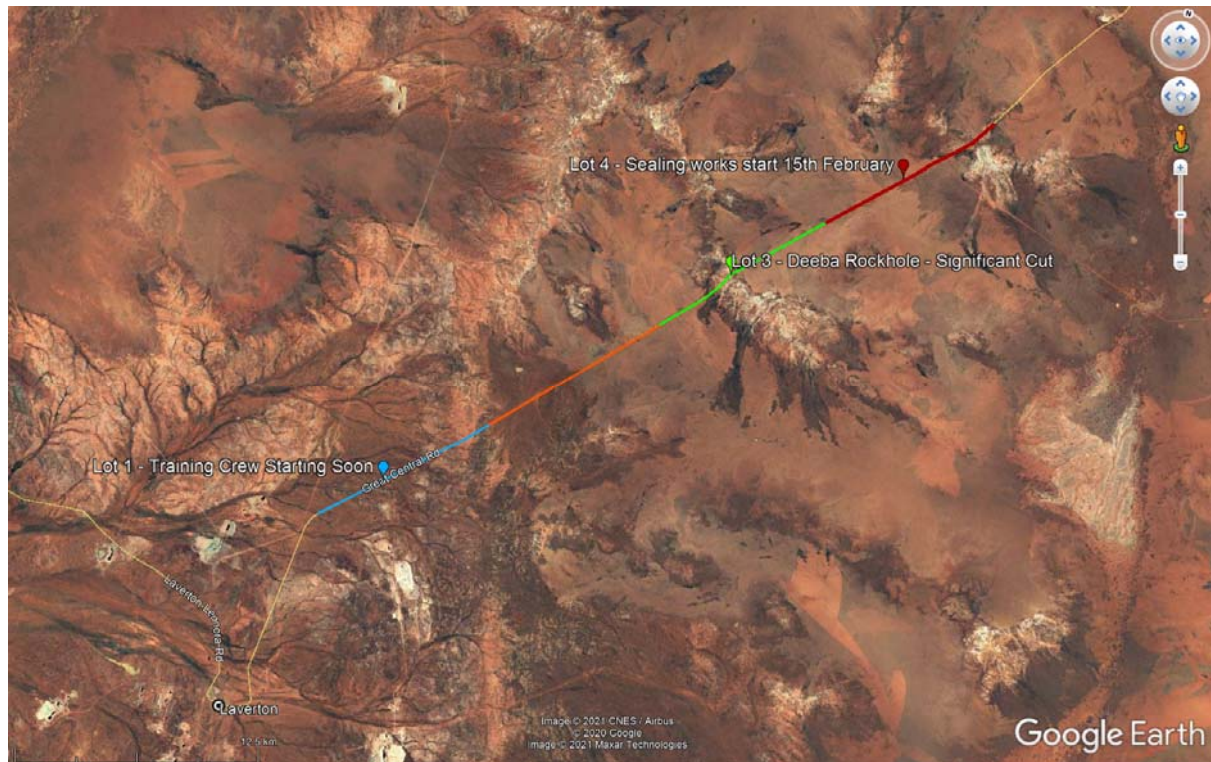
- the Earthworks and Subgrade crew shaping the road to its new design (including cut to fill, imported fill, drainage and any culvert construction across the road), and;
- the Basecourse crew following behind with a Stabiliser machine wet-mixing and placing the 250mm pavement on the road formation for final compaction and finishing using rollers and graders.

Lot 4 (the furthestmost 10km section from Laverton) is nearing completion of the above activities and is expected to be bitumen sealed in the week commencing 15<sup>th</sup> February. This will be a very busy time on site so please be mindful of all the additional bitumen and aggregate / stone trucks accessing the works area.

Subgrade works are well underway in Lot 3, with the most dramatic changes to the road happening in the vicinity of the Deeba Rockhole, adjacent to the WWA Site offices, where the existing road will be lowered by over a metre in height. Again, we ask you to be mindful of the works happening in this area and the significant changes and temporary arrangements which will be in place as we rebuild the road profile in this area.

With regards to Traffic Management, since our last letter to the Road User Stakeholder network in October, we have experienced no further breaches of our traffic controls by members of the public. For this, we thank you for getting our message out to your personnel and/or communities. On our end, we have had an independent audit of our Traffic Management processes which found our approach to be sound with only minor amendments recommended, all of which have been carried out.

The other change you will see in the coming months on the project is the introduction of an Aboriginal training crew starting work in Lot 1 (closest to Laverton) and heading north-east. The training crew will primarily work on embankment / subgrade formation but will be learning all aspects of road construction. Places on this training crew are still available; if you or your organisation have any candidates you would like to put forward to join this training initiative, please get in contact with us.



The WWA team are committed to ensuring the community is kept fully aware of progress on the project and as such we will be producing these updates again in the future and possibly via other mediums. In the meantime, should you have any questions, please feel free to contact the undersigned on 9021 1811.

Yours faithfully,  
**WONGUTHA WAY ALLIANCE**



Tony Chisholm  
Alliance Manager

# MINUTES

**Minutes of the Northern Goldfields Working Group Meeting held on Friday 27<sup>th</sup> November 2020 in the Council Chambers, Shire of Leonora Administration Offices, Leonora, commencing at 10.37 am., at the conclusion of the GVROC Meeting.**

- Shire of Wiluna (via zoom) Jim Quadrio
- Shire of Wiluna Laura Dwyer
- Shire of Laverton Peter Naylor, Shaneane Weldon, Deputy Shire President
- Shire of Leonora Jim Epis, Linda Gray, Peter Craig
- Shire of Menzies Greg Dwyer, Richard Brookes
- Shire of Ngaanyatjaraku (via zoom) Kevin Hannagan

## **Apologies:**

Patrick Hill

## **Attendees by Zoom:**

Kevin Hannagan, CEO, Shire of Ngaanyatjaraku  
Jim Quadrio, Shire President, Shire of Wiluna

## **Visitors:**

**11.00 am** The OICs of Leonora, Laverton, Wiluna and Leinster and/or Superintendent Brad Jackson and Inspector Hawes re Summer Community Strategies.

## **Welcome:**

The Shire President, Peter Craig, welcomed the newcomers to the NGWG; Laura Dwyer, CEO, Shire of Wiluna, and Richard Brookes, Acting CEO, Shire of Menzies.

## **Presentations:**

## **Minutes of the Previous Meeting:**

Refer to notes from the meeting held on Friday 29<sup>th</sup> May, 2020 in Leonora.

## **General Business relating to the Minutes of the Previous Meeting:**

There was a general discussion about one item in the Minutes; the individual and joint Economic Development Prospectus, Laverton advised they were happy with their document but Leonora wanted to do a review of theirs as they felt their Shire document could be improved and strengthened. There was a discussion about whether the West Musgrave project should have been included in the combined document. The feeling was that any potential investment over the next five years should be included. There was mention of completion prior to the election. Also the question was asked about the launch of the final overall document and also if the GVROC document had been included at all.

## **Action: Agreed to meet to review final document with the consultant. (On going)**

**Update:** The times have not been convenient even by zoom and the preference was to have a coordinated face to face meeting with Kate Mills of Puzzle Consulting, the consultant that compiled the documents. Leonora are continuing to complete a review for their own document, and further suggestions about inclusion in the combined document are being captured. The consensus at the meeting though was that the document was relevant to the 2021 State

Elections. Prior to Christmas the CEO, DCEO met with Kate and some changes have been made.

**Action: NGWG to join the WA Midwest Yilgarn Infrastructure Group as a Group. (Linda to organise)**

**General Business:**

1. Summer Community Strategies (Laverton)
2. Northern Goldfields Tourism Strategy based around opportunities from the sealing of the Outback Way. (Ngaanyatjarraku)
3. Additional Mental Health support post COVID (Leonora)
4. Risk Assessment/Department of Education re Catastrophic conditions relating to Schools (Leonora)
5. Economic Development Strategy (General)

**The Meeting adjourned at 11.05 am.**

**Summer Community Strategies**

**WA Police Officers in Attendance:**

Superintendent Brad Jackson  
Staff Sergeant Dance  
A/Sergeant Tom Briscoe (Wiluna OIC)  
Sergeant Doug Holt (Leinster OIC)  
A/Snr/Sgt James Brookes (Laverton OIC)  
Sergeant Mark Monaco (Leonora OIC)

The Shire President, Peter Craig, introduced everyone in the room.

Peter Naylor, Laverton, spoke first about the change in the last three years from out of towners being in town for just six weeks over the Christmas period to a couple of months or longer. One of the effects on the town being the mass resignations of St Johns Ambulance volunteers due to stress. St Johns being the first cab off the rank regarding social issues.

Some suggestions or initiatives:

- Liquor on a restricted basis being available in the Lands
- In Leonora there is restricted sale to beer only, maximum full strength.

The problem of the consumption of cheap port was raised. Social issues have also been linked by the St John Ambulance volunteers in Leonora to the consumption of cheap port.

The Superintendent, Brad Jackson, said that he has a liquor enforcement unit in the Goldfields and spoke about changing the culture of the publican and the balance between a business enterprise and community responsibility, and that a functioning Liquor Accord would work. There was a comment that it would not work in Kalgoorlie.

There was discussion about the BHP's support of liquor restrictions in Leinster, which was limited to two cartons of beer (or cider or pre mix drinks or a mixture up to the two cartons, and two bottles of wine or one of spirits per person. Also only selling to people with ID who are not drunk.

Peter Craig commented that we need to work out together a starting point. Jim Epis spoke about the difficulty of getting local groups together and of engaging Elders. The Meeting spoke generally of the difficulties of getting an agreement to a liquor accord from all the stakeholders.

The need to set up a communication network between all the pubs so that they can notify each other of amounts people were buying, was discussed and the reliance on compliant staff with an understanding of how to police it, and the community's dislike due to concerns about privacy.

The Superintendent talked about the difference between an Accord and an Agreement, and said he would do some research on what could be done. He mentioned that an Accord is not a policing thing, Police can't tell people what to do as they can't get involved with commercial enterprises.

Jim Quadrio, Shire President, Wiluna, advised the meeting that Wiluna still could not get a liquor licence and that the town should not be disadvantaged because some people cannot drink responsibly. These people then travelled to Sandstone, Meekatharra and Leinster. Some of the blame is due to the amount of cash in the region due to payments from mining. In addition, there is now a progression from marijuana to ice.

Going forward – Peter Craig said that the CEOs would need to talk to the Hotels first informally as community representatives.

The Superintendent talked about the value of the value of the leadership group in trying to apply a broader brush approach and deal with a number of different streams. He mentioned about supplying a bus once the community advised that there were people in town who wanted to go home. Police are also following a crime reduction strategy. Crime reduction strategy – find someone who is drunk, feed them. New initiatives which he is pursuing but cannot advise at the moment.

Jim Epis, Leonora, thanked WA Police for attending, and mentioned his concern about local people saying they are going to leave due to the way town is, and the consequent reduction in land values.

The Superintendent advised that he is happy to come up any time and to be assured that the CEOs' and Shire Presidents' concerns are on Police's radar.

**Action: The Shires would get together with all the hotels to do something similar to Leinster. To try and work along those lines, see if they would come to the party.**

**Meeting reconvened 1.30 pm.**

## **2. Northern Goldfields Tourism Strategy**

This matter was raised by the Shire of Ngaanyatjaraku, that a Northern Goldfields Tourism Strategy should be based around opportunities from the sealing of the Outback Way as tourists travelling the Outback Way all pass through the Northern Goldfield Shires. The question being where it would sit with the Economic Development Strategy. Laverton tied it in with the Goldfield Esperance Development Commission (GEDC), and that it could be something to come out of the Prospectus but that needed to get that completed before we look at something like this.

**Action: The matter to be discussed at the GVROC Meeting in Esperance, and then followed up with GEDC.**

## **St Johns Volunteers**

There was a short discussion about the new paramedic appointed to Leonora, and the need to get him over to Laverton to assist the volunteers there who are overstretched – a contributory factor being the constant call out from Cosmo. This followed with a discussion about the benefit of the Native Title funds being able to be used to support St Johns through deductions for memberships.

### **3. Additional Mental Health Support Post COVID**

This item was tabled in response to a request from Centrecare, Leonora, for funding to support the placement of an additional mental health counsellor in Leonora for a year. The funds would be used for accommodation costs. The matter was discussed and the possibility of a person expanding their scope to Laverton, Menzies and Wiluna, obviously dependant upon need. Laverton were supportive and would take the matter of a contribution towards cost to their Council. The suggestion being one day a week in Laverton with travel to Menzies and Wiluna if required. This was a good response considering the impact of COVID upon mental health. It was mentioned that HOPE who already provide a service to Leonora and Laverton deal with mental health issues caused through alcohol and drug use. The Centrecare employee would work with people ill through other causes.

Further discussion identified that Wiluna needs someone confidential and external to town and Wiluna is exploring that, and Menzies needs someone but not every week, and the CEO of Menzies will check that out through a discussion with the Community Nurse.

**Action: To be further discussed with Laverton and with Centrecare to finalise the decision and to further consult with Wiluna and Menzies on the need for some degree of support.**

### **4. Risk Assessment/Department of Education re Catastrophic conditions relating to Schools.**

The Shire President, Leonora, Peter Craig, raised the issues of the required closure of schools when temperatures reach 38 degrees. The discussion focussed on the broadness of our DFES area (same area as Northam). Also on the difference in country between the Wheatbelt and Leinster, the lack of fire combustion material unless in spinifex country. A suggestion was for someone from DFES to attend a NGWG meeting, but this apparently had been requested before with little response over the last two years.

### **Any other Business:**

#### **The Golden Quest Trail Signage**

Menzies raised the matter of some inconsistency in Golden Quest Trail signage, and that Menzies is going to do an audit and come up with signs that truly reflect the area, and are current. It was agreed that there should be consistency across the Shires.

**The Meeting closed at 2.15 pm.**

**Next meeting TBA.**

# BHP

# Community Alert

## Permanent liquor restrictions / controls at the Leinster Bottle Shop

Working with Community leaders and Police across Leonora-Wiluna to limit drink driving and alcohol fuelled violence we have agreed to restrict / control the sale of bulk alcohol.

Our Bottle Shop is open to public and passing trade, such that this restriction is not specifically targeted at Leinster residents but takes into consideration the passing trade.

This will take in to effect **18<sup>th</sup> January 2021**

### **The following restrictions/controls will apply indefinite:**

- 2 cartons per person of Beer, Cider or RTD's; and 2 bottles of wine or 1 spirit.(per person)
- ID check for all purchasing alcohol (Drivers Licence, Passport, BHP or other mining company Site Access Card with photo)

### **During Community Events and with the request of Police, Shire or an Indigenous Corporation below restrictions supersede above:**

- 1 Carton of mid-strength beer, cider or RTD's and 1 bottle of wine (per person)
- ID check for all purchasing alcohol (Drivers Licence, Passport, BHP or other mining company Site Access Card with photo)

Paid pre orders are accepted for functions, surrounding mines and pastoral leases if you require more then the normal restrictions. This can be done via ph. **9037 9556** or [tavern.leinster@au.issworld.com](mailto:tavern.leinster@au.issworld.com) orders must be in by 9pm for pick up the next day and paid for in full prior to pick up.





**Outback Highway Development Council Inc  
GENERAL MEETING**

**Friday 12<sup>th</sup> February 2021**

**11am WA/ 12:30NT/ 1pm Qld**

**Hook-up- ZOOM: <https://zoom.us/j/7972000990>**

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- 2.0 ATTENDANCE**
- 3.0 APOLOGIES**
- 4.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**
  - 4.1 Minutes of the General Meeting held 11<sup>th</sup> December 2020
- 5.0 Road Agency Reports**
- 6.0 BUSINESS ARISING FROM PREVIOUS MINUTES**
  - 6.1 Boulia Funding Strategy**
  - 6.2** Proposed- Canberra 15<sup>th</sup>- 19<sup>th</sup> March 2021
  - 6.3** HEMA Agreement
  - 6.4 Travel Journal Printed/ Brochure Printed.**
  - 6.5 Cairns Caravan & Camping Show booked and paid.**
- 7.0 MATTERS REQUIRING DISCUSSION OR A DECISION OF COUNCIL**
  - 7.1 Plan for Canberra-** Friends of the Outback Way Event with Industry invitations.
  - 7.2 AGM - dates to be confirmed.**
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  - 8.2 General Manager's Report**
    - 8.2.1 Lobbying
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  - 9.1 TRANSACTION REPORT –Operational NAB Chq
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  - 9.7 **Dec 2020 BAS Report** <https://app.box.com/s/j1nhjbnhcjzoz7zk5sov626awpqr66xa>
  - 9.8 **Recommendation.**
- 10.0 CORRESPONDENCE IN/ OUT**
- 11.0 LATE ITEMS**
- 13.0 General Business**
- 14.0 NEXT MEETING**
- 15.0 MEETING CLOSE**

# **MINUTES**

## **1.0 MEETING OPENED: 1:05PM QLD**

### **2.0 Attendees - Highlighted**

President Patrick Hill (Chairman)	Shire of Laverton (Shire President)
Peter Naylor	CEO Shire of Laverton
Cr Robin Prentice	Shire of Laverton
Cr Rex Ryles	Shire of Laverton
Greg Stephens	Roads Manager Laverton
President Damian Mclean	Shire of Ngaanyatjaraku
Kevin Hannagan	CEO Shire of Ngaanyatjaraku
Cary Green	Shire of Ngaanyatjaraku
Mayor Damien Ryan	Alice Springs Town Council
Cr Glen Auricht	Alice Springs Town Council
Robert Jennings	CEO ASTC
Mayor Gavin Baskett	Mayor Winton Shire
Ricki Bruhn	CEO Winton Shire
Cr Shane Mann	Winton Shire
Mayor Rick Britton	Boulia Shire
Deputy Mayor Sam Beauchamp	Boulia Shire
Lynn Moore	CEO Boulia Shire
Cr Jan Norton	Boulia Shire
Cr Jack Neilson	Boulia Shire
Helen Lewis	GM OHDC Inc.

**3.0 Apologies:** Eric Denham, Robin Prentice, Greg Stephens, Ricky Bruhn.

**"That the apologies be accepted"**

**Moved: Rick Britton**

**Seconded: Kevin Hannagan**

**Result: CARRIED**

## **4.0 Confirmation of Minutes of Previous Meeting**

### **4.1 Minutes of the previous General Meeting**

#### **Recommendation**

"That the Minutes of the General Meeting held on 11<sup>th</sup> December 2020 be confirmed as a true and accurate record."

Change - Late items: Patrick Hill- change to term to 6mths to June 2021.

**Moved: Gavin Baskett Seconded: Kevin Hannagan Result: CARRIED**

## **5.0 Road Agency Reports**

Reports requested 4<sup>th</sup> Feb 2021

- Qld- <https://app.box.com/s/iod6qzdgzmjj88blchx4c6it6s7n660>
- NT

- **WA-** Sealing going ahead- 10km ready for seal, 10km being sealed and 10km being prepared to seal.

## **Recommendation "That Road Reports be accepted"**

**Moved: Gavin Baskett Seconded: Kevin Hannagan Result: CARRIED**

### **6.0 Business Arising from Previous Minutes**

**6.1 Boulia Funding-** Meetings with Qld Departments- Assistant Minister with Mark Bailey and Local Government. Meeting has been confirmed the meeting for the 23<sup>rd</sup> February. Rick updated the meeting- Boulia has provided a detailed briefing. Neil Scales has intimated he is looking to help out. We will follow up from State discussions, then move to Federal options if need be. Boulia has been given contracts on state network jobs aswell.

**6.2 Canberra 15th- 19th March 2021-** Meeting Request & Friends of the OW invitations sent to MP's and Industry. Meeting discussed options of either face to face Industry meeting in Canberra or a series of Industry ZOOM webinars.

**6.3 HEMA Agreement-** agreed \$10 inc GST/ **Book.** Order for 200 Travel Journals has been received \$2000 ( inc GST)

**6.4** Travel Journal 4500 Printed (\$15105) to be paid out of Special Funds. 30,000 Brochure Printed (\$6,189.74) to be paid out of Operations - to be shipped to Winton for distribution. 18 preordered Travel Journals

**6.5 Cairns Caravan & Camping Show** booked 9-11 May and paid- Jac Eerbeek Confirmed.

**6.6** Gavin Baskett asked about the financial report from the previous meeting- GM to follow up.

### **7.0 Matters Requiring Discussion or Decision by Council**

**7.3 Canberra Visit-** confirm representatives,

**Patrick Hill, Rick Britton, Gavin Baskett, CEO- Peter Naylor**

Identify anyone in particular OHDC Inc needs to meet with.

Warren Entsch, Qld Senators, NT Senators, WA Senators.

" That the OHDC Inc pay for Patrick Hill and the GM, and the other representatives are funded by their individual councils for them to attend

**Moved: Rick Britton Seconded: Gavin Baskett.**

**CARRIED**

**7.4 AGM Dates:** Winton- 17<sup>th</sup> Cocktail Party / Dinner & 18<sup>th</sup> August 2021.

**Moved Damien Ryan, Seconded: Rick Britton Result: CARRIED**

### **8.0 REPORTS**

#### **8.1 CHAIRMAN'S REPORT-Patrick Hill**

**Report from Cr Patrick Hill .**

10/12/2020; Shire of Laverton Ordinary meeting of Council. Just prior to the Council Meeting councilors and staff were taken on a guided tour of the current roadworks on the Great central Road. These roadworks are currently been carried out from the 12km mark to the 52km mark on the Great Central Road. These roadworks are progressing well.

21/1/2021; Meeting with Matt Shackleton, director of Australian Potash in Laverton on the progress of the mine development at Lake Wells. Discussion also on the road upgrades regarding the Great Central road

out to Cosmo Newberry and road upgrades to the Lake well road to handle the large trucks using the road for the mine developments and operations.

4/2/2021; I attended a RDAGE meeting in Esperance. Prior to the meeting board members met with the Goldfields Esperance Development Commission board and each member was given the opportunity to provide an over view of projects and developments from there region. I was pleased to be able to give a progress update of developments on the Outback Way, also projects around the northern goldfields and Laverton.

5/2/2021: Dept President, Shaneane Weldon, CEO Peter Naylor and myself attended the GVROC meeting in Esperance. This was well attended and a number of politicians were present as well and gave presentations.

## 8.2. GENERAL MANAGERS REPORT- Helen Lewis

### 8.2.1- Lobbying:

A) Working with Boulia on funding Strategy with Qld and Federally. Meeting with Qld Local Government Minister & Qld Assistant Minister for Transport.

B) Meeting requests will send Canberra. Function plans being worked out with Rick Wilson MP

C) OHDC Inc Industry prospectus/ talking points is developing.

### 8.2.2- Admin:

**8.2 A)** XERO- historical data brought over for BBRF.

**8.2 B)** Newsletter was sent out next one end of Feb- after IA announcement.

### 8.2.3- Tourism-

A) BBRF Update/ FRRR funding/ Installation

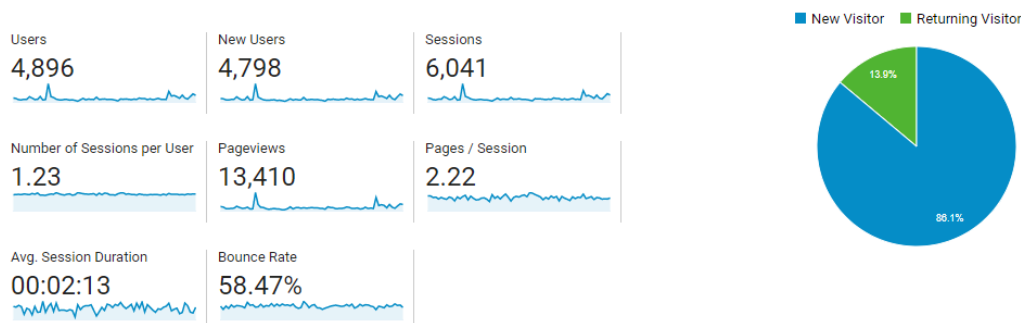
B) Website updates- in line with Travel Journal QR Codes

C) Alice Springs Sign- update- still waiting for engineering clearances.

D) January Campaign on Social Media- provided subscribers with additional planning tips and useful pages from the Travel journal. 64 additional subscribers.

### 8.2.4-Web/Online/ Social Media

**Google Analytics: 80% of activity from new users.**



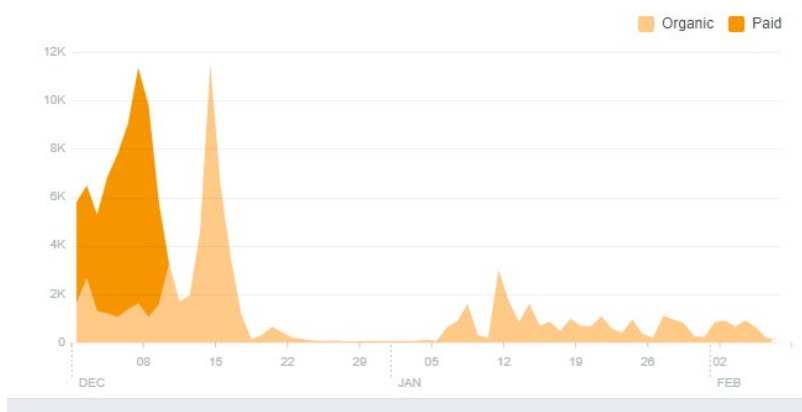
**Instagram: 1543 followers**

**Twitter: 738 followers**

**Facebook: FB Live- Jan 14<sup>th</sup> 2021. 10, 188 Likes,**

## Post reach

The number of people who saw any of your posts at least once. This metric is estimated.



## Summer Campaign-

27/01/2021 17:55	Congratulations to the winners of our Summer Campaign Giveaway. The			1.5K		65 11		<a href="#">Boost Post</a>
25/01/2021 08:00	Reminder: Entries into the Outback Way Summer Give-away close at			1.1K		22 6		<a href="#">Boost Post</a>
24/01/2021 16:30	Green Mulla Mulla's by Karen Stephens. Acrylic on Paper. "Using			940		13 15		<a href="#">Boost Post</a>
22/01/2021 17:25	<a href="#">#flashbackfriday to Episode 2 of the #outbackwaypodcast. Want to know</a>			782		6 4		<a href="#">Boost Post</a>
21/01/2021 17:25	Lots of new faces around here lately so in case you're not sure, the			1.3K		9 21		<a href="#">Boost Post</a>

## Podcast-

### Period Summary

The following summary is for the selected period: 2021-01-10 to 2021-02-08

386  
TOTAL LISTENS

13  
LISTENS PER DAY

Tuesday  
BUSIEST DAY OF THE WEEK

2021-01-14  
BUSIEST DAY

139  
TOTAL LISTENERS ?

**Stock on Hand:** 58 guide books and no brochures.

**Damien Ryan:** commented that Glen Alricht- contributes enormously personally with his industry background, however will retire in August. It was suggested that Councils may be able to nominate their representative from outside council. Additional membership category to be checked in the constitution. Any changes- need to be confirmed at the AGM.





## REPORTS

**8.3 Recommendation:** "That the Reports be received"

**Moved: Damien Ryan Seconded: Gavin Baskett Result: CARRIED**

## 9.0 FINANCIALS

Account Balances  
As at 5 Feb 2021

 <b>BBRF Grant #7912</b> BSB: 084-983 Acc: 672697912	+35,290.65	+35,290.65
 <b>OHDC Inc</b> BSB: 084-983 Acc: 141711009	+84,183.47	+84,183.47
 <b>OWOG #2712</b> BSB: 084-983 Acc: 783662712	+2,088.67	+2,088.67
 <b>Special Fundt #7082</b> BSB: 084-983 Acc: 783557082	+94,742.00	+94,742.00

- 9.1 **TRANSACTION REPORT –Operational NAB Chq**
- 9.2 **Transaction Report - OWOG Sales- Transaction Report**
- 9.3 **Transaction Report- OHDC Inc Special Fund**
- 9.4 **Transaction Report- NAB BBRF Grant**
- 9.5 **Profit & Loss**
- 9.6 **Budget to date 2020-21**
- 9.7 **Dec 2020 BAS Report** <https://app.box.com/s/j1nhjbnhcjzoz7zk5sov626awpqr66xa>

## 9.8 Recommendation:

"That the Transactions reports, are approved and the financial statements to date be received "  
**Moved: Kevin Hannagan Seconded: Rick Britton Result: CARRIED**

## 10.0 SIGNIFICANT CORRESPONDENCE IN & OUT

### 10.1. Inwards

Date Received	Received via (post/email)	Received From	Subject
12 Dec 20	Emails	Robin Jackson	IA Priority List.

### 10.2 Outwards-

Sent to	Date	Subject
5000 subscribers -Newsletter- Mailchimp	14 <sup>th</sup> December 2020	Update on activity
Boulia Federal/ State funding	14 <sup>th</sup> Jan 2021	OW Funding allocation.
Thank you – Bernie Miller- former MRWA	3 <sup>rd</sup> Feb 2021	Thankyou for services and a great Retirement
BBRF Grant Support Letter for Boulia	4 <sup>th</sup> Feb 2021	BBRF funding
MP's	15 <sup>th</sup> Feb 2021	Canberra Meeting Requests

### 10.3 Recommendation

"That the Inward and Outward correspondence be received"

**Moved: Rick Britton Seconded: Kevin Hannagan Result: CARRIED**

**11. LATE ITEMS: No late items.**

**12.0 GENERAL BUSINESS**

12.1 **Winton:** commented on a busy December which was good.

12.2 **Boulia** work crew sealing to the first grid and then on the other side of the Georgina.

12.3 **Alice Springs-** Damien Ryan: Asked about numbers on the road.

12.4 **Ngaanyatjarraku Shire-** the changes to WA remote areas, means that travellers can visit the roadhouses etc. NT end is closed. There was a lot of summer rain. \$1M resheet on Great Central Road.

12.5 Tourism at Laverton also quiet.

**13.0 NEXT MEETING- Proposed Date 16<sup>th</sup> April 2021. 1pm Qld 12:30pm NT, 11am WA**

**14.0 MEETING CLOSED 2:30pm Qld.**

**Goldfields Esperance Regional Road Group Meeting  
Main Roads Western Australia  
City of Kalgoorlie Boulder, Hannan Street  
Friday 20<sup>th</sup> November 2020**

**MEETING MINUTES**

**ATTENDEES:**

**Main Roads Western Australia (MRWA)**

Shane Power	Regional Manager
Kevin Pethick	Budget & Programing Manager
Joanne Brown	Business Services Co-Ordinator
Maria Trethewey	Business Services Officer

**City of Kalgoorlie/Boulder (CKB)**

Stuart Devenish	General Manager
Johannes Prinsloo	Engineering Services Team Leader

**Shire of Coolgardie (SoC)**

Mal Cullen	RRG - Chairperson
Keith Dickerson	Engineering Services
Yoga Jayanyhi	Works Supervisor

**Shire of Dundas (SoD) (Via Skype/Teams)**

Peter Fitchat	CEO (Via Tele-Conference)
Joe Hodges	Shire of Dundas
Laurene Bonzo	

**Shire of Esperance (SoE)**

Ian Mickel	Shire President
Matt Walker	Director of Asset Management

**Shire of Laverton (SoLa) (Via Skype/Teams)**

Greg Stephens	Executive Manager, Technical Services
Peter Naylor	CEO
Patrick Hill	Shire President
Isaac Stout	Engineering Technical Officer

**Shire of Leonora (SoLe)**

John Oxley	Manager of Works and Services
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**Shire of Menzies**

Greg Dwyer	Shire President
Richard Brookes	CEO



## **Shire of Ngaanyatjaraku (SoNg) (Via Skype/Teams)**

Kevin Hannagan	CEO
Damien McLean	Shire President

## **Shire of Wiluna (SoW)**

Jim Quadrio	Shire President
Laura Dwyer	Chief Executive Officer

## **Western Australia Local Government Association (WALGA)**

Mark Bondietti	Policy Manager, Transport and Roads
Carole-Anne Bradley	GER Roads Safety Advisor

### **Meeting Opened**

Meeting declared open at 11.00am

### **1. Apologies**

Peter Craig Shire of Leonora  
Ian Duncan WALGA  
Shelley Shortland DOT

### **2. Attendees and Confirmation of Voting Rights**

Chairperson Mal Cullen welcomed attendees, thanked all of the delegates for making the effort to attend the Regional Road Group meeting and reminded everyone of their voting rights. One vote per local government representative. He also acknowledged the support MainRoads (MR) gives to the group.

Moved: Peter Fitchart (SoD) seconded Greg Stephens (SoL)

### **3. Confirmation of Previous Minutes**

The minutes of the 8th November 2019 meeting were accepted as a true and accurate record (Attachment A).

Moved: Greg Stephens  
Seconded: Keith Dickerson (SoC)

### **4. Business Arising from Previous Minutes**

No business arising from previous minutes, No outstanding actions from previous minutes.

### **5. Correspondence (In/Out)**

No correspondence was received  
NIL

### **6. Report from Chairperson – Mal Cullen ([Attachment A](#))**

Mal Cullen (SoC), acknowledged Shane Power from Main Roads WA along with his team for all the support and assistance they give to the group.

These are challenging times for the Local Government with staffing issues. There has been a top up of funds small but helpful.

1. Finalise road submission
  2. Continually roll over projects, do reconciliation to make it easier to analyse budget and set target.
  3. It's important to have transparency between the LG's so they can help each other and assist MRWA in the funding distribution.
- As discussed at the previous RRG Meeting (08.11.2020) on or about the 15<sup>th</sup> of each month, MRWA will be requesting information to be supplied in regards to upcoming Invoices, Project status information. Mal Cullen (SoC) asked all delegates to ensure MRWA received the assistance they required to fulfil their Reporting and KPI processes. Shane Power (MRWA) advised this information was vital to MRWA Financial Reporting systems to ensure accurate forecasting for the Region for Treasury.
  - Kevin from the Shire of Ng wanted the MRWA Policy clarified.
  - Mark B from WALGA states that the Remote Access is not included in the KPI
  - Mal mentioned that during the TWG meeting it was discussed that they have to come up with a solution regarding funding being held in Shires projects that have not been started for the last 2 years. Mat Walker (A/Chairman of TWG) discussed with the group that they need to agree on how to implement this. The delegates unanimously agreed to move the motion that:
    - It was proposed that MRWA will follow up with the LGs regarding their delayed projects and if there are, no response the funding will automatically revert to the pool.
    - Kevin Hannagan (SoNg) suggested that the group discussed first the issue and have a default of 2 years no project no funding. The return funds can be reallocated in the future once the project have been started.

## **7. Local Government Report Prepared by Geoff Eves**

Presented by Mal Cullen

Attachment A SAC Meeting Minute

## **8. Approval of 2020/21 Program**

LGA expenditure spreadsheet (Attachment B)

Reduction Program

Next TWG Meeting reviewed funding of Preservation for next year's project.

1.7M over budget culled from Budget

MRWA advised that they have over expenditure

Mal wants to submit with overspent

Mal Cullen reiterated the need for all LGA's to look closely at all Projects and to advise MRWA as soon as possible if a project cannot be completed

The emphasis was on the LGA's to provide clarity around the delivery period for each project.

The onus is on Local Governments to make the decision as soon as possible if the funding is unable to be expended so it may be redistributed to other LGA's.

A strong focus should also be around returning funding to the Pool and resubmitting Applications for the next financial year if a project was unable to be delivered.

Kevin Pethick (MRWA) advised; historically projects do come up against issues; the idea is to keep MRWA updated so that funding can be re-allocated accordingly.

He also advise the Shires prioritise their projects, make a list and eliminate delayed projects so that budget can be allocated appropriately. He mentioned that the shires can avail of Advance budget depending on the priority. Jo advised that some Shires already have overspend from previous year's budget.

Alternatively, returning underspent funding to the pool would assist other LGAs to extend their programmes.

Kevin Pethick (MRWA), Mal Cullen (SoC), Matt Walker (SoE), Keith Dickerson (SoC) thoughts were to have a close by date identified earlier rather than later, if projects have not been commenced or will not be completed. Allowing opportunities for budgets to be reallocated to other LGA's.

Mal (SoC) suggests that the issue be sorted out in the TWG meeting.

Mat (SoE) asked if the RRG could propose a decision now and then discussed at the next TWG meeting.

Kevin advised that MRWA can have discussion and offer support but the decision still lies with the Local Government.

The Shire of Wiluna will need help in their recommendations.

A motion was endorsed to identify projects that have not started yet and to put the money back into the pool.

Pat (SoD) agreed to put funding for a project back into the pool.

Mal (SoC) proposed to review unspent funding by the 30/12/2020 and return all payment already made to the Shire for the delayed projects.

Endorsed by

1st Motion Mat Walker (SoE)

2<sup>nd</sup> Motion John Oxley (SoW)

## 9. Delivery of 2020/21 Local Road Program

### 9.1 Updates on RRG/Black Spot/CRF Projects (Funding)

Applications have been received and are currently being accessed 2020/2021 State Black Spot Funding submissions

There has been three Applications submitted for State Black Spots Projects - 2020/2021

The **indicative amount** of funds for 2020/2021 is \$461,700.00 (D20#761786)

SHIRE	LOCATION	LGA Funds	State Funds	Total Project Funds	Comments
CKB	Bourke Street/Peers Street	\$19,500.00	\$ 39,700.00	\$59,550.00	
Esperance	Norseman Road/The Esplanade/Dempster Street	\$211,000	\$422,000.00	\$633,000.00	Stage 1. Stage 2 to be funded in future years (Total cost to State \$ 422,000
	Total Funds		\$461,700.00		

There was one Application submitted for National Black Spots Projects - 2020/2021. The **indicative amount** of funds for 2020/2021 to be advised.

- Kevin Pethick (MRWA) Advised the RRG Delegates it was not about penalising any LGA just ensuring the Shires works together. If a project cannot be completed, return the funding to the Pool, so that it can be appropriated to other projects.
- Matt Walker (SoE) returning unused funding to the Pool would assist LGA's who had Projects that may go over budget; there would be a greater opportunity to obtain more funds.
- Mal Cullen (SoC) Submissions were received by September/October, funding will be received by July the following year by December LGA's should have a clear picture of how the project is tracking and advise MRWA accordingly.
- It is important that updated information be provided to MRWA and the RRG Group.
- Jo sent out request to finalise list of the projects.
- Commodity – WALGA – submitted and sent out to Mark (WALGA) for assessment and recommendation to SAC.

1<sup>st</sup> Motion – Jim Quadro (SoW)

2<sup>nd</sup> Motion – Damien Mclean (SoNg)

#### 9.2 Projects unlikely to be delivered in 2019/20

A group discussion was held, LGA' will revisit their programmes and advise MRWA ASAP.

A report is sent to all LGA's from MRWA for project Status updates monthly.

Mal Cullen (SoC), Kevin Pethick (MRWA) and Shane Power (MRWA) encouraged the delegates to advise Joanne Brown (MRWA) ASAP.

#### 9.3 Projects unlikely to be delivered in 2020/21

A group discussion was held, LGA' will revisit their programmes and advise MRWA ASAP.

A report is sent to all LGA's from MRWA for project Status updates monthly.

Mal Cullen (SoC), Kevin Pethick (MRWA) and Shane Power (MRWA) encouraged the delegates to advise Joanne Brown (MRWA) ASAP.

#### 9.4 Suplus Funding for Additional projects

No surplus funding identified at present. LGA's to review all Projects and advise MRWA

Mal Cullen (SoC), Kevin Pethick (MRWA) and Shane Power (MRWA) encouraged the delegates to advise Joanne Brown (MRWA) ASAP.

### **10.General Business**

#### 10.1 WALGA Report (Mark Bondietti)

Survey of the conditions of significant local roads. Videos of unsealed roads. Midwest have been done

GER and GSR next on the list.

These surveys will help the Shires in planning for projects.

Assessments will be put into RAMM.

Kevin Pethick (MRWA) ask if the regions can see some samples of the survey. Mark will ask Midwest Kevin H (SoNg) state that this will be helpful and a money saving tool for the Shires is their assessment of scope of work.

Mark Bondietti addressed the group advising, WALGA and Main Roads WA are currently reviewing the State Road Funds to Local Government Procedures. Amongst other things, the document sets out the objectives and governance for the Regional Road Groups. The draft will be circulated for review and feedback and members are encouraged to review this important document

WALGA provide a snapshot of the statistics for the assets and expenditure reports, most of you will be aware this report is on an annual basis and is a compilation of all the statistics across the State, the report will be distributed to everyone towards the end of June and will be available via the WALGA website. This information is useful for tracking trends and statistics.

State Road Funds around Local Government procedures, WALGA have been working on updating the procedures document for the last two years, following the new State Roads Funds Agreement. An updated version will be published soon and distributed to delegates. Mark Bondietti (WALGA) encouraged the elected members to review this important document, as it sets up the Governance for Regional Road Groups, in terms of governing these groups to reach the intended outcome.

Roads2040 Documents Guidelines for road of significant, make sure that shires go through them and it is important to complete the form. Pick roads that will qualify and take off those not meeting criteria.

Significant Roads: Roads 2040/Roads 2030, only the Roads listed in this document will receive funding from the Road Project Grants. Mark Bondietti (WALGA) emphasised the importance of this document for the Regional Road Groups in regards to grant funding allocations. WALGA have been working closely with Main Roads WA to update the guidelines for the next round of this document, a significant amount of detail added has been added to these guidelines it sets out the criteria of how roads qualify. All LGA has to provide comment and feedback in the next few months, prior to the final draft being created. Shire of Wiluna and Shire of Laverton's deadline have been extended to 10/12/2020.

Commodity Freight Route Fund, Applications for grant funding will close at the end of September 2020. Any assistance or questions should be directed to Mark Bondietti (WALGA) in the first instance. Nominations to be submitted to Joanne Brown (MRWA) to be collated prior to being forwarded to WALGA.

The Shire of Wiluna ask Mark if she could have until early December as the Shire have suffered loss of staff.

The 2021 WA Transport and Roads Forum Registration is open 11/2/2021 ([Attachment C](#))

#### 10.2 RoadWise Report (Carroll Ann Bradley) –

- New Road Safety Strategy aims to reduce trauma
- National Safety Week – MRWA put up signage and ribbons.
- Road Safety Commission Website
- Local Government Safety Award 4 from the Goldfields
- WALGA Closes on the 24<sup>th</sup> December and will reopen on the 4/1/2021

#### 10.3 MRWA Report/Updates (Shane Power)

- Safety Audit. Review of APTM
- Outback Way
- Goldfields Highway

- Shoulder Sealing Program – Commonwealth Funding on Great Eastern Highway and Goldfields Highway

#### 10.4 Kevin Pethick (MRWA)

At the recent SAC meeting, it has been agreed that RRG may receive additional Road Project Grant funding in 2020/2021. This is part of multi-tiered approach to facilitate closer alignment between Budget and Expenditure outcomes within financial years. The priority remains on timely and efficient program delivery, however, it is recognised that there are some projects that are delayed due to unforeseen circumstances.

Kevin Pethick (MRWA) reiterated the need for all LGA has to make an effort to prioritise additional projects that can be delivered during 2020/2021 under the normal funding arrangements (one third, two thirds, 40%/40%/20% claims process) and the need for constant communication and collaboration between Local Governments and MRWA.

Kevin Hannagan (SoNg) also queried if AAR Funded roads were included in the performance standards to which Kevin Pethick replied that they only referred to RRG/RPG funder projects.

#### **11. General Business**

NIL

#### **12. Technical Work Group – Chairperson Position (Vacant)**

Peter (SoD) advised the group that there are two roads he would like to be removed from their list as they lead to nowhere. The group suggests that they need to contact Department of Lands as the roads will need to be De – Gazetted.

1<sup>st</sup> Motion – Mat Walker (SoE)

2<sup>nd</sup> Motion – Keith Dickerson (SoC)

#### **13. RRG Meeting Closed 12:00PM**



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## GVROC Council Meeting

Friday 5th February 2021  
In person and video meeting  
hosted by Shire of Esperance  
8:30am – 1:00pm  
held at the  
Esperance Civic Centre - Council Place, Esperance WA 6450

## Unconfirmed Minutes

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# GOLDFIELDS VOLUNTARY REGIONAL ORGANISATION OF COUNCILS (GVROC)

A in person and video conference meeting of the GVROC Council was held Friday 5 February 2021 commencing at 8:30 am

## AGENDA

### 1. OPENING AND ANNOUNCEMENTS

The purpose of the meeting is to discuss business related to the activities of the Goldfields Voluntary Regional Organisation of Councils.

### 2. DECLARATION OF INTEREST

Pursuant to the Code of Conduct, Councillors and CEOs must declare to the Chairman any potential conflict of interest they may have in a matter before the Goldfields Voluntary Regional Organisation of Councils as soon as they become aware of it. Councillors, CEOs and Deputies may be directly or indirectly associated with some recommendations of the Goldfields Voluntary Regional Organisation of Councils. If you are affected by these recommendations, please excuse yourself from the meeting and do not participate in deliberations.

#### Declaration of Interest

Cr Shelley Payne, Shire of Esperance declares a standing interest as a member of the GEDC for this and all future GVROC meetings.

Cr Shelley Payne, Shire of Esperance declares a standing conflict of interest until March 2021 in relation to her selection on the agricultural region ticket for the Legislative Council for the upcoming State Election.

### 3. RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

#### 3.1 Attendance and Voting Delegates

Cr Mal Cullen (Chair)	President, Shire of Coolgardie	
Mr James Trail	CEO, Shire of Coolgardie	(Voting)
Cr Tracey Rathbone	Councillor, Shire of Coolgardie	(Voting)
Cr John Bowler	Mayor, City of Kalgoorlie-Boulder	(Voting)
Mr John Walker	CEO, City of Kalgoorlie Boulder	
Cr David Grills	Councillor, City of Kalgoorlie Boulder	(Voting)
Cr Laurene Bonza	President, Shire of Dundas	(Voting)
Mr Peter Fitchat	CEO, Shire of Dundas	
Cr Sharon Warner	Councillor, Shire of Dundas	(Voting)
Cr Ian Mickel	President Shire of Esperance	(Voting)
Cr Shelley Payne	Councillor, Shire of Esperance (Attended as observer only)	
Mr Mat Walker	A/CEO Shire of Esperance	(Voting)
Cr Patrick Hill	President, Shire of Laverton	(Voting)
Mr Peter Naylor	CEO, Shire of Laverton	
Cr Shaneane Weldon	Councillor, Shire of Laverton	(Voting)
Cr Peter Craig	President, Shire of Leonora	(Voting)
Mr Jim Epis	CEO, Shire of Leonora	(Voting)
Cr Jill Dwyer	Councillor, Shire of Menzies	(Voting)
Mr Brian Joiner	CEO, Shire of Menzies	(Voting)
Cr Timothy Carmody	Councillor, Shire of Wiluna	(Voting) (Via Zoom Video)
Ms Laura Dwyer	CEO, Shire of Wiluna	(Voting) (Via Zoom Video)

Mr Cary Green	Director Governance & Corporate, Shire of Ngaanyatjaraku (Via Zoom Video) (Voting)
Mr Andrew Mann	Executive Officer, GVROC (Via Zoom Video)
Ms Almetra Bethlehem	Policy and Research Advisor, City of Kalgoorlie-Boulder
Cr Jo-Anne O'Donnell	Shire of Esperance

### 3.2 **Apologies**

Mr Shane Burge	CEO, Shire of Esperance (On leave)
Cr Keith Mader	Councillor, Shire of Menzies
Mr Kevin Hannagan	CEO, Shire of Ngaanyatjaraku
Cr Jim Quadrio	President, Shire of Wiluna
Cr Damian McLean	President, Shire of Ngaanyatjaraku

### 3.3 **Guests**

Hon. Darren West MLC, Parliamentary Secretary to the Minister for Regional Development; Agriculture and Food; Ports; Minister assisting the Minister for State Development, Jobs and Trade (Via Zoom Video and left the meeting at 11:30am)

Hon. Robin David Scott MLC, Mining and Pastoral Region and his Electoral Officer, David Modolo

Mr Kyran O'Donnell MLA, Member for Kalgoorlie

**Note the following Guests were invited but provided their apologies:**

- Hon David A Templeman MLA, Minister for Local Government; Heritage; Culture and The Arts
- Hon Alannah MacTiernan MLC, Minister for Regional Development; Agriculture and Food; Ports; Minister Assisting the Minister for State Development, Jobs and Trade
- Hon Rita Saffiotti MLA, Minister for Transport; Planning
- Hon. Kyle McGinn MLC, Mining and Pastoral Region
- Mr Peter James Rundle MLA, Member for Roe
- Mr Rick Wilson MP, Federal Member of O'Connor

### 3.4 **WALGA Representatives**

Tim Lane	Manager, Strategy and Association Governance (Via Zoom Video)
Engel Prendergast	Senior Road Safety Consultant (Via Zoom Video)

### 3.5 **DLGSC Representatives**

Kelly Waterhouse A/ Regional Manager - Goldfields

### 3.6 **GEDC Representatives**

Kris Starcevich CEO

### 3.7 **RDAGE Representatives**

Lee Jacobson Chair

## **4. GUEST SPEAKERS**

### **4.1 Hon. Darren West MLC - Parliamentary Secretary to the Minister for Regional Development; Agriculture and Food; Ports; Minister assisting the Minister for State Development, Jobs and Trade**

Hon. Darren West discussed matters of interest from the perspective of the current Government to the Region followed by short Q&A session. (20 mins) (Via Zoom Video)

### **4.2 Hon. Robin Scott MLC - Mining and Pastoral Region**

Hon. Robin Scott discussed matters related to region in particular the anti-social behavior occurring in most towns in the Region followed by short Q&A session. (20 mins)

### **4.3 Mr Kyran O'Donnell MLA, Member for Kalgoorlie**

Mr Kyran O'Donnell MLA discussed matters of interest from his perspective to the Region leading into the election followed by short Q&A session. (20 mins)

## **5. PRESENTATIONS**

### **5.1 Shire of Esperance (15 minutes)**

Presentation was provided by A/CEO, Mat Walker on current and future developments in the Shire of Esperance.

**At 10:15am a Morning tea break was held – 15 minutes**

## 6. MINUTES OF MEETINGS

### 6.1 Minutes of the Goldfields Voluntary Regional Organisation of Councils (GVROC) meeting held 13 November 2020

Minutes of the GVROC Council Meeting held Friday 13 November 2020 are presented for adoption (**Attachment 1**).

#### RECOMMENDATION:

That the Minutes of the GVROC Council Meeting held Friday 13 November 2020 be confirmed as a true and correct record of proceedings.

**RESOLUTION:**                      **Moved: Cr Ian Mickel - Shire of Esperance**  
   **Seconded: Cr Laurene Bonza - Shire of Dundas**

Carried

### 6.2 Action Sheet Report

An update on the actions based on the resolutions from the meeting held on 13 November and the WALGA State Council meeting held 27 November 2020 are presented for noting (**Attachment 2**).

#### RECOMMENDATION:

That the Action Sheet Report as listed for noting be received.

**RESOLUTION:**                      **Moved: Cr Tracey Rathbone - Shire of Coolgardie**  
   **Seconded: Cr Patrick Hill - Shire of Laverton**

Carried

### 6.3 Matters for Noting

The following matters were presented for noting.

1. WA Government Ministerial Media Statements of relevance to the Goldfields Esperance Zone since the last GVROC meeting. (**Attachment 3**)
2. Final signed and executed under seal copy of the GVROC MOU 2020-22 (**Attachment 4**) and the GVROC and GECZ Meeting Procedures.
3. Analysis of GVROC LGA Federal Roads Funding under the Local Roads and Community Infrastructure Program (**Attachment 5**) and refer to resultant correspondence for noting (Item 3 - **Attachment 9**) as resultant of actions arising from GVROC meeting held 27 November 2020.
4. State Emergency Management Committee (SEMC) Communique – December 2020 (**Attachment 6**). The SEMC Communique also refers to 108 mobile phone base stations to be upgraded in WA. Please find attached a spreadsheet with the tower details (**Attachment 6.1**), and a link to the website with further details.  
<https://www.communications.gov.au/phone/improving-resilience-australias-telco-networks>.
5. The Australian Government announced \$200 million in the 2020-21 Budget for a fifth round of the Building Better Regions Fund. Round Five includes:
  - a. \$100 million to support tourism-related infrastructure projects which are focussed on mitigating the economic impact of the COVID-19 pandemic on a region's tourism industry.
  - b. The other \$100 million will support regional remote Australia more broadly, by funding general infrastructure projects and community investment projects.

The Guidelines for Round Five of the BBRF are now available for eligible organisations and interested parties. Further information can be found at the <https://www.business.gov.au/SearchResult?query=Building+Better+Regions+Fund&useAndSearch=true&type=1>. Applications close 5 March 2021.

**RECOMMENDATION:**

That the matters for noting listed be received.

**RESOLUTION:**

**Moved: Cr Tracey Rathbone - Shire of Coolgardie**  
**Seconded: Cr Laurene Bonza - Shire of Dundas**

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**Carried****6.4      Correspondence for Noting**

The following correspondence is presented for noting.

**Correspondence sent:**

1. Letter sent to Shire of Wiluna on 27 November 2020 supporting the Shire's request to be formally recognised as part of the RDA Goldfields Esperance Boundary (**Attachment 7**).
2. Letter sent to Shire of Dundas on 18 December 2020 supporting the Shire's funding application to the Future Drought Fund – under the Drought Resilience Research and Adoption Program (**Attachment 8**).
3. Letter to Hon Michael McCormack MP, Deputy Prime Minister and Minister for Infrastructure Transport and Regional Development regarding GVROC concerns on methodology for Phase 2 funding allocation under the Local Roads and Community Infrastructure Program (LRCI). (**Attachment 9**)
4. Letter to Duncan Ord, Director General of DLGSC seeking clarity on what triggers, the methodology and timeliness for delivering findings for LGA inquiries (**Attachment 10**).

**Correspondence received:**

1. Letter from the Hon Peter Tinley MLA, Minister for Housing; Fisheries; Veterans Issues; Asian Engagement dated 27 January 2021 regarding GVROC Chair's inquiries to the Minister on Social and Public Housing (**Attachment 11**).

**RECOMMENDATION:**

That the correspondence listed for noting be received.

**RESOLUTION:**

**Moved: Cr Patrick Hill - Shire of Laverton**  
**Seconded: Cr Tracey Rathbone - Shire of Coolgardie**

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**Carried**

## **7. GOLDFIELDS VOLUNTARY REGIONAL ORGANISATION OF COUNCILS FINANCE**

### **7.1 Financial Statement for 31 December 2020**

**Reporting Officer:** James Trail, Chief Executive Officer Shire Coolgardie

**Disclosure of Interest:** No interest to disclose

**Date:** 28 January 2021

**Attachments:** Financial Statement and accounts paid to 31 December 2020  
(Attachment 12)

**Background:**

Presenting the financial statement for the period and the accounts approved for payment for the period 1st October 2020 to 31st December 2020.

**Financial Statement:**

The Officer provides the following comment:

Note No	Account No	Details
1	575.01	Interest - Interest on funds held by GVROC
2	1513	Executive Officer - Professional Services
3	0501	Payment of 2019/2020 Annual Contributions
4	Other	Payment as per GVROC Resolution for equity share in Records Facility

**Accounts Paid and Receipts:**

GVROC Expenses 01st October 2020 to 31st December 2020				
Payment Type	Date	Payee	Details	Amount inc GST
EFT	29-Oct-20	ATO	Payment for Bas Statement	\$4,122.00
EFT	29-Oct-20	Up To Date Accounting	Accounting Services	\$844.80
EFT	29-Oct-20	Shire Coolgardie	Administration Costs	\$472.93
EFT	29-Oct-20	Drummond Catering	Refreshments and Food	\$525.00
EFT	29-Oct-20	Hannans Club	Refreshments and Food	\$390.50
EFT	29-Oct-20	GEDC	Strategic Project	\$10,000.00
EFT	21-Sep-20	Mann Advisory	Executive Fees	\$11,225.39
EFT	17-Dec-20	Mann Advisory	Executive Fees for October and November	\$22,104.64
			<b>Total Expenses paid</b>	<b>\$49,685.26</b>
Receipt	2-Oct-20	Shire Dundas	Membership Fees	\$11,000.00
	13-Nov-20	Shire Coolgardie	Membership Fees	\$11,000.00
	17-Nov-20	Shire Leonora	Membership Fees	\$11,000.00
	18-Nov-20	Shire Wiluna	Membership Fees	\$11,000.00
	19-Nov-20	Shire Esperance	Membership Fees	\$11,000.00
	20-Nov-20	Shire Ngaanyatjaraku	Membership Fees	\$11,000.00
	20-Nov-20	City Kalgoorlie - Boulder	Membership Fees	\$11,000.00
	24-Nov-20	Shire Menzies	Membership Fees	\$11,000.00
	27-Nov-20	Shire Laverton	Membership Fees	\$11,000.00
	7-Dec-20	Shire Dundas	Membership Fees	\$11,000.00
			<b>Total Revenue Received</b>	<b>\$110,000.00</b>
Receipt	1-Oct-20	Netsaver Account	Credit Interest	\$10.26
Receipt	2-Nov-20	Netsaver Account	Credit Interest	\$10.94
Receipt	1-Dec-20	Netsaver Account	Credit Interest	\$9.92
	31-Dec-20	Business Zero Transaction Account	Balance	\$123,437.01
	31-Dec-20	Business Telenet Saver Account	Balance	\$250,346.78

Accounts for 2020/2021 annual contributions were raised and have now been received from all GVROC Members.

**Consultation:** Nil

**Financial Implications:** Funds for the expenditure is included in the 2020/2021 Budget

**Strategic Implications:** GVROC Strategic Plan 2017-2022 Objective 3

**RECOMMENDATION:**

That GVROC:

1. Endorse the Statement of Financial Position for the period 1 October 2020 to 31 December 2020 and the accounts approved for payment for the period 1 October 2020 to 31 December 2020 totalling \$49,685.26.
2. Endorse the actions taken by the Shire of Coolgardie Chief Executive Officer to pay for GVROC expenses and receipt of GVROC Revenue.

**RESOLUTION:** Moved: *Cr Tracey Rathbone - Shire of Coolgardie*  
 Seconded: *Cr Shaneane Weldon - Shire of Laverton*

Carried

## 8. GVROC - LAW AND ORDER

**Reporting Officers:** Jim Epis, CEO Shire of Leonora  
Jim Quadrio, President Shire of Wiluna  
Patrick Hill, President Shire of Laverton

**Disclosure of Interest:** Nil

**Date:** February 2021

**Attachments:** Nil

### **Background:**

During early December 2020, several of the GVROC members, notably in the Northern Goldfields region, reported that they are continuing to have ongoing law and order issues within their towns.

This is an ongoing issue that is beginning to take a toll on the local residents of the towns, with no solutions coming forward to address the issue. Alcohol can be blamed for 90% of the problems, and the COVID-19 stimulus payments and additional welfare payment as part of job keeper/seeker are providing additional cash that is being used to purchase alcohol. The Shire of Leonora reported that trouble had increased with juveniles seen out and about smashing shop windows and windscreens on motor vehicles. Police are doing their best but are not resourced enough and are constrained in that they cannot lock up juveniles and there is nowhere to take them except home, which in many cases is an abusive unsafe place that many are trying to escape from and why they roam the streets.

The situation is demoralizing for everyone, especially the shire staff and most towns people who are trying to do the right thing and live their normal lives.

### **Officer Comment:**

Times are desperate and as a regional group, the Shires of Leonora, Laverton and Wiluna would like to call on the GVROC to assist in coming up with some strategies to address these ongoing law and order plus social issues.

While not only a Goldfields issue, which has been shown in the media with the recent troubles in Broome, one suggestion has been to hold some sort of a forum in the Goldfields similar to the one held in Broome that had government departments attend as well as the Minister for Aboriginal Affairs, Hon Ben Wyatt and other members of parliament. However mixed reports on the success of this forum have been reported.

An alternative suggested by Patrick Hill, Shire President of Laverton, was to use this item on our Esperance GVROC meeting to work out exactly what GVROC members want to see implemented.

It is also proposed rather than having a Forum in the Goldfields that the GVROC form a good strong delegation and go down to Perth, spend a few days there and seek meetings with key figures such as the Premier, Minister and Commissioner of Police, the Minister and Director General for Department of Communities, Minister for Aboriginal Affairs, and people such as Andrew Forrest and his Minderoo Foundation Group. There are possibly a whole lot of others that could also be seen, and the structure of how this is done needs to be agreed. Either the whole delegation could meet people together or the delegation splits up and meets various relevant people individually.

Originally it was suggested that any GVROC delegation to Perth be prior to the State Election in March 2021, to see if some pressure can be placed on the political parties to make election commitments to address the issues.

However, it should be noted that the current Labor Government and Ministers will enter caretaker mode in February prior to the election and may not be available to meet the delegation. Therefore it is recommended that the delegation schedule a trip to Perth post the election when the incoming government is back, Ministerial positions have been announced and the government is back operations/business as usual.

**Consultation:** GVROC and all LGA members



**Voting Requirement:** Simple majority

**RECOMMENDATION:**

That the GVROC:

1. Endorse a delegation of GVROC member LGAs to visit Perth post the March election to meet with key figures and stakeholders that can make change and address the anti-social law and order issues facing the region.
2. Endorse the following GVROC members to form the delegation:
  - Mal Cullen – GVROC Chair and Shire of Coolgardie President
  - John Bowler – Mayor of City Kalgoorlie Boulder
  - Patrick Hill – Shire of Laverton President
  - Linden Brownley – City of Kalgoorlie Boulder Councillor;and supported by the GVROC Executive Officer.
3. Each GVROC LGA CEO to provide key issues and evidence around the anti-social law and order issues arising in their towns to the GVROC Executive Officer for collation of a paper to be provided to the delegation for consideration and discussion prior to the visit to Perth.
4. Request the nominated GVROC delegation to report back to the GVROC at its next meeting on 26 March 2021, on any progress made in organising the visit.

**RESOLUTION:**                    **Moved: Mr James Trail – Shire of Coolgardie**  
   **Seconded: Cr Peter Craig - Shire of Leonora**

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**Carried**

## 9. DESIGNATED AREA MIGRATION AGREEMENT (DAMA)

<b>Reporting Officer:</b>	John Walker, CEO, City of Kalgoorlie Boulder Almetra Bethlehem, Policy and Research Advisor, CKB
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	February 2021
<b>Attachments:</b>	Update Presentation on varied Deed of Agreement for the DAMA ( <b>Attachment 13</b> ) to be presented by Almetra Bethlehem, Policy and Research Advisor, City of Kalgoorlie-Boulder prior to the discussion on this item.

### Background:

The City of Kalgoorlie Boulder (CKB) is the Designated Area Representative (DAR) for the DAMA in the Goldfields. The CKB has established the systems and processes required to manage the DAMA and it launched the Goldfields DAMA website on 24 June 2019 - [www.goldfieldsdama.com](http://www.goldfieldsdama.com).

The CKB started accepting applications on 1 July 2019 and will assess applications within 5 working days. Around 80 people attended the 1st Goldfields DAMA information session in April 2019 and around 50 people attended the 2nd Goldfields DAMA information session & website launch – June 2019.

### Year 1 - Key Elements:

- Currently restricted to 72 approved occupations
- Ceilings of 500 approved nominations for TSS/ENS visas
- English language concessions for 28 occupations
- Salary concessions for 4 occupations
- Age concessions – an age limit of 50 years old for a PR pathway through ENS (Subclass 186) visa (note: cannot turned 50 at time of PR nomination)
- Provides a pathway to permanent residency (for skill level 1 to 4 occupations)

### To date the CKB has:

- Received over 400 DAMA queries.
- The Goldfields DAR has endorsed 27 businesses, which includes 40 TSS/ENS nominations. By the end of February 2020, there may be up to 59 TSS/ENS nominations endorsed by the Goldfields DAR. See the below table for the occupation breakdown:

Occupations	No. TSS/ENS nominations
Bar Attendant (Supervisor)	3
Chef	5
Child Care Worker	9
Community Worker	1
Driller	7
Drillers Assistant	7
Hotel/Motel Manager	4
Mechanical Engineering Technician	1
Motor Mechanic	5
Retail Manager	4
Sports Development Officer	1
Truck Driver	5
Waiter (Supervisor)	2
Welder	2
<b>Grand Total</b>	<b>59</b>

- 27 October 2019 to 24 January 2020, the Goldfields DAMA Workforce Survey was promoted, and businesses are encouraged to fill the survey, seeking additional information and data of what other occupations are needed for the roll out of the Year 2 Goldfields DAMA program.
- Currently, the Goldfields DAR is preparing the negotiation stage of the Goldfields DAMA year 2 program by drafting a deed of variation and annual report to A/Minister Alan Tudge.
- The type of occupations may be added in the second-year program includes Café or Restaurant Manager, Cook, Greenkeeper, ICT Customer Support Officer, Rope Access Technician, Hairdressers and many more. The negotiation is expected to be signed and finalised on the anniversary of the Goldfields DAMA program which is on the 21 March 2021.

### Officers Comments

The CKB has finally received in late December 2020 and is reviewing the draft Deed of Variation Agreement for the year 2 Goldfields DAMA program from the Minister's Office. Some positives and negatives have been highlighted.

The positive is the Minister has agreed to the majority of the requests including:

- adding the three Shires i.e. Dundas, Esperance and Ravensthorpe;
- a total of 125 occupations secured;
- having the ceiling remain at 500 TSS/ENS/SESR nominations;
- TSMIT granted for requested occupations;
- English language concession granted for requested occupations;
- Age concession from 50 up to 55 years old for only skill level 1 occupations;
- Adding SESR (subclass 494) visa to the DAMA; and
- Reducing the post-qualification experience from 2 years to 1 year.

However, the negatives are that the Minister has removed the following occupations from the year 1 Goldfields DAMA program:

- Bar Attendant (Supervisor)
- Earth Moving Plant Operator
- Hotel or Motel Manager
- Human Resource Adviser
- Loader Operator
- Motor Mechanic (General)
- Retail Manager (General)
- Scaffolder
- Truck Driver (General)
- Waiter (Supervisor)

The CKB is planning to retrieve some of the removed occupations added in March 2021 and add the Shire of Laverton to the Goldfields DAMA, when it submits the annual report in February 2021.

The CKB will keep all LGAs informed with the progress once the Deed of Variation Agreement is signed by all parties.

### RECOMMENDATION:

That the GVROC Council note the officer's presentation, comments and status of the final Deed Variation Agreement for the 2<sup>nd</sup>/3<sup>rd</sup> year DAMA program rollout.

### RESOLUTION:

**Moved: Cr Peter Craig - Shire of Leonora**

**Seconded: Cr Tracey Rathbone - Shire of Coolgardie**

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**Carried**

## 10. GOLDFIELDS RECORDS STORAGE FACILITY

### 10.1 Goldfields Records Storage Facility – Update

**Reporting Officer:** Andrew Mann, Executive Officer GVROC

**Disclosure of Interest:** Nil

**Date:** February 2021

**Attachments:** Nil

**Background:**

At the Special Meeting of the Goldfields Voluntary Regional Organisation of Councils (GVROC) held 26<sup>th</sup> June 2020, Council resolved;

**RECOMMENDATION:**

That the GVROC Council in relation to recommendations 1 to 4:

1. Note the report on the Goldfields Records Storage Facility Draft Financials 2019-20
2. Request a final detailed financial report for the period ending 30<sup>th</sup> June 2020 be presented to the GVROC Council Meeting on the 10<sup>th</sup> July 2020.
3. Note invoices need to be raised to the City of Kalgoorlie-Boulder, Shires of Coolgardie, Dundas, Leonora and Menzies for 12 months to cover the 2019/20 operational costs of the facility.
4. Note the current market valuation of the Goldfields Records Storage Facility of \$500,000 (with a market range of \$475,000 to \$525,000).

**RESOLUTION:** **Moved: Mr Kevin Hannagan - Shire of Ngaanyatjaraku**  
**Seconded: Cr Timothy Carmody - Shire of Wiluna**

**Carried**

5. That GVROC reject the recommendation as proposed at its meeting of 15 May 2020 which was laid on the table as follows:
  - a. Note this update and that the CEOs will each receive a copy of the Variation Deed for execution in the coming weeks.
  - b. Note when all ten executed copies are received the eligible Withdrawing Regional Group will receive their cash distribution of \$25,000.00 (exc GST).
  - c. Note that for the four remaining parties will also need to execute the new replacement agreement and Transfer of Land as outlined in the above comments.
  - d. Note this will then conclude the GVROC's responsibilities for the Records Facility and the four remaining parties will manage its operations outside of the GVROC.

**RESOLUTION:** **Moved: Mr Kevin Hannagan - Shire of Ngaanyatjaraku**  
**Seconded: Cr Jim Quadrio - Shire of Wiluna**

**Carried**

6. That the GVROC Council as representative of the Regional Group Members of the Joint Venture (the Parties to the Archives and Record Management Agreement) endorse and adopt the without prejudiced proposed solution to the records storage facility as detailed below, with the condition that should the facility not immediately be disposed all original members continue to meet their obligations under the Archives and Record Management Agreement until such time of its disposal in regards to:
  - 6a) All members share equally the specified fixed expenses for the facility e.g. insurance, rates, building maintenance; and
  - 6b) Current members that are still utilising the facility for records storage remain responsible for all other operating costs.
- 6.1 The Original Members, as the local governments named in the Records Agreement and as beneficial owners as tenants in common in equal shares of the archives and records storage facility located at Unit 2, 12 Federal Road, South Kalgoorlie (Facility), agree to dispose of the Facility currently held in the name of the City of Kalgoorlie-Boulder as bare trustee for the Original Members.

- 6.2 The method of disposal for the facility will be discussed and agreed by the members at the next meeting of GVROC scheduled for 24 July 2020.
- 6.3 After the disposal of the Facility the Joint Venture promptly be wound up.
- 6.4 As part of the process of winding up of the Joint Venture an account be taken of the finances of the Joint Venture from its creation to the date of winding up to determine the annual income and expenditure of the Joint Venture during the period of its operation and to determine the assets and liabilities of the Joint Venture as at the winding up.
- 6.5 The net assets of the Joint Venture be distributed in accordance with the terms of the Records Agreement equally between the Original Members.
- 6.6 All third-party costs of the sale of the Facility and the winding up of the Joint Venture be paid for from the assets of the Joint Venture.
- 6.7 Each of the Original Members otherwise pay their own costs of the dispute and of the disposal of the Facility and winding up of the Joint Venture.
- 6.8 The winding up of the Joint Venture and payment to each of the Original Members their share of the Joint Venture assets pursuant to this proposal will be:
  - 6.8.1 in full and final satisfaction of all claims any Original Member may have against any other Original Member or the Joint Venture with regard to the Joint Venture, the Records Agreement and the Facility; and
  - 6.8.2 upon payment each Original Member releases and discharges every other Original Member and the Joint Venture from and against all such claims whether or not the Original Members were or could have been aware of such claims which an Original Member:
    - (a) now has;
    - (b) at any time had;
    - (c) may have; or
    - (d) but for this settlement, could or might have had,against any other Original Member or the Joint Venture with regard to the Joint Venture, the Records Agreement and the Facility.

**RESOLUTION:** **Moved: Mr Kevin Hannagan - Shire of Ngaanyatjaraku**  
**Seconded: Cr Tracey Rathbone – Shire Coolgardie**

**Carried**

At the last GVROC meeting held on 24 July 2020, the GVROC further resolved:

**RECOMMENDATION:**

That the GVROC Council as representative of the Original Parties to the Records Facility Agreement:

1. Endorse the CKB as the asset holder to engage a commercial real estate agent to place the facility for sale on the open market as the agreed method of disposal.
2. Accept a selling price based on the existing market evaluation in the range of \$475,000 to \$525,000 with this price to be reviewed and amended by agreement of all parties subject to any feedback from the open market disposal method which is contrary to the current valuation.
3. Request that the CKB provide an update report regarding the progress of the above recommendations at the next GVROC meeting in September 2020.

**RESOLUTION:** **Moved: Cr Ian Mickel, Shire of Esperance**  
**Seconded: Cr Jim Quadrio, Shire of Wiluna**

**Carried**

**Officer's Report:**

Discussions are still ongoing between the City of Kalgoorlie Boulder and the Shires of Coolgardie, Dundas, Leonora and Menzies to discuss an approach to purchase the facility as a joint consortium, given they still require the facility for records storage requirements.

The City Kalgoorlie Boulder CEO, John Walker advised on 4 January 2021 that the CKB had received a conditional offer for the building however it is complicated. Daniel Lavery of John Matthew and Sons, who is the agent, has made an offer to buy. He has withdrawn as selling agent, signed the necessary disclosures and offered a purchase price of \$550,000.

The offer is subject to a required 10 + 5 year leaseback by those Councils willing to remain as tenants at a yield of 11% or \$60,000 per year plus outgoings. The offer is a clean one as all owners would receive their 10% share (i.e. \$55,000 less commissions and expenses), however, it would require those councils wishing to remain as users to enter into a long term lease.

However, on the next day 5 January 2021, this offer was withdrawn. As such the property remains on the market until either another offer is made or those LGAs still wanting to utilise the facility come up with an alternative offer for consideration.

**Consultation:** GVROC Chair  
GVROC CEOs Group

**Financial Implications:** Nil to the GVROC but could have implications based on disposal price for those LGAs that wish to remain or purchase the facility.

**Strategic Implications:** Disposal of the Facility will remove the item from the GVROC agenda

**RECOMMENDATION:**

That the GVROC Council as representative of the Original Parties to the Records Facility Agreement note the current update in the progress to wind up the Records Storage Facility.

**Motion for Alternate Recommendation called:**

**Moved: Mayor John Bowler – City of Kalgoorlie Boulder**

**Seconded: Mr James Trail – Shire of Coolgardie**

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An alternate recommendation was made by the City of Kalgoorlie Boulder's CEO, John Walker, to resolve the Records Storage Facility item and remove it from the GVROC's agenda, by the City placing an offer on the table to purchase the facility.

The alternate recommendation is as follows:

**RECOMMENDATION:**

That the GVROC Council as representative of the Original Parties to the Records Facility Agreement:

1. Agree to sell the Facility to the City of Kalgoorlie Boulder for a purchase price of \$450,000.
2. Note after the disposal of the Facility the Joint Venture will be promptly wound up.
3. Note that each of the original parties will be entitled to a one tenth share of this purchase price (\$45,000) less all third-party costs of the sale of the Facility and the winding up of the Joint Venture.
4. Note for those Original Parties still interested in utilising the facility for records storage post the sale, that the City of Kalgoorlie Boulder will work with those parties to negotiate and make necessary arrangements for its continued use.
5. Note this will remove the matter from the GVROC.

Following discussion and debate on this alternate recommendation a vote for and against was called on the motion.

**Motion Resolution:**

The motion of the alternate recommendation was unanimously carried by all

**RESOLUTION:** **Moved: Mr James Trail – Shire of Coolgardie**  
**Seconded: Cr Patrick Hill – Shire of Laverton**

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**Carried**

<b>11. GOLDFIELDS VOLUNTARY REGIONAL ORGANISATION OF COUNCILS BUSINESS</b>
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Motion called to defer Agenda Item 11.1 to the end of the meeting with only GVROC Delegates present to discuss the item.

The motion was unanimously carried by all.

**RESOLUTION:**                      **Moved: Mr James Trail – Shire of Coolgardie**  
   **Seconded: Cr Laurene Bonza – Shire of Dundas**

**Carried**

**11.1                      GVROC Executive Officer – contract**

**Reporting Officers:**                      James Trail, CEO Shire of Coolgardie

**Disclosure of Interest:**                      Nil

**Date:**    February 2021

**Attachments:**                                      Nil

**Background:**

At GVROC Special Council meeting held on 30 August 2019 the GVROC resolved as follows:

**RECOMMENDATION:**

**That the:**

1. GVROC Council endorse Mann Advisory Services for the position of Executive Officer from 10<sup>th</sup> September 2019 until 28<sup>th</sup> February 2021
2. GVROC Council authorise the Chair of CEO Working Group in consultation with Chief Executive Officer's Dundas and Laverton to finalise the engagement of Mann Advisory Services in accordance with AS 4122-2000 General Conditions of Contract for the Engagement of Consultants
3. GVROC Council authorise the Chair GVROC Council to
  - a. Sign the letter of offer to Mann Advisory Services
  - b. Execute AS 4122-2000 General Conditions of Contract for the Engagement of Mann Advisory Services

**RESOLUTION:**                      **Moved: Mr Colin Bastow, Shire of Wiluna**  
   **Seconded: President Patrick Hill, Shire of Laverton**

**Carried**

As part of the initial engagement, the responsibilities expected of the Executive Officer were:

- To proactively advocate, build and maintain effective working relationships with internal and external stakeholders.
- Advocate on behalf of the GVROC to both industry, state and federal government.
- Provide strategic leadership to the GVROC as required.
- Provide advice and information that will facilitate the GVROC Vision.
- Prepare high quality reports, speeches, presentations, briefings, correspondence and other papers for the GVROC.
- The preparation and settlement of the GVROC meeting agenda and business papers in consultation with the Chairperson and Chair of the CEO Group.
- Assist in preparing a brief snapshot report on the status of the Expected Actions to be distributed as a component of each GVROC Agenda.

The expected Actions as part of the engagement were:

- Arrange where possible, a relevant State Minister and/or Director General (DG's) to attend GVROC meetings.
- Arrange if possible, a member of WALGA, Department of Local Government and Communities and LG Professionals to attend GVROC meetings.
- Assist GVROC by preparing submissions and/or delegations regarding State policies and/or legislative reforms that potentially impact on WA Regional Capitals.
- Assist GVROC to actively advocate of issues of on common interest
- Develop policy position papers as directed by the GVROC Council
- Assist GVROC to actively engage with the Federal Government on behalf of the Region
- Assist in the implementation of the GVROC Strategic Plan

It was also expected that the following KPI's were to be achieved within first 12 months of engagement.

KPI 1: Agreement by GVROC on the top 4 prioritised projects for the next 2 years.

KPI 2: Actual progress and activity on at least one regional project reported.

KPI 3: A prioritised list for advocacy established.

KPI 4: One shared service or resource initiative trialled.

**Officer Comment:**

Andrew Mann has been contracted and engaged in the Executive Officer's role for the last 17 months. The current contract is due to expire on the 28 February 2021 and a decision is required on whether to offer a further extension of this existing contract, cease the contract or tender for the services on the open market again.

Andrew Mann has delivered against the required responsibilities and actions during his current contract tenure. Andrew has also met the first three KPI's as initially set up and while KPI 4 may not have been met, Andrew has been assisting in trying to resolve the long-standing Shared Records Storage Facility issue, that collectively GVROC have now agreed on a path forward with his assistance.

Highlights during Andrew's current tenure include:

- Has proactively built and maintained effective working relationships with internal GVROC members and external GVROC stakeholders.
- Consistently delivered high quality and well structured GVROC meeting agendas and business papers and expected actions for all GVROC meetings and WALGA State Council meetings.
- In light of the COVID-19 Pandemic, established use of Zoom Video Conferencing for meetings, now used as an option for all meetings for those that can attend in person, eliminating the old teleconferencing that did not enable effective communication and meetings.
- Had Ministers and DG's attend Esperance meeting in January 2020 and consistently has local MPs, WALGA, DLGSC, GEDC and RDAGE attend meetings.
- Has organised for relevant presentations from industry and state and federal government departments at meetings.
- Developed a GVROC Economic Policy paper for the Region highlighting four clear focus areas for GVROC priorities going forward.
- Has assisted in progressing the development of a Camel Industry project for the region.
- Assisted in establishing a Drought Relief Committee and providing support towards advocating for change to government drought policy.
- Reviewed and had GVROC execute a new GVROC MOU 2021-22 and meeting procedures and protocols.
- Provided feedback and guidance regarding the GVROC infrastructure strategy for industry growth - Opportunities identification study
- Delivered a paper on Roads of Strategic Importance for the region
- Has provided high quality reports, correspondence and submission papers for the GVROC as directed e.g. Submission to the Productivity Commission on its Draft Report into Remote Area Tax Concessions and Payments.

Andrew Mann has advised that he is acceptable to extending the tenure of the contract for a further 12 months based on the current terms and fees.



If the contract is not renewed, then the responsibility will fall back to the Chair of the CEO Group, and this will impact on delivery of the executive services to the GVROC based on competing priorities of the CEO, a reason for initially deciding to contract an Executive Officer.

If the GVROC decide that they would like to test the open market again to engage a consultant, there will be a time delay between the current contract with Andrew expiring and the appointment of a new contract for services. This could also impact on the delivery of services to the GVROC.

Based on the above it is recommended that the best alternative based on Andrew's current performance in the role and no time delays or impact to services is for the GVROC to authorise the Chairperson and Chair of the CEO Group to extend the current contract with Mann Advisory.

It would also make sense to extend the contract for 12 months aligned to the current GVROC MOU that has been executed by all LGA members through to 2022, at which stage it will be reviewed.

<b>Consultation:</b>	GVROC and all LGA members
<b>Financial Implications:</b>	Ongoing costs of contract at \$10,000 per month.
<b>Strategic Implications:</b>	Will have limited Executive Officer support if current contract is not extended if other options are preferred.
<b>Voting Requirement:</b>	Simple majority

**RECOMMENDATION:**

That the GVROC:

1. Agree in principle to a twelve – month contract extension through to 28th February 2022 for the GVROC Executive Officer role with Andrew Mann, Principal of Mann Advisory, based on the current terms and fees subject to setting KPI's for the period of the contract extension.
2. Request the KPI's and twelve – month contract extension be presented to the 26th March 2021 Council meeting for endorsement;
3. Note the financial implications of the contract extension and ensure sufficient funds are available to meet the extended contract if approved as per recommendation 2.

**RESOLUTION:**                      **Moved: Cr David Grills – City of Kalgoorlie Boulder**  
   **Seconded: Mr James Trail – Shire of Coolgardie**

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**Carried**

## **11.2 Establishing a Camel Industry – Camel Industry Working Group Update**

<b>Reporting Officer:</b>	Andrew Mann, Executive Officer GVROC
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	February 2021
<b>Attachments:</b>	Camel Industry Working Group – Meeting Minutes for 23 November 2020 ( <b>Attachment 14.1</b> ) and Minutes for 16 December 2020 ( <b>Attachment 14.2</b> )

### **Background:**

The Camel Industry Analysis Report undertaken by the GEDC in partnership with GVROC, DPIRD and the GNRBA was completed and endorsed in August 2020. The report resulted in the following recommendations:

1. Government and stakeholders adopt a long-term view; pursue a minimum 10-year industry development program; that camel population reduction and camel commercialisation be viewed as complementary tasks of critical importance.
2. Immediately develop a camel industry strategy and business case to accompany grant applications and investment proposals.
3. Actively pursue a 'Regional Deals' partnership through engagement with Federal and State members of parliament; to better manage Australia's feral camel population and generate economic benefits for remote and regional communities across the Goldfields.
4. Encourage and support private investors to form partnerships, resources and feasibilities /business plans to develop the ventures outlined in this report.
5. Seek grant funding and investment support to establish a GPS monitoring system, a network of self-mustering yards on pastoral and Aboriginal lands, and technical support to help pastoralists adopt co-grazing. Aim is to ensure camel supply is reliable and sustainable from the outset.
6. Call expressions of interest to establish a panel of experts with 'deep' experience in breeding, handling and farming of camels to provide expertise to new operators, contractors, communities, GVROC and Government.
7. Establish a GVROC sub-committee to facilitate grant and investment applications, coordinate and support private investors, and provide guidance to locating and developing the required infrastructure (in collaboration with the panel of experts).
8. Aim to appoint a commercial project manager to liaise with stakeholders and implement the industry strategy that will deliver a sustainable camel industry within ten years.
9. Compile a register (online library) of education / training materials for pastoralists and Aboriginal stakeholders on issues relating to camel handling, domesticating, grading (age, health, condition), transporting, breeding / farming, processing, value-adding & marketing.

On 10 September 2020, a workshop was held with representatives from GEDC, GVROC, DPIRD, GRNBA, other WA Government Departments, Pastoralists and Industry to further progress the recommendations from the report. An outcome of the workshop was to establish a Camel Industry Working Group to progress the recommendations from those people that showed interest at the attendance at the workshop.

### **Comment:**

The Camel Industry Working Group has been formed and held its first meeting 23 November 2020. It has also held a second meeting on 16 December 2020 (see attachment 13.1 and 13.2 for the minutes). It is led by the GEDC and currently chaired by the GVROC Chair, Mal Cullen. The next meeting is scheduled for Monday 15th February 2021.

The GVROC Chair has put considerable time and effort in trying to progress this initiative for the region, given its potential to create a new industry and associated economic benefits for the region.

However, to date the progress has been slow and there has been little agreement from parties involved on a way forward. While the State Government and Minister MacTiernan have shown support for the concept, it requires the industry parties to come together to put forward a proposal that also has the support of all parties including those local governments to be involved.

The GVROC Chair requests confirmation from the GVROC members on whether it still supports this initiative, and if yes how they wish to be involved to ensure it progresses.

**Consultation:** GVROC Chair & Executive Officer, GEDC, GNRBA, DPIRD, CSA, Camel Industry Working Group

**Financial Implications:** Nil

**Strategic Implications:** GVROC Strategic Plan 2017-2022  
Objective 1, Goal 1.1

**RECOMMENDATION:**

That the GVROC:

1. Note the update and minutes from the Camel Industry Working Group.
2. Support its ongoing involvement in the Camel Industry initiative.
3. If recommendation 2 above is supported: Endorse the establishment of a sub-committee comprising of relevant GVROC LGAs to facilitate and co-ordinate the development of a camel industry strategy and business case to attract Government and Industry funding to progress the commercialisation of a camel industry in WA. The GVROC Camel Industry Initiative Sub Committee will comprised of representatives from the Shires of: Coolgardie, Dundas, Laverton and Wiluna; with support provided by the GVROC Executive Officer.
4. Note the sub-committee will investigate the opportunities to appoint a commercial project manager (dependant on funding) to implement the camel industry strategy to develop a sustainable camel industry over the next 10 years.

**RESOLUTION:** Moved: *Cr Patrick Hill – Shire of Laverton*  
Seconded: *Cr Peter Craig - Shire of Leonora*

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**Carried**

### **11.3 GVROC Drought Relief Committee update**

<b>Reporting Officers:</b>	Peter Fitchat – CEO Shire of Dundas Andrew Mann, Executive Officer - GVROC
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	February 2021
<b>Attachments:</b>	Letter sent to Shire of Dundas on 18 December 2020 supporting the Shire's funding application to the Future Drought Fund – under the Drought Resilience Research and Adoption Program ( <b>Attachment 8</b> ) and Kondinin Group Support Letter ( <b>Attachment 15</b> )

**Background:**

On 15 November 2019 at the GVROC meeting a motion was adopted to establish a Drought Relief Committee subject to terms of reference being established and endorsed out of session by the GVROC.

On 31 January 2020 at the GVROC meeting it was resolved:

**RECOMMENDATION:**

**That the GVROC:**

1. **Note the Final ToR and formally endorse the establishment of a Drought Committee to further address this issue.**
2. **Endorse the following representatives as members of the Drought Relief Committee:**
  - a. **Chair of GVROC: Cr Mal Cullen – Shire of Coolgardie**
  - b. **Three GVROC delegates as follows: Cr Laurene Bonza – Shire of Dundas, Cr Jim Quadrio and Cr Tim Carmody – Shire of Wiluna**
  - c. **Two GVROC CEOs as follows: Mr Peter Fitchat – Shire of Dundas and Mr Colin Bastow – Shire of Wiluna**

**RESOLUTION:**                      **Moved: Cr Laurene Bonza – Shire of Dundas**  
   **Seconded: Cr Tracey Rathbone – Shire of Coolgardie**

**CARRIED**

Peter Fitchat has taken on the role of organising the Committee from the Shire of Wiluna and is keeping note of any drought focussed information coming from the Federal or State Governments in the interim until such time that this committee can start to meet.

**Officer Comment:**

On 11 December 2020, the Shire of Dundas President invited all local MPs and those looking to run in the 2021 election for the region on a road trip to view drought impacted Pastoral Leaseholders.

Only Nicholas Fardell from the Nationals took up the offer, and the road trip happened on the 22nd – 23rd Dec 2020. Of the Roadhouses, Balladonia, Cocklebiddy and Caiguna were met. Mundrabilla and Madura were not available. Only one pastoral leaseholder was available from Mundrabilla Station, with others indicating that a further road trip later in 2021 would be better when it starts getting cooler so they not preoccupied with carting, pumping and looking after water points and feed.

From those met the concerns about the drought impact remains:

- Destocked leases
- most still carting water
- All still carting feed
- Less staff on the pastoral leases, impacting roadhouses business as they don't frequent roadhouses for meals and drinks.

The Shire of Dundas also reported that Camels have been spotted 100km west of Norseman, showing the impact of drought is moving them closer to the populated areas again.

The Shire of Dundas has also applied to the Federal Government to become a Drought Resilience Adoption and Innovation Lead Hub consortium for the region through funding available in the next round of the Drought Resilience Research and Adoption Program. The GVROC Chair provided a letter of support towards the application (refer to **Attachment 8**).

In relation to this application the Shire of Dundas is looking at engaging the services of the Kondinin Group to lead a Drought Resilience Adoption and Innovation Hub consortium (**refer to Attachment 15**).

The Red Cross also have a New Drought and Wellbeing Series called [Dry Times Talks](#) (click on this hyperlink), which is a show about hope in drought. Over five short episodes, you can hear directly from a diverse group of rural Australians & industry experts, sharing their stories and advice to help look after yourself, your family and community through drought and other tough times.

They will have **relatable, informative stories** and **practical tips** to support wellbeing.

Get all the episodes at: [redcross.org.au/drytimes](https://redcross.org.au/drytimes)

New episodes released weekly! Each video is a short summary of the podcast ep.

They have asked if everyone in drought affected regions could please share as per below details.

1. **Share** [Dry Times Talks](#) episodes & info with your networks and friends (feel free to download + share the attached [flyers](#))
2. **Subscribe** to 'Dry Times Talks' on your favourite podcast platform
3. **Post + share** the short videos on social media as they are released
4. **Watch** the videos and **Listen** to the podcast [here!](#)

There is also a FB page that you can share in your LGA networks:

<https://www.facebook.com/RedCrossEmergencyServicesWA/posts/2959379497498530>

We were also advised through the National Drought and North Queensland Flood Response and Recovery Agency of a Drought Community Outreach Events program to be held on 1 February 2021 in Esperance and the 2 February 2021 in Ravensthorpe. Refer to the attached link <https://www.droughtandflood.gov.au/events/outreach>. The disappointing part about this is the chosen location for the events, which would be better held closer to the drought affected areas, especially around the Goldfield region's pastoral stations.

However, Peter Fitchat has discussed this with June Bell, Regional Recovery Officer (South WA) at the National Drought and North Queensland Flood Response and Recovery Agency and they are now looking at holding an event 2nd or 3rd week in March 2021 at this early stage in the Shire of Dundas.

The Shire of Dundas CEO with the assistance of the GVROC Executive Officer will continue to track avenues for the GVROC to assist in drought relief for the region.

**Consultation:** GVROC

**Financial Implications:** TBD

**Strategic Implications:** Improved Sustainability, Job creation and retention of Primary Industry well into the future.

**RECOMMENDATION:**

That the GVROC:

1. Note the Shire of Dundas has applied to the Federal Government to become a Drought Resilience Adoption and Innovation Lead Hub consortium for the region through funding available in the next round of the Drought Resilience Research and Adoption Program.
2. Note the current update on other Drought related activities occurring.

**RESOLUTION:** **Moved: Cr Laurene Bonza - Shire of Dundas**  
**Seconded: Cr Ian Mickel - Shire of Esperance**

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**Carried**

## **11.4 Prioritising improved government public and social housing and affordable residential housing for the region**

**Reporting Officers:** Mal Cullen, GVROC Chair

**Disclosure of Interest:** Nil

**Date:** February 2021

**Attachments:** GEDC Statement of Requirements to engage consultant for a Goldfields Housing Snapshot (**Attachment 16**)

**Background:**

At the meeting on 13 November 2020 the GVROC resolved:

**That the GVROC:**

1. note the update on prioritising improved government public and social housing and affordable residential housing for the region.
2. Request that the GVROC Executive Officer with the GVROC Chair, to work with the GEDC to prepare a scope of works to engage a consultant to commence collecting the required data to highlight the current status of the housing and land availability, quality and affordability across the Goldfields-Esperance region to produce a 'Goldfields-Esperance Housing & Land Snapshot' (similar to the Pilbara Development Commissions' 'Pilbara Half Yearly Housing & Land Snapshot' that will summarise the housing and land status across the region and includes a section on government public and social housing.

**RESOLUTION:** **Moved: Cr Patrick Hill, Shire of Laverton**  
**Seconded: Cr Peter Craig, Shire of Leonora**

**Carried**

**Officer Comment:**

Since the last GVROC meeting the GVROC Chair and Executive Officer have assisted the GEDC with its scope of works to engage a consultant to commence collecting the required data to highlight the current status of the housing and land availability, quality and affordability across the Goldfields-Esperance region to produce a 'Goldfields-Esperance Housing & Land Snapshot' (similar to the Pilbara Development Commissions' 'Pilbara Half Yearly Housing & Land Snapshot' that will summarise the housing and land status across the region and includes a section on government public and social housing. The result being the attached Statement of Requirements to engage consultant for a Goldfields Housing Snapshot (**Attachment 15**).

The GEDC will be initiating this work and funding it and has advised that it has sent this out to a range of consultants to provide a quote for services on 20 January 2021. GEDC is hoping to appoint a consultant by 5 February 2021 and it is expected to take 8 weeks to complete and will be completed in early April 2021.

While the GEDC is leading the above work of collecting relevant data, it is still recommended that each GVROC LGA CEO needs to identify their known housing issues and needs i.e. land requirements, long or short-term housing needs (GROH, Public, Social, Private) amount and types of housing, affordable village style housing, joint venture opportunities with Government and provide to this to the GVROC Chair and Executive Officer for collation. Once this is gathered and the GEDC work completed a comparison can be made and a plan of action drawn up on how the GVROC wishes to use this to approach the State Government for action.

The GVROC Chair and Executive Officer, with the GEDC also held a meeting with the Department of Communities, Melanie Croke and Fran Keegan, on 22 January 2021 to discuss the social and affordable housing issues specifically affecting the Shire of Coolgardie and the region. Outcomes from this meeting included:

- Confirming demand in the region. Agreed for the GVROC Chair to attend the District Leadership Group meeting in March 2021 to discuss Government Department requirements and demands for the region.

- Department of Communities committed to providing information on SHERP activities in the region and asset management for the region.
- Department of Communities will also provide data into the GEDC led Goldfields Housing Snapshot.

**Consultation:** GVROC, GEDC, Department of Communities

**Financial Implications:** TBD

**Strategic Implications:** Improved Liveability, social and community wellbeing.

**RECOMMENDATION:**

That the GVROC:

1. Note the GEDC Statement of Requirements to engage consultant for a Goldfields Housing Snapshot update on prioritising affordable housing for the region.
2. Note that the GEDC is leading and funding this Snapshot data collection work.
3. Request each GVROC LGA CEO to identify their known housing issues and needs i.e. land requirements, long or short-term housing needs (GROH, Public, Social, Private) amount and types of housing, affordable village style housing, joint venture opportunities with Government and provide to this to the GVROC Chair and Executive Officer for collation within 30 days.

**RESOLUTION:** **Moved: Cr Patrick Hill - Shire of Laverton**  
**Seconded: Cr Tracey Rathbone – Shire of Coolgardie**

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**Carried**

## **11.5 Finalisation of Withdrawal of the Shire of Ravensthorpe from the GVROC**

**Reporting Officers:** James Trail, CEO Shire of Coolgardie

**Disclosure of Interest:** Nil

**Date:** February 2021

**Attachments:** Nil

**Background:**

At a special meeting of the GVROC held 26 June 2020 on the request of the Shire of Ravensthorpe to formally withdraw from the GVROC, it was resolved:

**RECOMMENDATION:**

That the GVROC Council:

1. Accept the withdrawal from GVROC request of the Shire of Ravensthorpe date 19 June 2020, which will take effect as at close of business 30 June 2020.
2. Endorse that the disbursement of an equal tenth share of proceeds and any surplus funds to the Shire of Ravensthorpe, or recovery of liabilities or debts, will be based on the GVROC financial statements for the financial year ended 30 June 2020 once they have been finalised and audited.
3. Authorise the President and CEO of the Shire of Coolgardie and the Executive Officer for GVROC, to work with the Shire of Ravensthorpe President and Chief Executive Officer to finalise all associated documentation to bring effect of this withdrawal.

**RESOLUTION:** Moved: *Mr Kevin Hannagan - Shire of Ngaanyatjaraku*  
Seconded: *Cr Ian Mickle – Shire of Esperance*

Carried

At the GVROC meeting held on 13 November 2020, it was resolved:

**RECOMMENDATION:**

That the GVROC based on the resolution of Item 7.2 on this agenda in relation to the accepting of the 2019/20 draft audited GVROC financial statements, endorse the disbursement of an equal tenth share of proceeds and any surplus GVROC funds less recovery of liabilities or debts to the Shire of Ravensthorpe, equating to a payment of \$38,940.60.

**RESOLUTION:** Moved: *Cr Ian Mickel, Shire of Esperance*  
Seconded: *Mayor John Bowler, City of Kalgoorlie-Boulder*

Carried

**Officers Comment:**

Payment has now been made to the Shire of Ravensthorpe on 11 January 2021 finalising the withdrawal from GVROC.

**Consultation:** GVROC Chair  
Shire of Ravensthorpe

**Financial Implications:** GVROC Finances reduced by \$38,940.60 as per the disbursement made.

**RECOMMENDATION:**

That the GVROC note that matter of the Shire of Ravensthorpe withdrawing from the GVROC has now been finalised.

**RESOLUTION:** Moved: *Mayor John Bowler - City of Kalgoorlie-Boulder*  
Seconded: *Cr Ian Mickel, Shire of Esperance*

Carried



## **11.6 GVROC Regional Equipment Pool Hire – Annual Usage Report**

<b>Reporting Officers:</b>	John Walker, CEO City Kalgoorlie Boulder
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	January 2021
<b>Attachments:</b>	GVROC Regional Equipment Pool Hire: 01.01.2020 – 31.12.2020 <b>(Attachment 17)</b>

**Background:**

The City of Kalgoorlie-Boulder provides regular reports on the usage of the GVROC Regional Equipment Pool.

A report for the twelve-month period 1 January 2020 to 31 December 2020 forms an attachment to the meeting agenda.

The only expense during the period was \$1,179.88 in October 2020 for replacement of electrical wiring and lights with energy efficient weatherproof Auslec LED sensor lights that was conducted by the City of Kalgoorlie-Boulder's in-house electrician.

**Officer Comment:**

No further comment

<b>Consultation:</b>	City of Kalgoorlie-Boulder
<b>Financial Implications:</b>	Nil
<b>Strategic Implications:</b>	GVROC Strategic Plan 2017-2022 Objective 2 Goal 2.1

**RECOMMENDATION:**

That GVROC note the usage report of the GVROC Regional Equipment Pool Hire prepared by the City of Kalgoorlie-Boulder.

<b>RESOLUTION:</b>	<b>Moved: <i>Cr Tracey Rathbone – Shire of Coolgardie</i></b> <b>Seconded: <i>Cr Jill Dwyer – Shire of Menzies</i></b>
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**Carried**

**12. AGENCY REPORTS****12.1 WALGA**

WALGA verbal update report by Tim Lane

**12.2 Department of Local Government, Sport and Cultural Industries**

DLGSC verbal update report by Kelly Waterhouse

**12.3 Goldfields Esperance Development Commission**

GEDC verbal update report by Kris Starcevich.

**12.4 RDA Goldfields Esperance**

RDAGE verbal update report provided by Ms Lee Jacobson

**RECOMMENDATION:**

That the GVROC note the Agency Reports as provided.

**RESOLUTION:**

**Moved: Cr Tracey Rathbone – Shire of Coolgardie**

**Seconded: Cr Ian Mickel, Shire of Esperance**

**Carried**

**13. LATE ITEMS as notified, introduced by decision of the Meeting**

Nil.

## **14. FUTURE GVROC COUNCIL MEETINGS/FUNCTIONS**

### **Next Meetings**

With the continuing and evolving situation of the COVID-19 “Corona Virus” scheduling of future meetings as in person is a watching brief. This will be reviewed at each meeting by GVROC and decisions made on whether the meetings are held as in person meetings or conducted through Zoom video conferencing.

In noting the above, the following suggested dates in 2021 have been set for the remaining GVROC meetings.

- 26 March 2021 (regional hosted Shire of Dundas)
- 28 May 2021 (central meeting hosted by CKB in Kalgoorlie)
- 30 July 2021 (regional hosted Shire of Leonora)
- 21 September 2021 (Aligned with LGA Convention in Perth and WALGA AGM Sept 20-21)
- 26 November 2021 (tbc)

The following are the WALGA State Council meeting dates in 2021 with suggested GVROC Zoom video conference meeting dates prior to these to inform the GVROC’s representatives attending the meetings with relevant input for State Council Agenda Items:

- 3 March 2021 – **(GVROC Video Conference on 19 February 2021)**
- 5 May 2021 – **(GVROC Video Conference on 23 April 2021)**
- 7 July 2021 – **(GVROC Video Conference on 25 June 2021)**
- 2-3 September 2021 – **(GVROC Video Conference on 20 August 2021)**
- 1 December 2021 – **(GVROC Video Conference on 19 November 2021)**

## **15. CLOSURE OF MEETING**

There being no further business the Chair declared the meeting closed at 1:00pm.

4 December 2020

**Kevin Hannagan**  
**Chief Executive Officer**  
**Shire of Ngaanyatjaraku**  
**PMB 87 via Kalgoorlie WA 6431**



PO Box 401  
 Brunswick Heads  
 New South Wales  
 Australia

admin@askwm.com  
 www.askwm.com  
 0447 393363

Dear Kevin

## **WASTE MANAGEMENT PLAN - INITIAL FINDINGS**

I am writing to draw your attention to a number of issues that require immediate attention at the Shire of Ngaanyatjaraku. Samuel Green (Senior Waste Consultant) visited the communities of Warburton, Mantamaru (Jameson), Papulankutja (Blackstone), Irrunytju (Wingellina), Warakurna, Tjukurla, Wanarn, Karliwara (Patjarr), Tjirrkarli and Kanpa between the 18<sup>th</sup> of and 27<sup>th</sup> of November.

The purpose of the visits was to inspect waste sites and obtain information on waste collection and disposal operations at each of the communities for the development of the Shire's Waste Management Plan.

While the site visits were invaluable to gain a good understanding of the waste management practices and infrastructure in the region, we have also identified a number of issues that present an immediate and high risk to human health.

Given the Waste Management Plan will not be completed for several months, I feel it is important to draw your attention to these issues now, so they can be addressed promptly. I have summarised the issues and their potential impacts below:

### **Waste collection**

- Waste collection services were barely functioning at all of the communities visited, resulting in residents burning household waste at the front of the homes. The combustion of waste materials results in dangerous toxic emissions that can include dioxins, sulphur dioxide, lead, and mercury. These emissions can cause immediate and long-term harm to the nervous system, lungs, liver and kidneys and result in reproductive and developmental disorders. As waste is being burnt so close to residential homes, members of the communities are almost certainly being exposed to harmful emissions.
- When waste is infrequently collected from household steel bins, the majority of the bins will contain ash from burnt waste that can contain a range of carcinogens, heavy metals, and other toxic compounds harmful to human health. It is highly likely that people emptying bins will be exposed to ash from burnt waste via direct contact and inhalation.
- The use of steel drums as bins poses physical injury risks to people emptying the bins as they are heavy and difficult to move. Back injuries have likely occurred and will continue to occur from attempts to lift these bins without mechanical assistance (with the exception of Warburton, no community had functioning collection vehicles with mechanically assisted bin lifting at the time of the visits).
- Asbestos materials, and materials possibly containing asbestos, were identified at or near waste sites in Warburton, Warakurna, Mantamaru, Tjukurla, Tjirrkarli and Kanpa. In all instances it was apparent



that these materials were at risk of being further fragmented and asbestos particles becoming airborne by vehicle movements, fire, or children playing. Whilst much of the asbestos identified may have been in-situ for decades, it poses an immediate and severe risk to human health.

#### **Landfills**

- J All communities have significant areas surrounding them that contain litter, waste dumped on the surface, scrap vehicles, and legacy landfills that have not been adequately compacted and covered. These areas pose a range of risks to human health that include:
  - o Possible human exposure to toxic and dangerous materials such as asbestos, lead acid batteries, ash from burnt vehicles, hydrocarbons and other automotive fluids.
  - o Physical hazards from sharp and protruding objects such as broken glass and scrap metal.
  - o Potentially unstable ground at risk of collapse due to poorly compacted waste buried beneath.
  - o Provision of habitat and breeding grounds for disease vectors such as wild dogs, cats, flies, and mosquitoes.
- J In general, the designated community landfills have not been sited, established or operated in accordance with relevant legislation, regulations, and best practice guidelines. This presents a range of unquantified health and environmental risks that include the potential contamination of drinking water aquifers, and emissions of dust, windblown litter, and smoke impacting human health and amenity.

As these issues are presenting significant and ongoing risks to the health of the Shire's residents and staff, I feel that this needed to be immediately raised with you so that actions can be taken by all the relevant stakeholders to begin addressing these issues.

If you would like anymore information about these issues or would like to discuss our findings further, please contact me.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Giles Perryman', with a long, sweeping horizontal line extending to the right.

Giles Perryman  
Director





File: EM.00 & WM.00



**Shire of Ngaanyatjaraku**  
ON A JOURNEY

25 February 2021

Hon David Templeman MLA  
Minister for Local Government; Heritage; Culture and the Arts  
7th Floor, Dumas House  
2 Havelock Street  
WEST PERTH WA 6005

Tjulyuru Cultural and Civic Centre  
Warburton Community

PMB 87 via Kalgoorlie  
Western Australia 6431

Telephone: (08) 8956 7966  
Facsimile: (08) 8956 7959

Email: [mail@ngaanyatjaraku.wa.gov.au](mailto:mail@ngaanyatjaraku.wa.gov.au)  
Website: [www.ngaanyatjaraku.wa.gov.au](http://www.ngaanyatjaraku.wa.gov.au)

By email: Minister.Templeman@dpc.wa.gov.au

Dear Minister,

**Urgent notice of serious health risk in Shire of Ngaanyatjaraku**

I am writing to you to notify you of serious health risks arising from a failure in the provision of waste collection and disposal services in remote aboriginal communities in the Shire of Ngaanyatjaraku (Shire).

**Background**

The Shire has for several years advised State Government of:

- (a) the Shire's financial incapacity (in the absence of a rating base) to continue to provide waste collection and disposal services to remote aboriginal communities in its district; and
- (b) the consequent urgent need to obtain alternative State Government funding of such services.

The issue was initially raised in discussions between the Shire and the Department of Housing and subsequently in my letter of 10 July 2019 from myself to Hon. Peter Tinley AM MLA, Minister for Housing; Veterans Issues; Youth; Asian Engagement. The letter notes the refusal of the Department of Housing to pay any form of ex-gratia rate or any form of waste fee or charge in respect of public housing situated in remote aboriginal communities. The letter further confirmed the Shire was in the process of disposing (in accordance with LGA, S3.58) its rubbish trucks to the Jameson, Blackstone and Wingellina communities to provide a rubbish service themselves as the communities were unable to pay for the Shire's waste collection service.

My subsequent letter of 16 July 2019 to Hon. Peter Tinley AM MLA, Minister for Housing; Veterans Issues; Youth; Asian Engagement requested that funding be provided through the Remote Essential Municipal Services Contract (REMS), which is utilised to provide funding for waste services in the Kimberley and Pilbara Regions. The Minister in his response dated 13 November 2019 referred the matter to the Department of Communities.

In my subsequent letter to you dated 8 June 2020, I advised of the risk of the Shire becoming insolvent and the consequent need to reduce services to the community including waste collection and disposal services. In that letter I reiterated my request for the inclusion of rubbish collection services in the existing REMS Contract with the Ngaanyatjarra Council (Aboriginal Corporation) (NCAC), given this is a model of service delivery already adopted in the

Kimberley and Pilbara regions. In your reply dated 16 July 2020 you indicated that the Department would need to liaise with other agencies prior to providing a response.

In a further letter dated 11 June 2020 to Mr Mike Rowe, Director General, Department of Water and Environmental Regulation (DWER) I advised that the provision of a kerbside waste collection and disposal service for the residents of the Shire was unable to continue beyond 1 October 2020 due to a lack of funding. In that letter I reiterated my request for urgent funding via the REMS Contract to avoid the negative environmental and health impacts that would result from an accumulation of waste in remote aboriginal communities. I further noted the previous agreement reached on 14 December 2019 with the Department of Communities that the appropriate Minister would provide a letter to NCAC advising of their amendment of their REMS Contract to include rubbish services for the Shire, which has not been actioned to date.

The reply from the Director General of DWER dated 20 July 2020 acknowledged that the Shire could not be required to provide a waste service which it is not able to fund, but otherwise only advised that DLGSC was the “lead agency” on this issue and was coordinating with DoC in “working towards a set of solutions”.

A further letter dated 9 October 2020 from the Hon Peter Tinley MLA Minister for Housing; Fisheries; Veterans Issues; Asian Engagement noted that the Department of Communities “acknowledges progress in exploring options to support the Shire of Ngaanyatjaraku has been slow” and advised that a working group had been established, which had met to “begin working through the issues raised”.

In summary, whilst the Shire has persistently raised the issue of the funding of waste collection services within the Shire with the State Government since July 2019 the matter has still not been addressed in any substantive manner, nor has a funding arrangement via the REMS contract with NCAC been implemented.

#### Serious public health risk arising from waste

As you may be aware, the Shire allocated strategic funding in its 2020-2021 annual budget to engage a consultancy to develop an appropriate model for waste management services in the longer term (subject to requisite funding) across all of the communities in the Ngaanyatjarra Lands. The consultancy in question, Ask Waste Management Consultancy Services, recently visited the communities of Warburton, Mantamaru (Jameson), Papulankutja (Blackstone), Irrunytju (Wingellina), Warakurna, Tjukurla, Wanarn, Karliywara (Patjarr), Tjirrkarli and Kanpa between 18 and 27 November 2020. The purpose of the visits was to inspect waste sites and obtain information on waste collection and disposal operations at each of the communities for the development of the Shire’s Waste Management Plan.

The subsequent report by the consultant dated 4 December 2020, a copy of which is enclosed, has identified a number of issues that present an immediate and high risk to human health. The issues identified include:

- (a) the burning of household waste at the front of residents’ homes (due to waste collection services barely functioning) resulting in dangerous toxic emissions;
- (b) exposure of persons emptying bins with ash from burnt waste likely to contain a range of carcinogens, heavy metals and other toxic compounds;
- (c) physical injury risk arising from use of steel drums as bins;
- (d) presence of exposed asbestos materials at or near waste sites in a number of communities; and
- (e) landfill sites that are not sited or operated in accordance with legislative or best practice guidelines and have not been adequately compacted and covered resulting in a range of risks to human health.



The consultant has additionally provided an estimated costing 9\$4.27m) for the provision of an 'urgent' two year waste collection service to aboriginal communities in the Shire as requested by your appointed cross functional team in your response letter 66-12692 dated 16 July 2020, a copy of both documents are enclosed.

Action required

The health risks identified in the consultant's report arising in part from a breakdown in waste collection services are extremely serious in nature and require urgent rectification. As detailed in previous correspondence, the Shire is not able to fund the provision of waste collection services required, resulting in no kerbside domestic waste collection from nearly 500 Western Australian homes and these residents being exposed to the associated health risks summarised above.

We have previously been advised by your appointed cross functional team that the State is not in a position to fund such urgent or otherwise waste services until possibly the 2022/23 financial year. In light of the immediate and high risks to human health identified in the consultant's report we urgently request that the State reconsider its position in this respect.

Implementation of a funding solution by the State Government is thus urgently required to address the immediate and high risks to human health identified in the consultant's report. As noted above, waste management services are presently provided by the State under their REMS program for other aboriginal communities (Pilbara and Kimberley) within the State. Additionally, in Kununurra, the Department of Housing have engaged the local Shire Council to provide a waste pickup service for local indigenous communities within their Shire boundary on a fee for service basis similar to its ratepayers. It is requested that urgent consideration be given to the implementation of either funding model by the State for the Ngaanyatjarra Lands communities to address the serious health risks notified above.

I look forward to your timely response to the matters set out in this letter.

Yours sincerely,

Mr Damian McLean  
Shire President

Enclosures:

- 1 - Consultant letter dated 4 December 2020
- 2 - Estimated costing for the provision of an 'urgent' waste collection service
- 3 - Ministers response letter 66-12692 dated 16 July 2020

Copy to:

Hon. Roger H Cook MLA  
Deputy Premier; Minister for Health; Mental Health  
By email to: Minister.Cook@dpc.wa.gov.au

Hon. Peter Tinley AM MLA  
Minister for Housing; Veterans Issues; Youth; Asian Engagement  
By email to: Minister.Tinley@dpc.wa.gov.au

Hon. Stephen Dawson MLC  
Minister for Environment; Disability Services; Electoral Affairs  
By email to: Minister.Dawson@dpc.wa.gov.au

Hon. Ben Wyatt MLA  
Treasurer; Minister for Finance; Aboriginal Affairs; Lands  
By email to: Minister.Wyatt@dpc.wa.gov.au

DRAFT



File: ES.00

10 February 2021

**Shire of Ngaanyatjaraku**  
ON A JOURNEY

D Klemm  
Commissioner  
Department of Fire and Emergency Services  
PO Box P1174  
PERTH WA 6844

[dfes@dfes.wa.gov.au](mailto:dfes@dfes.wa.gov.au)

Tjulyuru Cultural and Civic Centre  
Warburton Community

PMB 87 via Kalgoorlie  
Western Australia 6431

Telephone: (08) 8956 7966  
Facsimile: (08) 8956 7959

Email: [mail@ngaanyatjaraku.wa.gov.au](mailto:mail@ngaanyatjaraku.wa.gov.au)  
Website: [www.ngaanyatjaraku.wa.gov.au](http://www.ngaanyatjaraku.wa.gov.au)

Dear Sir,

### **Provision of bush fire services in Shire of Ngaanyatjaraku**

Thank you for your response letter Ref: 11219-002; 20/202714 of 24 November 2020 advising that once discussion with the NG Land Council were concluded you would have a better understanding of the resourcing needs within the district.

The Shire is now aware that late last year your department received supporting letters from the above for a Volunteer Emergency Services Unit to be located in Warburton.

Could you please advise if you are now able to inform the Shire of your response to its Council Resolution and Request as follows:

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

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

#### **That Council request DFES:**

- 1. under the Bush Fires Act 1954 to appoint a bushfire control officer from their staff to work with the Shire to resolve issues in relation to bushfire management; and**
- 2. to specify the Shire as a fire district, which would enable the Fire and Emergency Services Commissioner to provide assistance to the Shire in the manner contemplated in the Fire Brigades Act 1942.**

**Carried: 6/0**

Firstly, on behalf of the Shire I request under section 38A(1) of the *Bush Fires Act 1954* that you designate a person employed in the Department as the Chief Bush Fire Control Officer for the district of that local government. This would assist the Shire in implementing suitable arrangements for bush fire risk, prevention and management within the district of the Shire.

Secondly, I note that the district of the Shire is not currently designated as a "fire district" under the *Fire Brigades Act 1942*. Consequently, the provisions of that Act do not apply to the Shire other than in relation to hazardous material incidents or rescue operations. If the district of the Shire was designated as a "fire district" under the *Fire Brigades Act* then it would be

open to yourself as FES Commissioner in the exercise of your functions under the Act to provide further support in relation to the prevention and extinguishing of fires within the district of the Shire. This would enable fire management services, infrastructure and staff to be provided to the Shire in a manner commensurate with services and infrastructure provided to other gazetted townships (e.g. Laverton, which is comparable in size as Warburton, Blackstone & Warakurna).

For this reason, I additionally request that the Department consider recommending to the Minister the designation of the district of the Shire as a fire district under section 5(2) of the *Fire Brigades Act*, so as to enable the FES Commissioner to exercise its functions under that Act to provide additional support to the Shire in relation to the prevention and extinguishing of fires within the district of the Shire.

I look forward to your response.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Damian McLean', written in a cursive style.

Damian McLean  
Shire President

Copy to:

Antony Sadler by email to: [Antony.Sadler@dfes.wa.gov.au](mailto:Antony.Sadler@dfes.wa.gov.au)

Daniel Birleson by email to: [Daniel.Birleson@dfes.wa.gov.au](mailto:Daniel.Birleson@dfes.wa.gov.au)

Mac Johnston by email to: [Mac.Johnston@dfes.wa.gov.au](mailto:Mac.Johnston@dfes.wa.gov.au)

Evie Devitt-Rix by email to: [edevitt-rix@walga.asn.au](mailto:edevitt-rix@walga.asn.au)

File: EM.00 & PU.00



**Shire of Ngaanyatjaraku**  
ON A JOURNEY

14 January 2021

Hugh Lance  
Senior Environmental Officer  
EIA South Branch  
EPA Services  
Department of Water and Environmental Regulation  
Locked Bag 10  
Joondalup DC WA 6919

Tjulyuru Cultural and Civic Centre  
Warburton Community

PMB 87 via Kalgoorlie  
Western Australia 6431

Telephone: (08) 8956 7966  
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Email: [mail@ngaanyatjaraku.wa.gov.au](mailto:mail@ngaanyatjaraku.wa.gov.au)  
Website: [www.ngaanyatjaraku.wa.gov.au](http://www.ngaanyatjaraku.wa.gov.au)

[registrar@dwer.wa.gov.au](mailto:registrar@dwer.wa.gov.au)

Dear Sir,

CMS17737

I refer DWERT5831 of 27 January 2021 giving the Shire until 15 February 2021 to review the proponent's referral information and provide advice on any matters concerning the Shire of Ngaanyatjaraku regarding the circa 600 page submission.

Additionally, DWER would appreciate any comments or advice on:

- whether the information presented is factually correct, whether the investigations have been conducted in accordance with the appropriate standard/guideline and whether the proposed management is adequately defined;
- where information is inadequate, provide your advice on what is required together with your reasons, in descending order of importance.

The Shire is a very small (EFT staff 12) remote aboriginal Shire located 1542 from Perth in the Gibson Desert Region. The Shires housing is social housing provided by the State Government and as such is exempt from paying rates. As such the Shire is totally reliant on grant funding to provide services in accordance with the grants purpose. As such the Shire has no 'discretionary' funding to employ specialists to assess such a complex submission. The Shire is generally supportive of the proposal but is reliant on the resources available to EPA Services to determine if the proposal is compliant with State legislation, approval processes and environmental requirements.

Therefore, the Shire is not in a position to respond to this Notice for additional information and advises that further information is not available and / or cannot be obtained as outlined above.

Yours faithfully,

Kevin Hannagan  
Chief Executive Officer

Payment listing December (20/21)				
Chq/EFT	Date	Name	Description	Amount
1743	07/12/2020	COMMONWEALTH BANK OF AUSTRALIA	CBA Eftpos merchant fee for November 2020	62.58
EFT3335	07/12/2020	WARAKURNA ROADHOUSE	Diesel for Works Supervisor Landcruiser 1EYW816	137.62
EFT3336	07/12/2020	Site Fleet Services	Install windscreen, rear door glass and cargo glass in 1EPU755	2,551.30
EFT3337	07/12/2020	ASK Waste Management Consultancy Services	Project start and site visits for Waste Management Plan	15,180.00
EFT3338	07/12/2020	Maurice Walsh	Computer cable and taxi fares for EHO	186.53
EFT3339	07/12/2020	AUSTRALIA POST	Postage charge for November 2020	12.20
EFT3340	07/12/2020	KEY FACTORS PTY LTD (BREAKAWAY)	Hire of plant and equipment for construction work on the Warburton to Blackstone Road	95,425.00
EFT3341	07/12/2020	GLOBETROTTER CORPORATE TRAVEL	Flights for EHO Perth - Laverton return 14-18/12/2020	1,543.52
EFT3342	07/12/2020	PERFECT COMPUTER SOLUTIONS PTY LTD	IT support for W/E and EHO	212.50
EFT3343	07/12/2020	PLAZA HOTEL KALGOORLIE	Accommodation and meals S&RS - trip to collect S&RO	606.50
EFT3344	07/12/2020	ITVISION AUSTRALIA PTY LTD	Annual licence fee for PO and Email PO and implementation services	5,556.09
EFT3345	07/12/2020	BUNNINGS GROUP LTD	Supplies for maintenance of the CRC	269.44
EFT3346	07/12/2020	NGAANYATJARRA COUNCIL REGIONAL HOUSING PROGRAM - Repairs & Maintenance	Plumbing repairs unit 3 CRC Warburton	544.69
EFT3347	07/12/2020	MOORE AUSTRALIA (WA) Pty Ltd	Fees for services rendered in November 2020	12,041.70
EFT3348	07/12/2020	RAMM Software Pty Ltd	Update of road sections from GPS data	2,099.63
EFT3349	07/12/2020	LAVERTON SUPPLIES MOTORS	Fuel and parking KBC591L	689.46
EFT3350	14/12/2020	IRRUNYTJU STORE	Diesel for Works Supervisor Landcruiser 1EYW816	179.00
EFT3351	14/12/2020	DEPT FOR PLANNING & INFRASTRUCTURE (DPI)	Dot agency payments 135897 - 180601	962.55
EFT3352	14/12/2020	CHARTAIR PTY LTD	Flights for S&RO Warburton to Kalgoorlie return	732.90
EFT3353	14/12/2020	METEX NICKEL PTY LTD	Accommodation and meals for staff undertaking waste management consultancy	360.00
EFT3354	14/12/2020	MOORE AUSTRALIA (WA) Pty Ltd	Compilation of the statement of financial activity for October 2020	2,612.50
EFT3355	16/12/2020	A BATES	Meeting fees for OCM for December 2020	220.00
EFT3356	16/12/2020	DAMIAN MCLEAN	Meeting fees for OCM for December 2020	440.00
EFT3357	16/12/2020	Julie Porter	Meeting fees for OCM for December 2020	220.00
EFT3358	16/12/2020	LALLA WEST	Meeting fees for OCM for December 2020	220.00
EFT3359	16/12/2020	DEBRA FRAZER	Meeting fees for OCM for December 2020	220.00
EFT3360	18/12/2020	NATS	Cooper tires for 1EYW816	4,203.74
EFT3361	18/12/2020	WARAKURNA ROADHOUSE	Diesel for Works Supervisor Landcruiser 1EYW816	159.55
EFT3362	18/12/2020	Tyrepower Kalgoorlie	Tyres and fitting charges for 1HCK864 and 1EPU755	968.00
EFT3363	18/12/2020	Precision Badges Kozzie Holdings Pty Ltd	Name badges for staff and Councillors	145.47
EFT3364	18/12/2020	MCLEODS	Legal advice about the NCAC Lands Reserve Entry Permit	2,048.16
EFT3365	18/12/2020	KEY FACTORS PTY LTD (BREAKAWAY)	Hire of plant and equipment for construction work on the Warburton to Blackstone Road	106,060.90
EFT3366	18/12/2020	DESERT INN HOTEL	Accommodation and meal FAC 14.12.20	527.00
EFT3367	18/12/2020	GLOBETROTTER CORPORATE TRAVEL	Ticket re-issue fee for EHO	33.00
EFT3368	18/12/2020	PLAZA HOTEL KALGOORLIE	Accommodation and meal for DGC 15.12.20	189.00
EFT3369	18/12/2020	CITY OF LIGHTS VIDEO & MULTIMEDIA PRODUCTIONS	Changes to Shire Website and hosting of same	726.00

EFT3370	18/12/2020	NGAANYATJARRA COUNCIL REGIONAL HOUSING PROGRAM - Repairs & Maintenance	Supply and install 2 x HWS at Lot 11 Warakurna	17,329.09
EFT3371	18/12/2020	CORE BUSINESS AUSTRALIA	Claim 1 - Sport and Recreation Plan	11,027.24
EFT3372	18/12/2020	MOORE AUSTRALIA (WA) Pty Ltd	Compilation of the statement of financial activity for November 2020	2,612.50
EFT3373	18/12/2020	NGAANYATJARRA COUNCIL AC (NTU)	Heritage clearance for 8 gravel pits	5,585.36
EFT3374	23/12/2020	Andre Peter Frederick Kerp	Reimbursement for WE	177.66
EFT3375	23/12/2020	NATS	Main Road WA approved Delineators	1,827.38
EFT3376	23/12/2020	WARBURTON ROADHOUSE	Warburton Roadhouse account for November 2020	6,245.50
EFT3377	23/12/2020	MILLY (WARBURTON) STORE	Milly Store account for November 2020	5,272.75
EFT3378	23/12/2020	Busselton Toyota	Toyota Landcruiser GX 1HED881	67,751.70
EFT3379	23/12/2020	Hillside Medical Centre Brecken Albany Medical Centre	Pre-employment medical for S&RO	99.00
EFT3380	23/12/2020	David Lloyd	Reimbursement for Operations Officer	237.64
EFT3381	23/12/2020	Lexus Engineers	Structural design for the Shire's storage compound	1,430.00
EFT3382	23/12/2020	Accredit Building Surveying and Construction Services Pty Ltd	Building surveying service for storage compound	495.00
EFT3383	23/12/2020	KEY FACTORS PTY LTD (BREAKAWAY)	Hire of plant and equipment for construction work on the Warburton to Blackstone Road	67,065.90
EFT3384	23/12/2020	BUNNINGS GROUP LTD	Miscellaneous supplies for the shire office	262.09
EFT3385	23/12/2020	GEOFFREY RAYMOND HANDY	Reimbursement for FAC	349.50
EFT3386	23/12/2020	NGAANYATJARRA COUNCIL REGIONAL HOUSING PROGRAM - Repairs & Maintenance	Passage set for unit 13 CRC	119.68
EFT3387	23/12/2020	MOORE AUSTRALIA (WA) Pty Ltd	Fees for services rendered in December 2020 for the development of governance documents	2,530.00
EFT3388	24/12/2020	Cary John Green	Uber for DGC - Perth to Mandurah	80.96
DD1739.1	01/12/2020	WESTPAC BANK	Transaction fee for November 2020	45.50
DD1740.1	02/12/2020	PIVOTEL SATELLITE PTY LTD	Satellite phone account for November 2020	180.00
PAY	09/12/2020	Payroll Direct Debit Of Net Pays	Payroll Direct Debit Of Net Pays	44,726.62
DD1746.1	09/12/2020	Aware Super	Superannuation contributions	4,026.77
DD1746.2	09/12/2020	HOST PLUS	Superannuation contributions	197.34
DD1746.3	09/12/2020	VISION SUPER	Superannuation contributions	801.48
DD1746.4	09/12/2020	The Trustee For Care Super	Superannuation contributions	213.73
DD1746.5	09/12/2020	REST	Superannuation contributions	334.76
DD1746.6	09/12/2020	LGIAsuper	Superannuation contributions	173.47
DD1753.1	14/12/2020	TELSTRA CORPORATION LTD	Telstra account for November 2020	805.23
DD1754.1	21/12/2020	TELSTRA CORPORATION LTD	Telstra mobile account November 2020	62.49
DD1762.1	23/12/2020	TELSTRA CORPORATION LTD	Telstra Mobile device account for November 2020	46.26
PAY	23/12/2020	Payroll Direct Debit Of Net Pays	Payroll Direct Debit Of Net Pays	43,397.70
DD1766.1	23/12/2020	Aware Super	Superannuation contributions	3,629.43
DD1766.2	23/12/2020	HOST PLUS	Superannuation contributions	197.34
DD1766.3	23/12/2020	VISION SUPER	Superannuation contributions	801.48
DD1766.4	23/12/2020	The Trustee For Care Super	Superannuation contributions	213.73
DD1766.5	23/12/2020	REST	Superannuation contributions	310.52
DD1766.6	23/12/2020	LGIAsuper	Superannuation contributions	242.86
DD1768.1	15/12/2020	CEO Westpac Credit Card	CEO Westpac Mastercard payment for November 2020	111.72
DD1768.2	15/12/2020	DCEO Westpac credit card	DCEO Westpac Mastercard payment November 2020	10.00
DD1768.3	15/12/2020	DGC Westpac Mastercard	DGC mastercard payment for November 2020	101.31
DD1768.4	15/12/2020	FAC Westpac Credit Card	FAC mastercard payment for November 2020	901.15
			<b>Total</b>	<b>550,376.37</b>



SHIRE OF NGAANYATJARRAKU - Business banking ▾

Approval

Notifications ▾

Sign Out

Overview Payments Service Administration Business Hub Products

Your accounts

Edit view ▾



Transfer funds

Make a payment

JobKeeper temporary funding - helping support business cash flow.



Westpac Business One Flexi ▾

036-016 831911



\$50,193.87

Westpac Business One ▾

036-016 831946



\$0.00

Westpac 31 Day Notice Account ▾

036-125 520231



\$3,005,318.52

Available \$250,000.00

Westpac 90 Day Notice Account ▾

036-125 521074



\$3,854,435.21

Available \$0.00



**SHIRE OF NGAANYATJARRAKU**

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

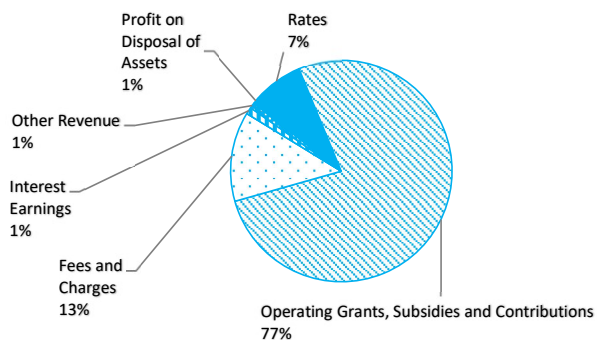
**LOCAL GOVERNMENT ACT 1995**  
**LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

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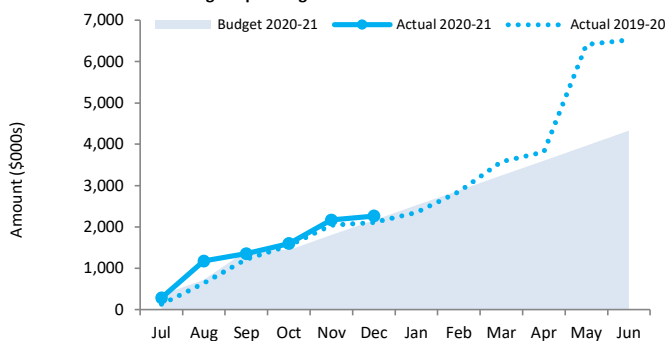
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OPERATING ACTIVITIES

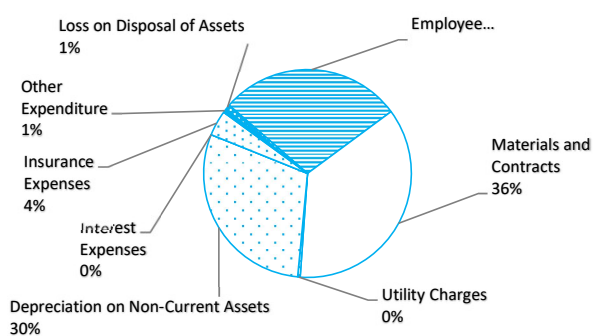
OPERATING REVENUE



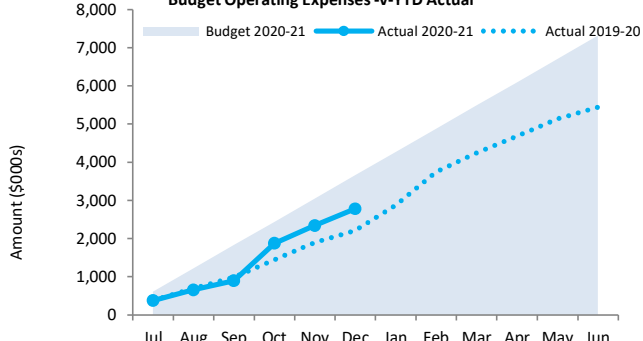
Budget Operating Revenues -v- Actual



OPERATING EXPENSES



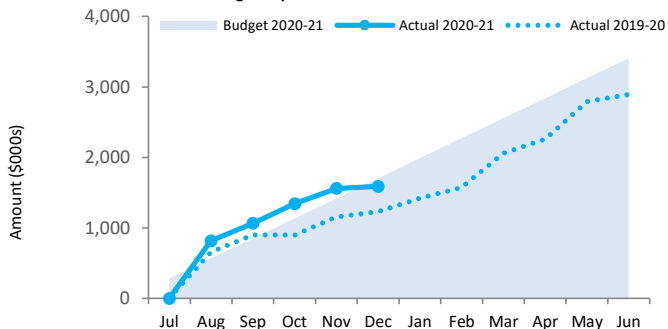
Budget Operating Expenses -v- YTD Actual



INVESTING ACTIVITIES

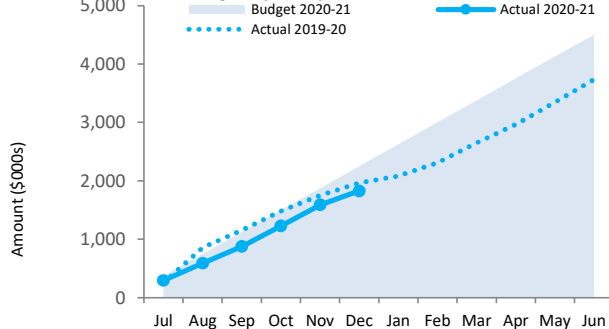
CAPITAL REVENUE

Budget Capital Revenue -v- Actual



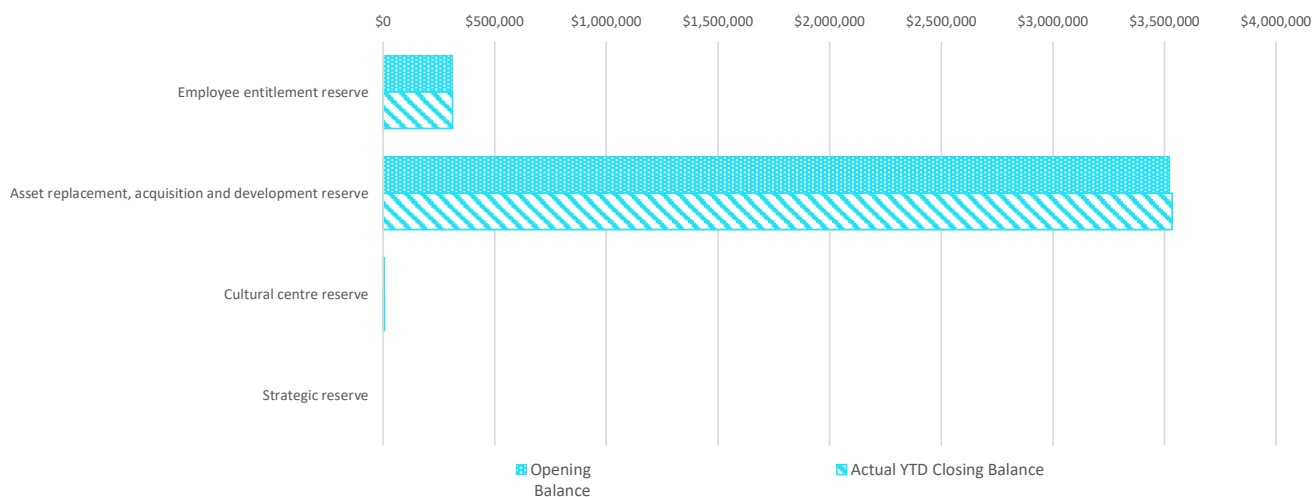
CAPITAL EXPENSES

Budget Capital Expenses -v- Actual



FINANCING ACTIVITIES

RESERVES



Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$3.00 M	\$3.00 M	\$2.68 M	(\$0.32 M)
Closing	\$0.32 M	\$3.02 M	\$2.73 M	(\$0.29 M)
Refer to Statement of Financial Activity				

Cash and cash equivalents		
	\$6.69 M	% of total
Unrestricted Cash	\$2.84 M	42.4%
Restricted Cash	\$3.85 M	57.6%
Refer to Note 2 - Cash and Financial Assets		

Payables		
	\$0.04 M	% Outstanding
Trade Payables	\$0.00 M	
30 to 90 Days		0.0%
Over 90 Days		0.0%
Refer to Note 5 - Payables		

Receivables		
	\$0.10 M	% Collected
Rates Receivable	\$0.01 M	93.4%
Trade Receivable	\$0.10 M	% Outstanding
30 to 90 Days		14.1%
Over 90 Days		85.4%
Refer to Note 3 - Receivables		

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.49 M)	(\$0.21 M)	\$0.30 M	\$0.51 M
Refer to Statement of Financial Activity			

Rates Revenue		
YTD Actual	\$0.17 M	% Variance
YTD Budget	\$0.20 M	(15.6%)
Refer to Note 6 - Rate Revenue		

Operating Grants and Contributions		
YTD Actual	\$1.74 M	% Variance
YTD Budget	\$2.12 M	(17.9%)
Refer to Note 11 - Operating Grants and Contributions		

Fees and Charges		
YTD Actual	\$0.30 M	% Variance
YTD Budget	\$0.27 M	10.3%
Refer to Statement of Financial Activity		

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.03 M)	\$0.25 M	(\$0.24 M)	(\$0.48 M)
Refer to Statement of Financial Activity			

Proceeds on sale		
YTD Actual	\$0.03 M	%
Adopted Budget	\$0.06 M	55.3%
Refer to Note 7 - Disposal of Assets		

Asset Acquisition		
YTD Actual	\$1.83 M	% Spent
Adopted Budget	\$4.50 M	40.6%
Refer to Note 8 - Capital Acquisition		

Capital Grants		
YTD Actual	\$1.56 M	% Received
Adopted Budget	\$3.41 M	45.7%
Refer to Note 8 - Capital Acquisition		

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.16 M)	(\$0.01 M)	(\$0.01 M)	\$0.00 M
Refer to Statement of Financial Activity			

Borrowings	
Principal repayments	\$0.00 M
Interest expense	\$0.00 M
Principal due	\$0.00 M

Reserves	
Reserves balance	\$3.85 M
Interest earned	\$0.01 M
Refer to Note 9 - 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 DECEMBER 2020

## STATUTORY REPORTING PROGRAMS

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

### PROGRAM NAME AND OBJECTIVES

#### GOVERNANCE

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

#### ACTIVITIES

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

#### GENERAL PURPOSE FUNDING

To collect revenue to allow for the provision of services.

Rates, general purpose government grants and interest revenue.

#### LAW, ORDER, PUBLIC SAFETY

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

Supervision and enforcement of various laws relating to aspects of public safety including emergency services.

#### HEALTH

To provide an operational framework for environmental and community health.

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

#### EDUCATION AND WELFARE

To provide services to children and youth.

Maintenance of playgroup centres (early years learning) Warburton, Blackstone, Jameson.

#### HOUSING

To provide and maintain staff housing.

Provision and maintenance of staff housing.

#### COMMUNITY AMENITIES

To provide services required by the community.

Rubbish collection services, litter control, Warburton, Warakurna and Wanarn.

#### RECREATION AND CULTURE

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

Maintenance of public halls, civic centres, Warburton recreation centre and operation of recreation services in Warburton. Provision and maintenance of parks and playgrounds. Operation of other cultural facilities.

#### TRANSPORT

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

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

#### ECONOMIC SERVICES

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

Tourism and area promotion and building control.

#### OTHER PROPERTY AND SERVICES

To monitor and control council's overheads operating accounts.

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

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 DECEMBER 2020**

**STATUTORY REPORTING PROGRAMS**

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	1(c)	2,997,140	2,997,140	<b>2,680,004</b>	(317,136)	(10.58%)	▼
<b>Revenue from operating activities</b>							
Governance		2,000	996	<b>5,518</b>	4,522	454.02%	
General purpose funding - general rates	6	197,656	197,656	<b>166,920</b>	(30,736)	(15.55%)	▼
General purpose funding - other		1,607,177	803,584	<b>811,518</b>	7,934	0.99%	
Law, order and public safety		416	416	<b>420</b>	4	0.96%	
Health		1,400	900	<b>330</b>	(570)	(63.33%)	
Education and welfare		48,000	48,000	<b>48,000</b>	0	0.00%	
Housing		95,590	47,796	<b>83,849</b>	36,053	75.43%	▲
Community amenities		71,265	71,265	<b>71,520</b>	255	0.36%	
Recreation and culture		230,000	114,996	<b>111,578</b>	(3,418)	(2.97%)	
Transport		2,072,257	1,343,617	<b>965,355</b>	(378,262)	(28.15%)	▼
Economic services		800	800	<b>0</b>	(800)	(100.00%)	
		<b>4,326,561</b>	<b>2,630,026</b>	<b>2,265,008</b>	(365,018)		
<b>Expenditure from operating activities</b>							
Governance		(137,031)	(138,219)	<b>(51,214)</b>	87,005	62.95%	▲
General purpose funding		0	0	<b>(2,852)</b>	(2,852)	0.00%	
Law, order and public safety		(11,970)	(6,644)	<b>(4,256)</b>	2,388	35.94%	
Health		(253,488)	(134,211)	<b>(122,871)</b>	11,340	8.45%	
Education and welfare		(43,230)	(21,612)	<b>(16,164)</b>	5,448	25.21%	
Housing		(266,875)	(162,990)	<b>(127,599)</b>	35,391	21.71%	▲
Community amenities		(622,213)	(315,072)	<b>(143,867)</b>	171,205	54.34%	▲
Recreation and culture		(774,516)	(414,281)	<b>(263,120)</b>	151,161	36.49%	▲
Transport		(4,968,525)	(2,371,642)	<b>(2,024,066)</b>	347,576	14.66%	▲
Economic services		(261,176)	(45,128)	<b>(27,630)</b>	17,498	38.77%	
		<b>(7,339,024)</b>	<b>(3,609,799)</b>	<b>(2,783,639)</b>	826,160		
Non-cash amounts excluded from operating activities	1(a)	1,524,160	773,274	<b>822,455</b>	49,181	6.36%	
<b>Amount attributable to operating activities</b>		<b>(1,488,303)</b>	<b>(206,499)</b>	<b>303,824</b>	510,323		
<b>Investing Activities</b>							
Proceeds from non-operating grants, subsidies and contributions	12	3,408,055	2,087,187	<b>1,557,706</b>	(529,481)	(25.37%)	▼
Proceeds from disposal of assets	7	60,000	14,000	<b>33,182</b>	19,182	137.01%	
Payments for property, plant and equipment and infrastructure	8	(4,499,755)	(1,855,538)	<b>(1,828,782)</b>	26,756	1.44%	
<b>Amount attributable to investing activities</b>		<b>(1,031,700)</b>	<b>245,649</b>	<b>(237,894)</b>	(483,543)		
<b>Financing Activities</b>							
Transfer to reserves	9	(160,000)	(13,910)	<b>(13,910)</b>	0	0.00%	
<b>Amount attributable to financing activities</b>		<b>(160,000)</b>	<b>(13,910)</b>	<b>(13,910)</b>	0		
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>317,137</b>	<b>3,022,380</b>	<b>2,732,024</b>			

**KEY INFORMATION**

▲▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to threshold. Refer to Note 13 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2020-21 year is \$20,000 or 10.00% whichever is the greater.

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

## KEY TERMS AND DESCRIPTIONS

### FOR THE PERIOD ENDED 31 DECEMBER 2020

#### REVENUE

##### RATES

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

##### OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

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

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

##### REVENUE FROM CONTRACTS WITH CUSTOMERS

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

##### FEES AND CHARGES

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

##### SERVICE CHARGES

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995*. *Regulation 54 of the Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

##### INTEREST EARNINGS

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

##### OTHER REVENUE / INCOME

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

##### PROFIT ON ASSET DISPOSAL

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

## NATURE OR TYPE DESCRIPTIONS

#### EXPENSES

##### EMPLOYEE COSTS

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

##### MATERIALS AND CONTRACTS

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

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

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

##### INSURANCE

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

##### LOSS ON ASSET DISPOSAL

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

##### DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

##### INTEREST EXPENSES

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

##### OTHER EXPENDITURE

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

**STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 DECEMBER 2020**

**BY NATURE OR TYPE**

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	1(c)	2,997,140	2,997,140	<b>2,680,004</b>	(317,136)	(10.58%)	▼
<b>Revenue from operating activities</b>							
Rates	6	197,656	197,656	<b>166,920</b>	(30,736)	(15.55%)	▼
Operating grants, subsidies and contributions	11	3,567,284	2,121,127	<b>1,740,872</b>	(380,255)	(17.93%)	▼
Fees and charges		416,055	268,257	<b>295,866</b>	27,609	10.29%	▲
Interest earnings		52,150	26,070	<b>23,210</b>	(2,860)	(10.97%)	
Other revenue		92,416	15,916	<b>16,968</b>	1,052	6.61%	
Profit on disposal of assets	7	1,000	1,000	<b>21,172</b>	20,172	2017.20%	▲
		<b>4,326,561</b>	<b>2,630,026</b>	<b>2,265,008</b>	(365,018)		
<b>Expenditure from operating activities</b>							
Employee costs		(2,172,956)	(1,090,896)	<b>(792,245)</b>	298,651	27.38%	▲
Materials and contracts		(3,315,108)	(1,508,958)	<b>(1,010,097)</b>	498,861	33.06%	▲
Utility charges		(61,100)	(30,534)	<b>(11,253)</b>	19,281	63.15%	
Depreciation on non-current assets		(1,501,660)	(750,774)	<b>(822,017)</b>	(71,243)	(9.49%)	
Interest expenses		(500)	(246)	<b>(624)</b>	(378)	(153.66%)	
Insurance expenses		(168,121)	(156,944)	<b>(108,928)</b>	48,016	30.59%	▲
Other expenditure		(96,079)	(47,947)	<b>(16,865)</b>	31,082	64.83%	▲
Loss on disposal of assets	7	(23,500)	(23,500)	<b>(21,610)</b>	1,890	8.04%	
		<b>(7,339,024)</b>	<b>(3,609,799)</b>	<b>(2,783,639)</b>	826,160		
Non-cash amounts excluded from operating activities	1(a)	1,524,160	773,274	<b>822,455</b>	49,181	6.36%	
<b>Amount attributable to operating activities</b>		<b>(1,488,303)</b>	<b>(206,499)</b>	<b>303,824</b>	510,323		
<b>Investing activities</b>							
Proceeds from non-operating grants, subsidies and contributions	12	3,408,055	2,087,187	<b>1,557,706</b>	(529,481)	(25.37%)	▼
Proceeds from disposal of assets	7	60,000	14,000	<b>33,182</b>	19,182	137.01%	
Payments for property, plant and equipment and infrastructure	8	(4,499,755)	(1,855,538)	<b>(1,828,782)</b>	26,756	1.44%	
<b>Amount attributable to investing activities</b>		<b>(1,031,700)</b>	<b>245,649</b>	<b>(237,894)</b>	(483,543)		
<b>Financing Activities</b>							
Transfer to reserves	9	(160,000)	(13,910)	<b>(13,910)</b>	0	0.00%	
<b>Amount attributable to financing activities</b>		<b>(160,000)</b>	<b>(13,910)</b>	<b>(13,910)</b>	0		
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>317,137</b>	<b>3,022,380</b>	<b>2,732,024</b>	(290,356)		

**KEY INFORMATION**

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

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

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

# MONTHLY FINANCIAL REPORT

## FOR THE PERIOD ENDED 31 DECEMBER 2020

## BASIS OF PREPARATION

### BASIS OF PREPARATION

#### REPORT PURPOSE

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996*, Regulation 34. Note: The statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

#### BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

The *Local Government Act 1995* and accompanying Regulations take precedence over Australian Accounting Standards where they are inconsistent.

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

#### CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

### PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 20 January 2021

### SIGNIFICANT ACCOUNTING POLICES

#### THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

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

#### GOODS AND SERVICES TAX

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

#### ROUNDING OFF FIGURES

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



(a) Non-cash items excluded from operating activities

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

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
<b>Non-cash items excluded from operating activities</b>		\$	\$	\$
<b>Adjustments to operating activities</b>				
Less: Profit on asset disposals	7	(1,000)	(1,000)	(21,172)
Add: Loss on asset disposals	7	23,500	23,500	21,610
Add: Depreciation on assets		1,501,660	750,774	822,017
<b>Total non-cash items excluded from operating activities</b>		<b>1,524,160</b>	<b>773,274</b>	<b>822,455</b>

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

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

		Last Year Closing 30 June 2020	This Time Last Year 31 December 2019	Year to Date 31 December 2020
<b>Adjustments to net current assets</b>				
Less: Reserves - restricted cash	9	(3,838,873)	(2,061,875)	(3,852,783)
Add: Provisions - employee		154,226	0	154,226
<b>Total adjustments to net current assets</b>		<b>(3,684,647)</b>	<b>(2,061,875)</b>	<b>(3,698,557)</b>

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

<b>Current assets</b>				
Cash and cash equivalents	2	6,903,501	4,307,271	6,694,250
Rates receivables	3	4,833	37,899	11,358
Receivables	3	57,259	268,095	98,724
Other current assets	4	54,022	71,223	50,497
<b>Less: Current liabilities</b>				
Payables	5	(183,601)	(5,930)	(41,042)
Contract liabilities	10	(317,137)	(323,134)	(228,980)
Provisions	10	(154,226)	(172,862)	(154,226)
<b>Less: Total adjustments to net current assets</b>	1(b)	<b>(3,684,647)</b>	<b>(2,061,875)</b>	<b>(3,698,557)</b>
<b>Closing funding surplus / (deficit)</b>		<b>2,680,004</b>	<b>2,120,687</b>	<b>2,732,024</b>

CURRENT AND NON-CURRENT CLASSIFICATION

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

Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Trust \$	Institution	Interest Rate	Maturity Date
<b>Cash on hand</b>								
Cash Advance	Cash and cash equivalents	2,500	0	2,500	0	Cash on hand	Nil	Nil
Cash at Bank - Municipal	Cash and cash equivalents	2,744,728	0	2,744,728	0	Westpac	Variable	Nil
Cash at Bank - Municipal	Cash and cash equivalents	94,239	0	94,239	0	Westpac	Nil	Nil
Cash at Bank - Reserve	Cash and cash equivalents	0	3,852,783	3,852,783	0	Westpac	Variable	Nil
<b>Total</b>		<b>2,841,467</b>	<b>3,852,783</b>	<b>6,694,250</b>	<b>0</b>			
<b>Comprising</b>								
Cash and cash equivalents		2,841,467	3,852,783	6,694,250	0			
		<b>2,841,467</b>	<b>3,852,783</b>	<b>6,694,250</b>	<b>0</b>			

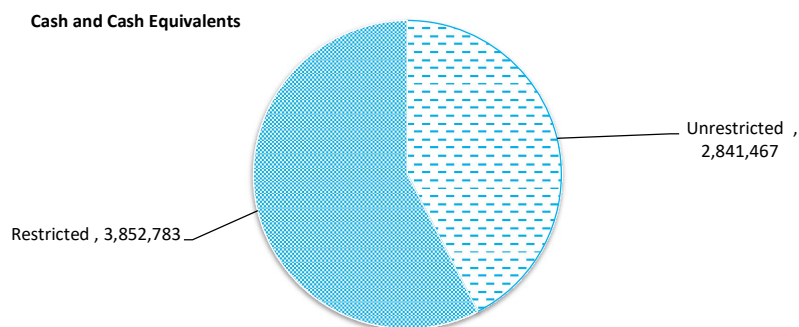
#### KEY INFORMATION

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

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

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

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



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

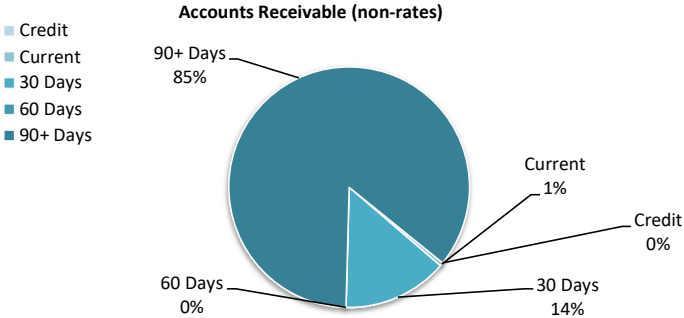
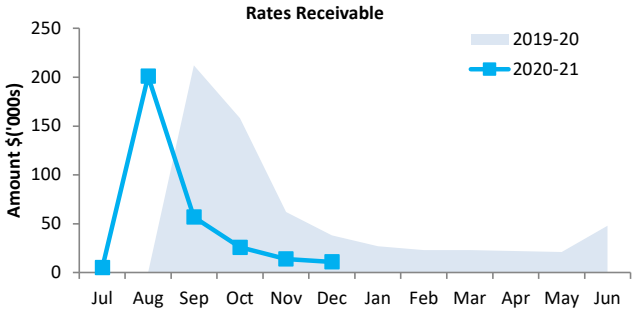
OPERATING ACTIVITIES  
NOTE 3  
RECEIVABLES

Rates receivable	30 Jun 2020	31 Dec 2020
	\$	\$
Opening arrears previous years	2	4,833
Rates, instalment charges and interest levied	261,582	166,920
Less - collections to date	(256,751)	(160,395)
Equals current outstanding	4,833	11,358
<b>Net rates collectable</b>	<b>4,833</b>	<b>11,358</b>
% Collected	98.2%	93.4%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	275	8,250	0	49,896	58,421
Percentage	0.0%	0.5%	14.1%	0.0%	85.4%	
<b>Balance per trial balance</b>						
Sundry receivable						58,421
GST receivable						40,303
<b>Total receivables general outstanding</b>						<b>98,724</b>
Amounts shown above include GST (where applicable)						

**KEY INFORMATION**

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



	Opening Balance 1 July 2020	Asset Increase	Asset Reduction	Closing Balance 31 December 2020
<b>Other current assets</b>	\$	\$	\$	\$
<b>Inventory</b>				
Fuel, oil and materials on hand	50,497	0	0	50,497
<b>Other current assets</b>				
Accrued income	3,525	0	(3,525)	0
<b>Total other current assets</b>	<b>54,022</b>	<b>0</b>	<b>(3,525)</b>	<b>50,497</b>

#### KEY INFORMATION

##### Inventory

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

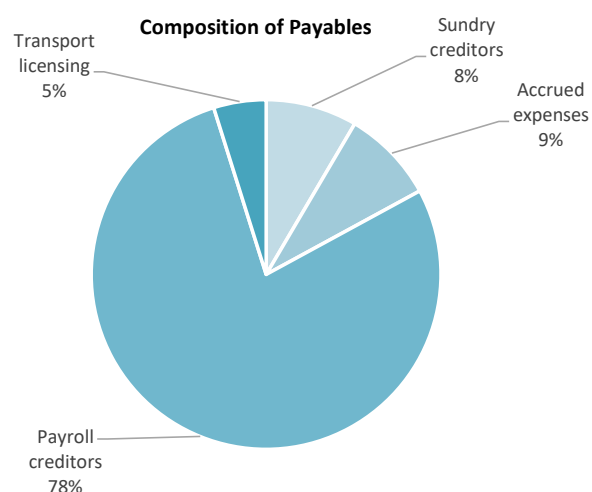
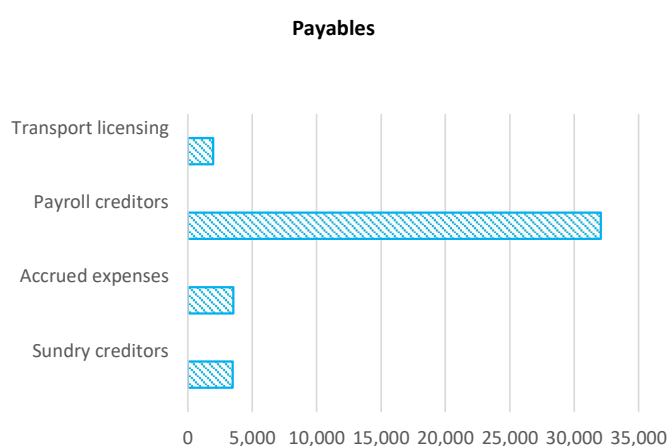
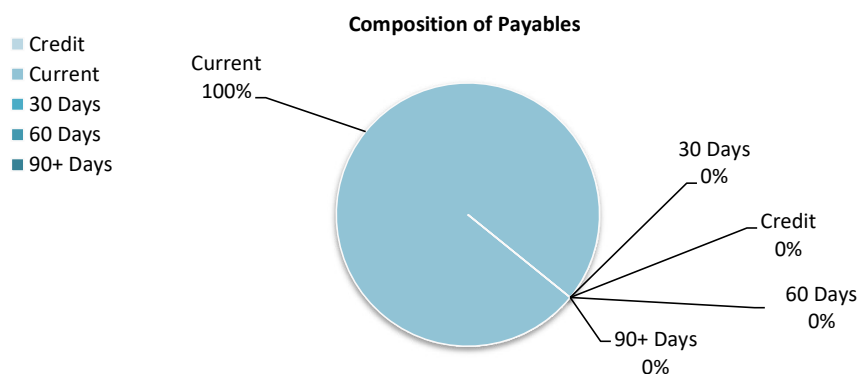
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	3,479	0	0	0	3,479
Percentage	0.0%	100.0%	0.0%	0.0%	0.0%	
<b>Balance per trial balance</b>						
Sundry creditors						3,479
Accrued expenses						3,534
Payroll creditors						32,048
Transport licensing						1,981
<b>Total payables general outstanding</b>						<b>41,042</b>

Amounts shown above include GST (where applicable)

#### KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.



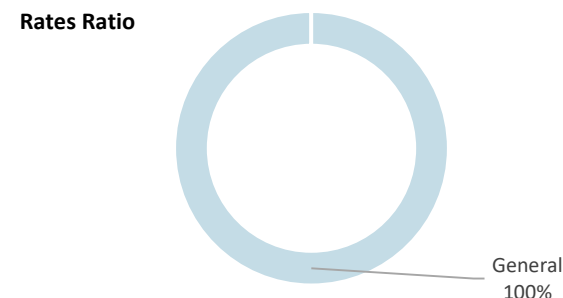
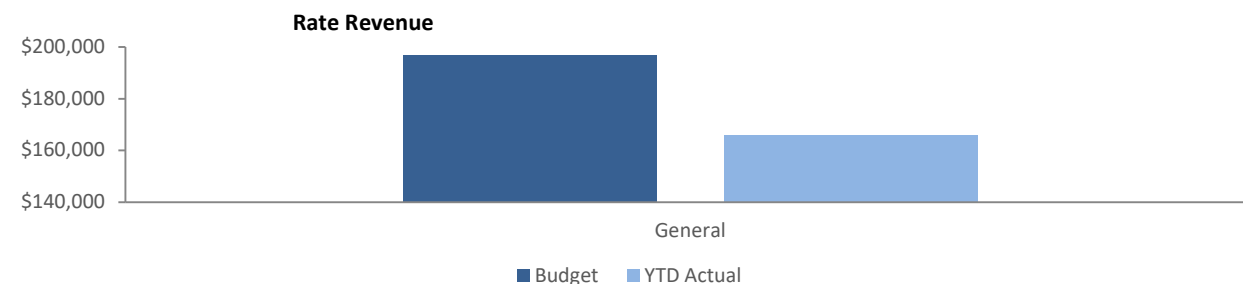
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 DECEMBER 2020**

**OPERATING ACTIVITIES**  
**NOTE 6**  
**RATE REVENUE**

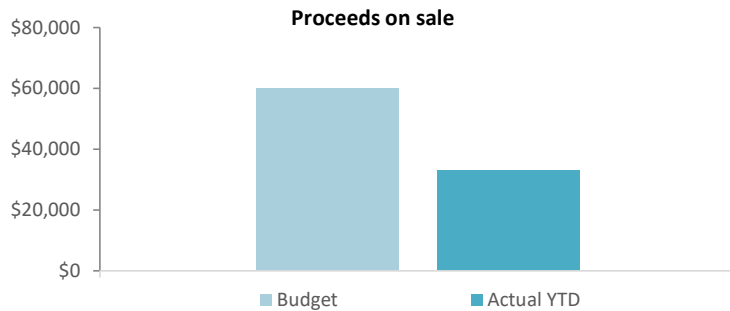
General rate revenue				Budget				YTD Actual			
RATE TYPE	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
				\$	\$	\$	\$	\$	\$	\$	\$
<b>Unimproved value</b>											
General	0.210000	30	936,076	196,576	0	100	196,676	196,647	(24,753)	(5,954)	165,940
<b>Sub-Total</b>		<b>30</b>	<b>936,076</b>	<b>196,576</b>	<b>0</b>	<b>100</b>	<b>196,676</b>	<b>196,647</b>	<b>(24,753)</b>	<b>(5,954)</b>	<b>165,940</b>
<b>Minimum payment</b>	<b>Minimum \$</b>										
<b>Unimproved value</b>											
General	245	4	3,396	980	0	0	980	980	0	0	980
<b>Sub-total</b>		<b>4</b>	<b>3,396</b>	<b>980</b>	<b>0</b>	<b>0</b>	<b>980</b>	<b>980</b>	<b>0</b>	<b>0</b>	<b>980</b>
<b>Total general rates</b>							<b>197,656</b>				<b>166,920</b>

**KEY INFORMATION**

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2020 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.



Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book	Proceeds	Profit	(Loss)	Net Book	Proceeds	Profit	(Loss)
		Value				Value			
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Plant and equipment</b>								
	<b>Governance</b>								
	PE018 1EPU755 FAC vehicle	13,000	14,000	1,000	0	12,010	33,182	21,172	0
	<b>Health</b>								
	PE072 KBC591L EHO vehicle	26,000	24,500	0	(1,500)	0	0	0	0
	<b>Community amenities</b>								
	PE066 Wanarn rubbish truck	22,000	0	0	(22,000)	21,610	0	0	(21,610)
	<b>Transport</b>								
	PE073 1EYW816 works vehicle	21,500	21,500	0	0	0	0	0	0
		<b>82,500</b>	<b>60,000</b>	<b>1,000</b>	<b>(23,500)</b>	<b>33,620</b>	<b>33,182</b>	<b>21,172</b>	<b>(21,610)</b>



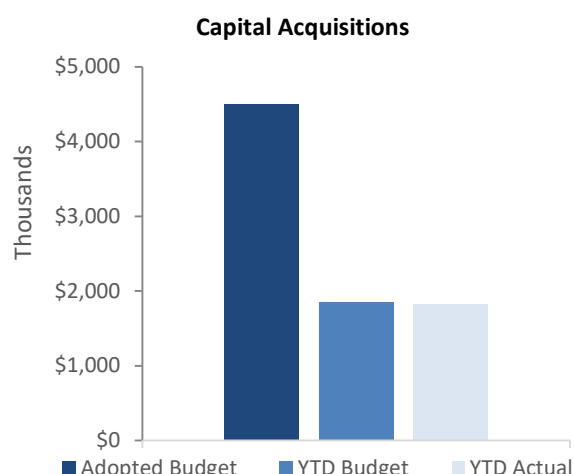
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 DECEMBER 2020**

**INVESTING ACTIVITIES  
NOTE 8  
CAPITAL ACQUISITIONS**

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land & Buildings	53,150	48,150	15,153	(32,997)
Plant & Equipment	284,000	132,000	124,235	(7,765)
Infrastructure - Roads	4,157,605	1,670,388	1,689,394	19,006
Infrastructure - Recreation	5,000	5,000	0	(5,000)
<b>Payments for Capital Acquisitions</b>	<b>4,499,755</b>	<b>1,855,538</b>	<b>1,828,782</b>	<b>(26,756)</b>
<b>Total Capital Acquisitions</b>	<b>4,499,755</b>	<b>1,855,538</b>	<b>1,828,782</b>	<b>(26,756)</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	3,408,055	2,087,187	1,557,706	(529,481)
Other (disposals & C/Fwd)	60,000	14,000	33,182	19,182
Contribution - operations	1,031,700	(245,649)	237,894	483,543
<b>Capital funding total</b>	<b>4,499,755</b>	<b>1,855,538</b>	<b>1,828,782</b>	<b>(26,756)</b>

**SIGNIFICANT ACCOUNTING POLICIES**

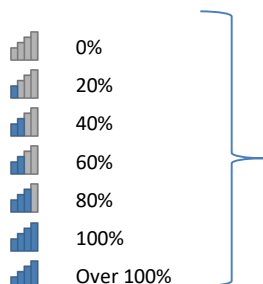
All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current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





Capital expenditure total



















Level of completion indicators



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

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

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

			Adopted			
			Current	Year to	Year to	Variance
Account Description			Budget	Date	Date	(Under)/O
				Budget	Actual	ver
Capital Expenditure						
Land & Buildings						
	111100	Buildings (Upgrade)	20,000	20,000	9,880	(10,120)
	121200	Storage Compound (Land & Buildings - new)	33,150	28,150	5,272	(22,878)
	Land & Buildings Total		53,150	48,150	15,153	(32,997)
Plant & Equipment						
	042565	Plant & Equipment	132,000	56,000	62,642	6,642
	074511	Plant & Equipment	76,000	76,000	61,592	(14,408)
	123007	Plant & Equipment Purchases	76,000	0	0	0
	Plant & Equipment Total		284,000	132,000	124,235	(7,765)
Infrastructure - Roads						
	121400	Great Central Road - MRWA Capex	1,300,000	0	0	0
	147602	Jameson - Southern Bypass	354,269	354,269	334,168	(20,101)
	147611	Jameson Wanarn	416,119	416,119	436,223	20,104
	147612	Warburton Blackstone (RRG)	995,000	900,000	918,559	18,559
	147623	Great Central Road - R2R AAR	0	0	266	266
	147625	Giles Mulga Park (RRG)	486,000	0	179	179
	147634	Wingellina Access Road	606,217	0	0	0
	Infrastructure - Roads Total		4,157,605	1,670,388	1,689,394	19,006
Infrastructure - Recreation						
	147564	Warbon Oval Shade Structure	5,000	5,000	0	(5,000)
	Infrastructure - Recreation Total		5,000	5,000	0	(5,000)
	Grand Total		4,499,755	1,855,538	1,828,782	(26,756)

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

OPERATING ACTIVITIES  
NOTE 9  
CASH RESERVES

Cash backed reserve

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Employee entitlement reserve	309,822	0	1,122	0	0	0	0	309,822	310,944
Asset replacement, acquisition and develop	3,522,013	0	12,762	0	0	0	0	3,522,013	3,534,775
Cultural centre reserve	7,038	0	26	80,000	0	0	0	87,038	7,064
Strategic reserve	0	0	0	80,000	0	0	0	80,000	0
	<b>3,838,873</b>	<b>0</b>	<b>13,910</b>	<b>160,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,998,873</b>	<b>3,852,783</b>

Other current liabilities	Note	Opening Balance 1 July 2020	Liability Increase	Liability Reduction	Closing Balance 31 December 2020
		\$	\$	\$	\$
<b>Contract liabilities</b>					
Unspent grants, contributions and reimbursements					
- operating	11	317,137	385,333	(602,971)	99,499
- non-operating	12	0	1,687,187	(1,557,706)	129,481
<b>Total unspent grants, contributions and reimbursements</b>		<b>317,137</b>	<b>2,072,520</b>	<b>(2,160,677)</b>	<b>228,980</b>
<b>Provisions</b>					
Annual leave		84,230	0	0	84,230
Long service leave		69,996	0	0	69,996
<b>Total Provisions</b>		<b>154,226</b>	<b>0</b>	<b>0</b>	<b>154,226</b>
<b>Total other current assets</b>		<b>471,363</b>	<b>2,072,520</b>	<b>(2,160,677)</b>	<b>383,206</b>

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 11 and 12

#### KEY INFORMATION

##### Provisions

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

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

##### Employee benefits

###### Short-term employee benefits

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

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

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

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

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

##### Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer. Grants to acquire or construct recognisable non-financial assets to 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.

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

NOTE 11

OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability 1 July 2020	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Dec 2020	Current Liability 31 Dec 2020	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Operating grants and subsidies</b>								
<b>Governance</b>								
General Grants (Untied)	0	0	0	0	0	1,555,027	777,514	788,308
<b>Recreation and culture</b>								
Grant-Ministry Sport & Recreation	0	0	0	0	0	0	0	7,500
<b>Transport</b>								
Govt Grant - RA, Ab Access (Operating)	133,117	385,333	(418,951)	99,499	99,499	949,000	436,000	418,951
MRWA Grant - GCR Maintenance	184,020	0	(184,020)	0	0	584,020	584,020	184,020
Fed, Roads Grant (untied)	0	0	0	0	0	309,282	154,642	173,257
Grants - Direct	0	0	0	0	0	167,955	167,955	167,955
	<b>317,137</b>	<b>385,333</b>	<b>(602,971)</b>	<b>99,499</b>	<b>99,499</b>	<b>3,565,284</b>	<b>2,120,131</b>	<b>1,739,991</b>
<b>Operating contributions</b>								
<b>Governance</b>								
Licensing Commission	0	0	0	0	0	2,000	996	881
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,000</b>	<b>996</b>	<b>881</b>
<b>TOTALS</b>	<b>317,137</b>	<b>385,333</b>	<b>(602,971)</b>	<b>99,499</b>	<b>99,499</b>	<b>3,567,284</b>	<b>2,121,127</b>	<b>1,740,872</b>

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

**NOTE 12**

**NON-OPERATING GRANTS AND CONTRIBUTIONS**

Provider	Unspent non operating grants, subsidies and contributions liability				
	Liability 1 July 2020	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Dec 2020	Current Liability 31 Dec 2020
	\$	\$	\$	\$	\$
<b>Non-operating grants and subsidies</b>					
<b>Transport</b>					
Grants - MRWA GCR income for CapEx	0	0	0	0	0
Grants - Stimulus Funding	0	226,468	(226,468)	0	0
Grant - Special Projects	0	459,600	(330,119)	129,481	129,481
Grant-Roads to Recovery	0	416,119	(416,119)	0	0
Govt Grant - RA, Ab Access (Capital)	0	585,000	(585,000)	0	0
	<b>0</b>	<b>1,687,187</b>	<b>(1,557,706)</b>	<b>129,481</b>	<b>129,481</b>

Non operating grants, subsidies and contributions revenue		
Adopted Budget Revenue	YTD Budget	YTD Revenue Actual (b)
\$	\$	\$
1,300,000	400,000	0
452,936	226,468	226,468
654,000	459,600	330,119
416,119	416,119	416,119
585,000	585,000	585,000
<b>3,408,055</b>	<b>2,087,187</b>	<b>1,557,706</b>

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

**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 2020-21 year is \$20,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
<b>Revenue from operating activities</b>				
General purpose funding - rates	(30,736)	(15.55%)	▼ Permanent	This is due to the surrender of tenements, and will need to be addressed at budget review. Rental income is currently higher than anticipated and will be reviewed during the mid year budget review process.
Housing	36,053	75.43%	▲ Timing	
Transport	(378,262)	(28.15%)	▼ Timing	State Government road grants are yet to be received.
<b>Expenditure from operating activities</b>				
Governance	87,005	62.95%	▲ Timing	Salaries and wages are substantially under budget. Office maintenance and travel & accommodation are also well under budget due to impacts of COVID. Many accounts in this program are under budget and this is offset to some extent by a lesser amount allocated out. This variance is due some what to the delays in getting work completed due to COVID. Electricity charges are also under budget.
Housing	35,391	21.71%	▲ Timing	Wages are under budget by \$121,000 with many waste workers out of community or not working. Waste consultancy and plant operations are still below anticipated budget. Admin allocations and depreciation will need to be reviewed mid year budget.
Community amenities	171,205	54.34%	▲ Timing	
Recreation and culture	151,161	36.49%	▲ Timing	Salaries and wages are the largest contributor to this variance. Desert dustup will not occur due to COVID and event cancellation. A number of accounts in this program are running below budget, maintenance on recreation assets has also been held up due to COVID.
Transport	347,576	14.66%	▲ Timing	Road maintenance work is behind the anticipated completion time. Administration expenses are causing the biggest variance and will need be reviewed at mid year budget review, also depreciation on road infrastructure assets will be adjusted.
<b>Investing activities</b>				
Proceeds from non-operating grants, subsidies and contributions	(529,481)	(25.37%)	▼ Timing	State Government road grants are yet to be received.

Payment listing January (20/21)				
Chq/EFT	Date	Name	Description	Amount
EFT3389	15/01/2021	WARAKURNA ROADHOUSE	Diesel for 1EYW816	106.78
EFT3390	15/01/2021	WARBURTON ROADHOUSE	Warburton Roadhouse account for December 2020	4,141.16
EFT3391	15/01/2021	MILLY (WARBURTON) STORE	Milly Store account for December 2020	2,950.00
EFT3392	15/01/2021	Easifleet Management	Novated lease for staff member as per contract	2,070.99
EFT3393	15/01/2021	AUSTRALIA POST	Postage charges for December 2020	30.10
EFT3394	15/01/2021	NGAANYATJARRA Services (ELEC a/c)	Electricity account for Nov - Dec 2020	5,774.16
EFT3395	15/01/2021	DESERT INN HOTEL	Accommodation for FAC - trip to pick up Sport and Rec casual	178.00
EFT3396	15/01/2021	STAPLES AUSTRALIA (WINC)	Stationery order for Shire Office	463.05
EFT3397	15/01/2021	DEPT FOR PLANNING & INFRASTRUCTURE (DPI)	DoT agency payments 182301 - 182305	1,051.00
EFT3398	15/01/2021	ITVISION AUSTRALIA PTY LTD	Monthly rates processing and technical managed service December 2020	2,313.83
EFT3399	15/01/2021	EAGLE PETROLEUM (WA) PTY LTD	Diesel for 1EPU755	108.69
EFT3400	15/01/2021	NGAANYATJARRA COUNCIL REGIONAL HOUSING PROGRAM - Repairs & Maintenance	Repairs to windows and wall at the Early Years Complex	1,467.69
EFT3401	15/01/2021	EMPEROR REFRIGERATION PTY LTD	Service and check AC units at Lot 98 Warburton	433.18
EFT3402	15/01/2021	NGAANYATJARRA CONSTRUCTION & MANAGEMENT SERVICES	Kerb scraping Warburton Community roads	9,114.28
EFT3403	15/01/2021	N-COM PTY LTD	New DTV transmitter for Warburton TV transmission hub	10,904.30
EFT3404	15/01/2021	CORE BUSINESS AUSTRALIA	Claim 2 Job No. J00863 - Sport and Rec Plan	2,684.12
EFT3405	15/01/2021	LAVERTON SUPPLIES MOTORS	Diesel for KBC591L	105.10
EFT3406	19/01/2021	Busselton Toyota	Purchase of Landcruiser 200 series GXL	77,329.41
EFT3407	19/01/2021	David Lloyd	Reimbursement for Operations Officer - bin lifter parts	84.51
EFT3408	20/01/2021	KEY FACTORS PTY LTD (BREAKAWAY)	Hire of plant and equipment for construction work on the Warburton to Blackstone Road	61,501.00
EFT3409	20/01/2021	NGAANYATJARRA COUNCIL REGIONAL HOUSING PROGRAM - Repairs & Maintenance	Repairs to roof at Shire Office after break-in	606.21
EFT3410	22/01/2021	Tourism Council Western Australia Ltd	QTF renewal fee 2021 4-8 FTE Complimentary TCWA Bronze membership 2021	540.00
EFT3411	22/01/2021	NATS	Items for general maintenance	626.52
EFT3412	22/01/2021	WARAKURNA ROADHOUSE	Diesel for 1EYW816	225.38
EFT3413	22/01/2021	Tyrepower Busselton	Tyres for CEO Landcruiser 1HED882	2,600.00
EFT3414	22/01/2021	KEY FACTORS PTY LTD (BREAKAWAY)	Hire of plant and equipment for construction work on the Warburton to Blackstone Road	107,168.60
EFT3415	22/01/2021	PERFECT COMPUTER SOLUTIONS PTY LTD	IT support for January 2021	297.50
EFT3416	22/01/2021	MOORE AUSTRALIA (WA) Pty Ltd	Compilation of the statement of financial activity for December 2020	2,612.50
PAY	6/01/2021	Payroll Direct Debit Of Net Pays	Payroll Direct Debit Of Net Pays	37,061.15
DD1772.1	6/01/2021	Aware Super	Superannuation contributions	2,863.33
DD1772.2	6/01/2021	HOST PLUS	Superannuation contributions	197.34
DD1772.3	6/01/2021	VISION SUPER	Superannuation contributions	801.48
DD1772.4	6/01/2021	The Trustee For Care Super	Superannuation contributions	235.43
DD1772.5	6/01/2021	REST	Superannuation contributions	391.57
DD1772.6	6/01/2021	LGIAsuper	Superannuation contributions	102.51
DD1772.7	6/01/2021	AustralianSuper Pty Ltd	Superannuation contributions	76.47
DD1773.1	4/01/2021	WESTPAC BANK	Transaction fee for December 2020	45.00
DD1773.2	4/01/2021	COMMONWEALTH BANK OF AUSTRALIA	CBA Eftpos merchant fee for December 2020	36.67
DD1773.3	4/01/2021	PIVOTEL SATELLITE PTY LTD	Satellite phone and Spot Tracker charges for December and January	477.73
DD1776.1	11/01/2021	TELSTRA CORPORATION LTD	Telstra account for December 2020	1,198.27
DD1780.1	18/01/2021	Woolworths Limited	Supplies for school holiday program	381.18
PAY	20/01/2021	Payroll Direct Debit Of Net Pays	Payroll Direct Debit Of Net Pays	47,767.30
DD1786.1	20/01/2021	Aware Super	Superannuation contributions	3,865.97
DD1786.2	20/01/2021	HOST PLUS	Superannuation contributions	197.34
DD1786.3	20/01/2021	VISION SUPER	Superannuation contributions	801.48
DD1786.4	20/01/2021	The Trustee For Care Super	Superannuation contributions	244.74
DD1786.5	20/01/2021	REST	Superannuation contributions	418.70
DD1786.6	20/01/2021	LGIAsuper	Superannuation contributions	239.71
DD1786.7	20/01/2021	AustralianSuper Pty Ltd	Superannuation contributions	238.11
DD1788.1	14/01/2021	Westpac Credit Card	CEO Westpac mastercard payment for December 2020	732.46
DD1788.2	14/01/2021	Westpac Credit Card	DCEO Westpac Mastercard payment for December 2020	10.00
DD1788.3	14/01/2021	Westpac Credit Card	DGC Westpac Mastercard payment for December 2020	880.20
DD1788.4	14/01/2021	Westpac Credit Card	FAC Westpac Mastercard payment for December 2020	692.72
Total				397,444.92

# SHIRE OF NGAANYATJARRAKU

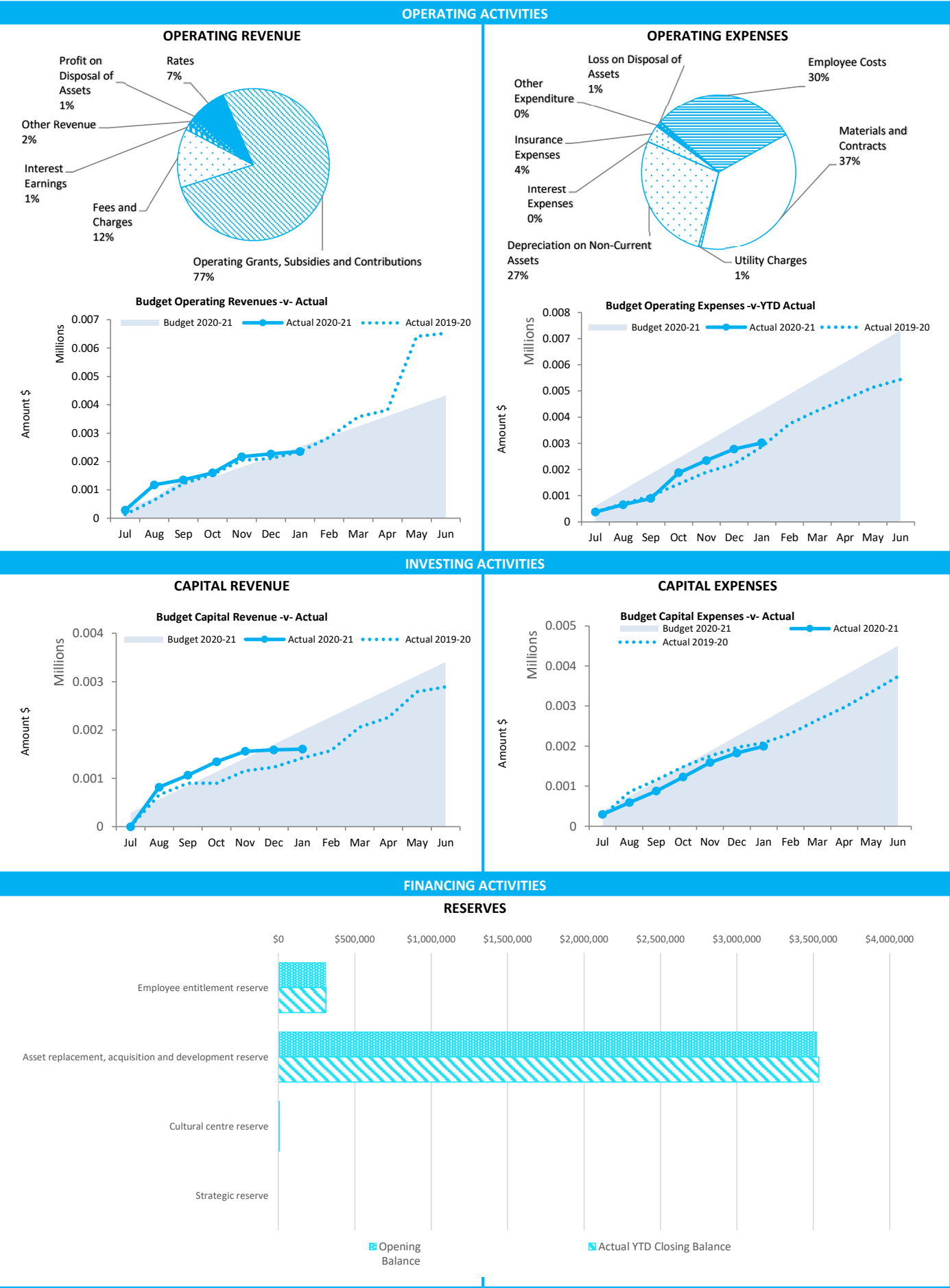
## MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the period ending 31 January 2021

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

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Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$3.00 M	\$3.00 M	\$2.53 M	(\$0.47 M)
Closing	\$0.32 M	\$2.52 M	\$2.28 M	(\$0.24 M)
Refer to Statement of Financial Activity				

Cash and cash equivalents		
	\$6.33 M	% of total
Unrestricted Cash	\$2.48 M	39.1%
Restricted Cash	\$3.85 M	60.9%
Refer to Note 2 - Cash and Financial Assets		

Payables		
	\$0.04 M	% Outstanding
Trade Payables	\$0.00 M	
30 to 90 Days		0.0%
Over 90 Days		0.0%
Refer to Note 5 - Payables		

Receivables		
	\$0.09 M	% Collected
Rates Receivable	\$0.01 M	93.6%
Trade Receivable	\$0.09 M	% Outstanding
30 to 90 Days		32.4%
Over 90 Days		64.7%
Refer to Note 3 - Receivables		

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.49 M)	(\$0.70 M)	\$0.16 M	\$0.86 M
Refer to Statement of Financial Activity			

Rates Revenue		
YTD Actual	\$0.17 M	% Variance
YTD Budget	\$0.20 M	(15.6%)
Refer to Note 6 - Rate Revenue		

Operating Grants and Contributions		
YTD Actual	\$1.80 M	% Variance
YTD Budget	\$2.20 M	(17.9%)
Refer to Note 11 - Operating Grants and Contributions		

Fees and Charges		
YTD Actual	\$0.30 M	% Variance
YTD Budget	\$0.28 M	3.8%
Refer to Statement of Financial Activity		

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.03 M)	\$0.24 M	(\$0.39 M)	(\$0.63 M)
Refer to Statement of Financial Activity			

Proceeds on sale		
YTD Actual	\$0.03 M	%
Adopted Budget	\$0.06 M	55.3%
Refer to Note 7 - Disposal of Assets		

Asset Acquisition		
YTD Actual	\$2.00 M	% Spent
Adopted Budget	\$4.50 M	44.4%
Refer to Note 8 - Capital Acquisition		

Capital Grants		
YTD Actual	\$1.57 M	% Received
Adopted Budget	\$3.41 M	46.1%
Refer to Note 8 - Capital Acquisition		

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.16 M)	(\$0.02 M)	(\$0.02 M)	\$0.00 M
Refer to Statement of Financial Activity			

Borrowings	
Principal repayments	\$0.00 M
Interest expense	\$0.00 M
Principal due	\$0.00 M

Reserves	
Reserves balance	\$3.85 M
Interest earned	\$0.02 M
Refer to Note 9 - 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 JANUARY 2021

## STATUTORY REPORTING PROGRAMS

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

### PROGRAM NAME AND OBJECTIVES

#### GOVERNANCE

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

#### ACTIVITIES

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

#### GENERAL PURPOSE FUNDING

To collect revenue to allow for the provision of services.

Rates, general purpose government grants and interest revenue.

#### LAW, ORDER, PUBLIC SAFETY

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

Supervision and enforcement of various laws relating to aspects of public safety including emergency services.

#### HEALTH

To provide an operational framework for environmental and community health.

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

#### EDUCATION AND WELFARE

To provide services to children and youth.

Maintenance of playgroup centres (early years learning) Warburton, Blackstone, Jameson.

#### HOUSING

To provide and maintain staff housing.

Provision and maintenance of staff housing.

#### COMMUNITY AMENITIES

To provide services required by the community.

Rubbish collection services, litter control, Warburton, Warakurna and Wanarn.

#### RECREATION AND CULTURE

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

Maintenance of public halls, civic centres, Warburton recreation centre and operation of recreation services in Warburton. Provision and maintenance of parks and playgrounds. Operation of other cultural facilities.

#### TRANSPORT

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

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

#### ECONOMIC SERVICES

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

Tourism and area promotion and building control.

#### OTHER PROPERTY AND SERVICES

To monitor and control council's overheads operating accounts.

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

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2021**

**STATUTORY REPORTING PROGRAMS**

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	1(c)	2,997,140	2,997,140	<b>2,525,774</b>	(471,366)	(15.73%)	▼
<b>Revenue from operating activities</b>							
Governance		2,000	1,162	<b>27,715</b>	26,553	2285.11%	▲
General purpose funding - general rates	6	197,656	197,656	<b>166,920</b>	(30,736)	(15.55%)	▼
General purpose funding - other		1,607,177	807,929	<b>813,788</b>	5,859	0.73%	
Law, order and public safety		416	416	<b>420</b>	4	0.96%	
Health		1,400	900	<b>330</b>	(570)	(63.33%)	
Education and welfare		48,000	48,000	<b>48,000</b>	0	0.00%	
Housing		95,590	47,796	<b>83,849</b>	36,053	75.43%	▲
Community amenities		71,265	71,265	<b>71,520</b>	255	0.36%	
Recreation and culture		230,000	134,162	<b>112,715</b>	(21,447)	(15.99%)	▼
Transport		2,072,257	1,418,617	<b>1,028,185</b>	(390,432)	(27.52%)	▼
Economic services		800	800	<b>0</b>	(800)	(100.00%)	
		<b>4,326,561</b>	<b>2,728,703</b>	<b>2,353,442</b>	(375,261)		
<b>Expenditure from operating activities</b>							
Governance		(137,031)	(166,888)	<b>(53,255)</b>	113,633	68.09%	▲
General purpose funding		0	0	<b>(2,852)</b>	(2,852)	0.00%	
Law, order and public safety		(11,970)	(7,444)	<b>(4,349)</b>	3,095	41.58%	
Health		(253,488)	(157,578)	<b>(133,884)</b>	23,694	15.04%	▲
Education and welfare		(43,230)	(25,214)	<b>(18,245)</b>	6,969	27.64%	
Housing		(266,875)	(179,045)	<b>(134,081)</b>	44,964	25.11%	▲
Community amenities		(622,213)	(364,359)	<b>(155,265)</b>	209,094	57.39%	▲
Recreation and culture		(774,516)	(486,697)	<b>(310,074)</b>	176,623	36.29%	▲
Transport		(4,968,525)	(2,766,399)	<b>(2,175,012)</b>	591,387	21.38%	▲
Economic services		(261,176)	(176,966)	<b>(31,403)</b>	145,563	82.25%	▲
		<b>(7,339,024)</b>	<b>(4,330,590)</b>	<b>(3,018,420)</b>	1,312,170		
Non-cash amounts excluded from operating activities	1(a)	1,524,160	898,403	<b>822,455</b>	(75,948)	(8.45%)	
<b>Amount attributable to operating activities</b>		<b>(1,488,303)</b>	<b>(703,484)</b>	<b>157,477</b>	860,961		
<b>Investing Activities</b>							
Proceeds from non-operating grants, subsidies and contributions	12	3,408,055	2,443,255	<b>1,571,443</b>	(871,812)	(35.68%)	▼
Proceeds from disposal of assets	7	60,000	14,000	<b>33,182</b>	19,182	137.01%	
Payments for property, plant and equipment and infrastructure	8	(4,499,755)	(2,217,538)	<b>(1,996,023)</b>	221,515	9.99%	
<b>Amount attributable to investing activities</b>		<b>(1,031,700)</b>	<b>239,717</b>	<b>(391,398)</b>	(631,115)		
<b>Financing Activities</b>							
Transfer to reserves	9	(160,000)	(15,563)	<b>(15,563)</b>	0	0.00%	
<b>Amount attributable to financing activities</b>		<b>(160,000)</b>	<b>(15,563)</b>	<b>(15,563)</b>	0		
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>317,137</b>	<b>2,517,810</b>	<b>2,276,290</b>			

**KEY INFORMATION**

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to threshold. Refer to Note 13 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2020-21 year is \$20,000 or 10.00% whichever is the greater.

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

## KEY TERMS AND DESCRIPTIONS

### FOR THE PERIOD ENDED 31 JANUARY 2021

#### REVENUE

##### RATES

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

##### OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

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

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

##### REVENUE FROM CONTRACTS WITH CUSTOMERS

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

##### FEES AND CHARGES

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

##### SERVICE CHARGES

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995*. *Regulation 54 of the Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

##### INTEREST EARNINGS

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

##### OTHER REVENUE / INCOME

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

##### PROFIT ON ASSET DISPOSAL

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

## NATURE OR TYPE DESCRIPTIONS

#### EXPENSES

##### EMPLOYEE COSTS

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

##### MATERIALS AND CONTRACTS

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

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

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

##### INSURANCE

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

##### LOSS ON ASSET DISPOSAL

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

##### DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

##### INTEREST EXPENSES

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

##### OTHER EXPENDITURE

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

**STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 JANUARY 2021**

**BY NATURE OR TYPE**

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	1(c)	2,997,140	2,997,140	<b>2,525,774</b>	(471,366)	(15.73%)	▼
<b>Revenue from operating activities</b>							
Rates	6	197,656	197,656	<b>166,920</b>	(30,736)	(15.55%)	▼
Operating grants, subsidies and contributions	11	3,567,284	2,196,293	<b>1,803,703</b>	(392,590)	(17.88%)	▼
Fees and charges		416,055	284,923	<b>295,866</b>	10,943	3.84%	
Interest earnings		52,150	30,415	<b>25,480</b>	(4,935)	(16.23%)	
Other revenue		92,416	18,416	<b>40,301</b>	21,885	118.84%	▲
Profit on disposal of assets	7	1,000	1,000	<b>21,172</b>	20,172	2017.20%	▲
		<b>4,326,561</b>	<b>2,728,703</b>	<b>2,353,442</b>	(375,261)		
<b>Expenditure from operating activities</b>							
Employee costs		(2,172,956)	(1,268,795)	<b>(921,683)</b>	347,112	27.36%	▲
Materials and contracts		(3,315,108)	(1,911,101)	<b>(1,109,548)</b>	801,553	41.94%	▲
Utility charges		(61,100)	(35,623)	<b>(17,027)</b>	18,596	52.20%	
Depreciation on non-current assets		(1,501,660)	(875,903)	<b>(822,017)</b>	53,886	6.15%	
Interest expenses		(500)	(287)	<b>(742)</b>	(455)	(158.54%)	
Insurance expenses		(168,121)	(160,581)	<b>(108,928)</b>	51,653	32.17%	▲
Other expenditure		(96,079)	(54,800)	<b>(16,865)</b>	37,935	69.22%	▲
Loss on disposal of assets	7	(23,500)	(23,500)	<b>(21,610)</b>	1,890	8.04%	
		<b>(7,339,024)</b>	<b>(4,330,590)</b>	<b>(3,018,420)</b>	1,312,170		
Non-cash amounts excluded from operating activities	1(a)	1,524,160	898,403	<b>822,455</b>	(75,948)	(8.45%)	
<b>Amount attributable to operating activities</b>		<b>(1,488,303)</b>	<b>(703,484)</b>	<b>157,477</b>	860,961		
<b>Investing activities</b>							
Proceeds from non-operating grants, subsidies and contributions	12	3,408,055	2,443,255	<b>1,571,443</b>	(871,812)	(35.68%)	▼
Proceeds from disposal of assets	7	60,000	14,000	<b>33,182</b>	19,182	137.01%	
Payments for property, plant and equipment and infrastructure	8	(4,499,755)	(2,217,538)	<b>(1,996,023)</b>	221,515	9.99%	
<b>Amount attributable to investing activities</b>		<b>(1,031,700)</b>	<b>239,717</b>	<b>(391,398)</b>	(631,115)		
<b>Financing Activities</b>							
Transfer to reserves	9	(160,000)	(15,563)	<b>(15,563)</b>	0	0.00%	
<b>Amount attributable to financing activities</b>		<b>(160,000)</b>	<b>(15,563)</b>	<b>(15,563)</b>	0		
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>317,137</b>	<b>2,517,810</b>	<b>2,276,290</b>	(241,520)		

**KEY INFORMATION**

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

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

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

# MONTHLY FINANCIAL REPORT

## FOR THE PERIOD ENDED 31 JANUARY 2021

## BASIS OF PREPARATION

### BASIS OF PREPARATION

#### REPORT PURPOSE

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996*, Regulation 34. Note: The statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

#### BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards. Regulation 16 prohibits a local government from recognising as assets Crown land that is a public thoroughfare, such as land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or recreational facility of State or regional significance. Consequently, some assets, including land under roads acquired on or after 1 July 2008, have not been recognised in this financial report. This is not in accordance with the requirements of *AASB 1051 Land Under Roads paragraph 15* and *AASB 116 Property, Plant and Equipment paragraph 7*.

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

### PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 09 February 2021

### SIGNIFICANT ACCOUNTING POLICES

#### CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

#### THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies

#### GOODS AND SERVICES TAX

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

#### ROUNDING OFF FIGURES

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



(a) Non-cash items excluded from operating activities

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

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
<b>Non-cash items excluded from operating activities</b>		\$	\$	\$
<b>Adjustments to operating activities</b>				
Less: Profit on asset disposals	7	(1,000)	(1,000)	(21,172)
Add: Loss on asset disposals	7	23,500	23,500	21,610
Add: Depreciation on assets		1,501,660	875,903	822,017
<b>Total non-cash items excluded from operating activities</b>		<b>1,524,160</b>	<b>898,403</b>	<b>822,455</b>

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

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

		Last Year Closing 30 June 2020	This Time Last Year 31 January 2020	Year to Date 31 January 2021
<b>Adjustments to net current assets</b>				
Less: Reserves - restricted cash	9	(3,838,873)	(2,064,553)	(3,854,436)
<b>Total adjustments to net current assets</b>		<b>(3,838,873)</b>	<b>(2,064,553)</b>	<b>(3,854,436)</b>

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

<b>Current assets</b>				
Cash and cash equivalents	2	6,902,571	2,168,380	6,330,272
Financial assets at amortised cost	2	0	2,064,553	0
Rates receivables	3	4,833	26,570	10,997
Receivables	3	57,259	399,649	85,425
Other current assets	4	54,022	71,223	50,497
<b>Less: Current liabilities</b>				
Payables	5	(182,675)	(24,987)	(39,826)
Contract liabilities	10	(317,137)	(307,334)	(152,413)
Provisions	10	(154,226)	(172,862)	(154,226)
<b>Less: Total adjustments to net current assets</b>	1(b)	<b>(3,838,873)</b>	<b>(2,064,553)</b>	<b>(3,854,436)</b>
<b>Closing funding surplus / (deficit)</b>		<b>2,525,774</b>	<b>2,160,639</b>	<b>2,276,290</b>

CURRENT AND NON-CURRENT CLASSIFICATION

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



Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Trust \$	Institution	Interest Rate	Maturity Date
<b>Cash on hand</b>								
Cash Advance	Cash and cash equivalents	2,500	0	2,500	0	Cash on hand	Nil	Nil
Cash at Bank - Municipal	Cash and cash equivalents	328,018	0	328,018	0	Westpac	Nil	Nil
Cash at Bank - Municipal	Cash and cash equivalents	2,145,319	0	2,145,319	0	Westpac	Variable	Nil
Cash at Bank - Reserve	Cash and cash equivalents	0	3,854,435	3,854,435	0	Westpac	Variable	Nil
<b>Total</b>		<b>2,475,837</b>	<b>3,854,435</b>	<b>6,330,272</b>	<b>0</b>			
<b>Comprising</b>								
Cash and cash equivalents		2,475,837	3,854,435	6,330,272	0			
		<b>2,475,837</b>	<b>3,854,435</b>	<b>6,330,272</b>	<b>0</b>			

#### KEY INFORMATION

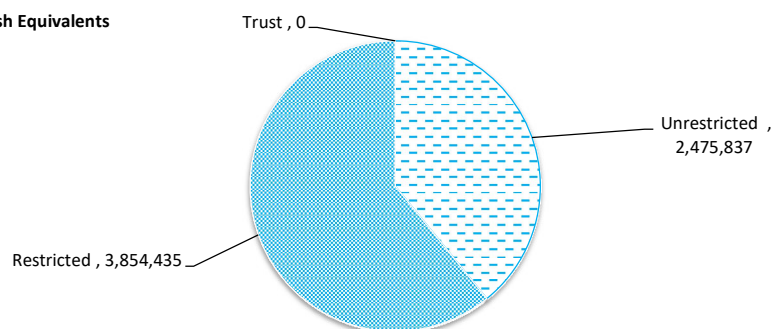
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to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

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

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

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

#### Cash and Cash Equivalents



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2021

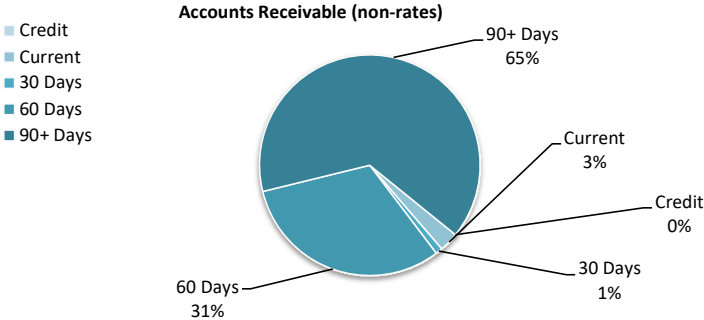
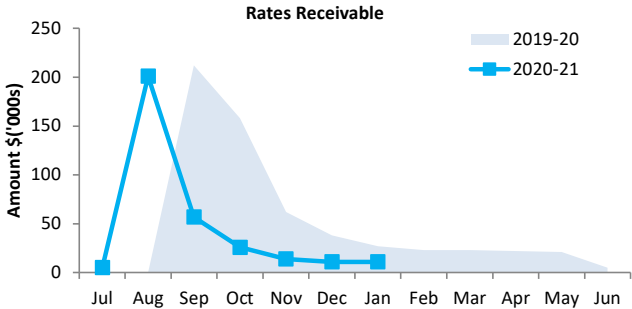
OPERATING ACTIVITIES  
NOTE 3  
RECEIVABLES

Rates receivable	30 June 2020	31 Jan 2021
	\$	\$
Opening arrears previous years	2	4,833
Rates, instalment charges and interest levied	261,582	166,920
Less - collections to date	(256,751)	(160,756)
Equals current outstanding	4,833	10,997
<b>Net rates collectable</b>	<b>4,833</b>	<b>10,997</b>
% Collected	98.2%	93.6%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	750	275	8,250	16,982	26,257
Percentage	0.0%	2.9%	1.0%	31.4%	64.7%	
<b>Balance per trial balance</b>						
Sundry receivable						26,257
GST receivable						59,168
<b>Total receivables general outstanding</b>						<b>85,425</b>
Amounts shown above include GST (where applicable)						

**KEY INFORMATION**

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



	Opening Balance 1 July 2020	Asset Increase	Asset Reduction	Closing Balance 31 January 2021
<b>Other current assets</b>	\$	\$	\$	\$
<b>Inventory</b>				
Fuel, oil and materials on hand	50,497	0	0	50,497
<b>Other current assets</b>				
Accrued income	3,525	0	(3,525)	0
<b>Total other current assets</b>	<b>54,022</b>	<b>0</b>	<b>(3,525)</b>	<b>50,497</b>

#### KEY INFORMATION

##### Inventory

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

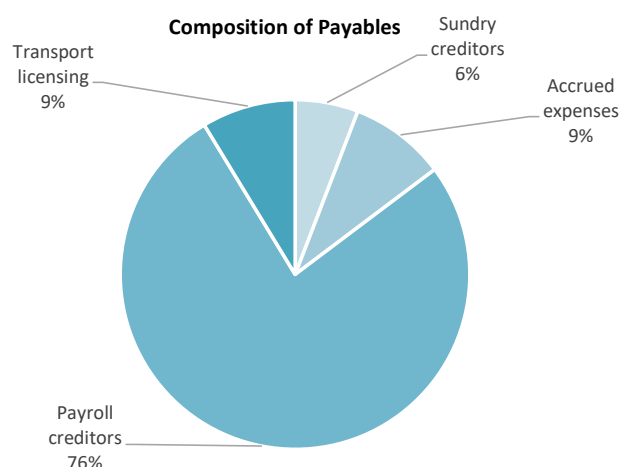
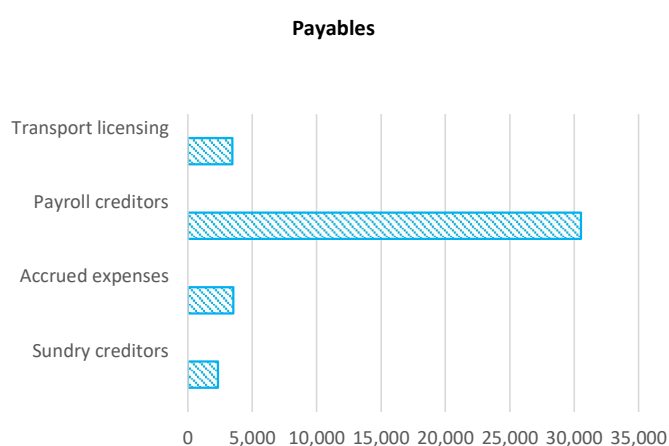
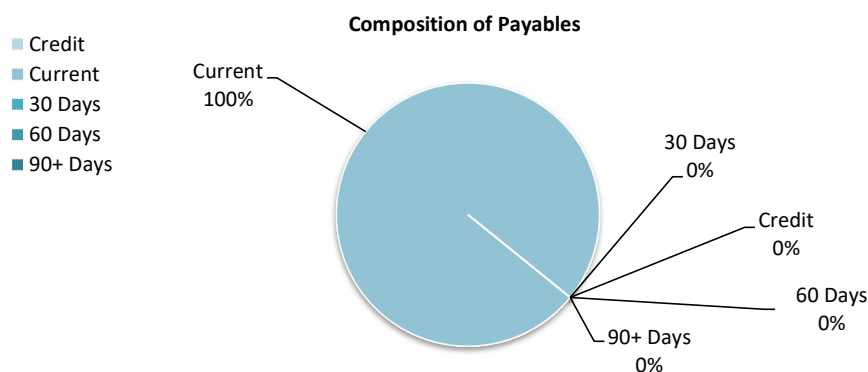
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	2,335	0	0	0	2,335
Percentage	0.0%	100.0%	0.0%	0.0%	0.0%	
<b>Balance per trial balance</b>						
Sundry creditors						2,335
Accrued expenses						3,534
Payroll creditors						30,500
Transport licensing						3,457
<b>Total payables general outstanding</b>						<b>39,826</b>

Amounts shown above include GST (where applicable)

#### KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.



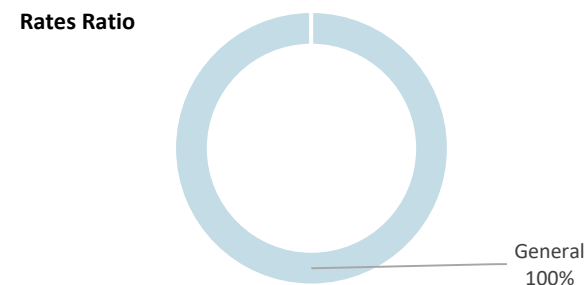
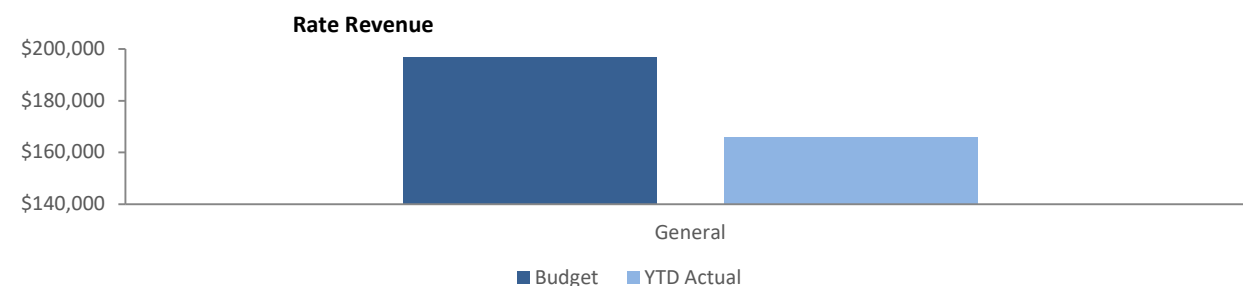
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 JANUARY 2021**

**OPERATING ACTIVITIES**  
**NOTE 6**  
**RATE REVENUE**

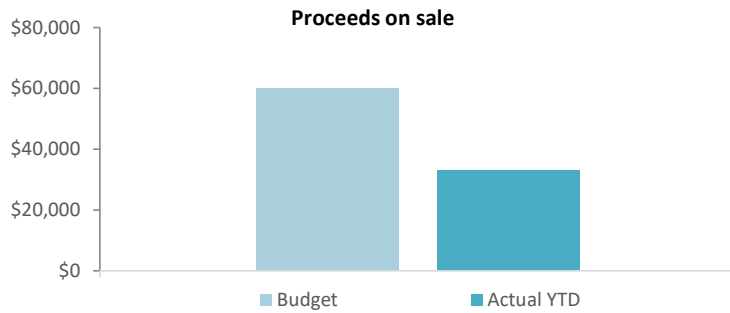
General rate revenue				Budget				YTD Actual			
RATE TYPE	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
				\$	\$	\$	\$	\$	\$	\$	\$
<b>Unimproved value</b>											
General	0.210000	30	936,076	196,576	0	100	196,676	196,647	(24,753)	(5,954)	165,940
<b>Sub-Total</b>		<b>30</b>	<b>936,076</b>	<b>196,576</b>	<b>0</b>	<b>100</b>	<b>196,676</b>	<b>196,647</b>	<b>(24,753)</b>	<b>(5,954)</b>	<b>165,940</b>
<b>Minimum payment</b>	<b>Minimum \$</b>										
<b>Unimproved value</b>											
General	245	4	3,396	980	0	0	980	980	0	0	980
<b>Sub-total</b>		<b>4</b>	<b>3,396</b>	<b>980</b>	<b>0</b>	<b>0</b>	<b>980</b>	<b>980</b>	<b>0</b>	<b>0</b>	<b>980</b>
<b>Total general rates</b>							<b>197,656</b>				<b>166,920</b>

**KEY INFORMATION**

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2020 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.



Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book	Proceeds	Profit	(Loss)	Net Book	Proceeds	Profit	(Loss)
		Value				Value			
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Plant and equipment</b>								
	<b>Governance</b>								
	PE018 1EPU755 FAC vehicle	13,000	14,000	1,000	0	12,010	33,182	21,172	0
	<b>Health</b>								
	PE072 KBC591L EHO vehicle	26,000	24,500	0	(1,500)	0	0	0	0
	<b>Community amenities</b>								
	PE066 Wanarn rubbish truck	22,000	0	0	(22,000)	21,610	0	0	(21,610)
	<b>Transport</b>								
	PE073 1EYW816 works vehicle	21,500	21,500	0	0	0	0	0	0
		<b>82,500</b>	<b>60,000</b>	<b>1,000</b>	<b>(23,500)</b>	<b>33,620</b>	<b>33,182</b>	<b>21,172</b>	<b>(21,610)</b>



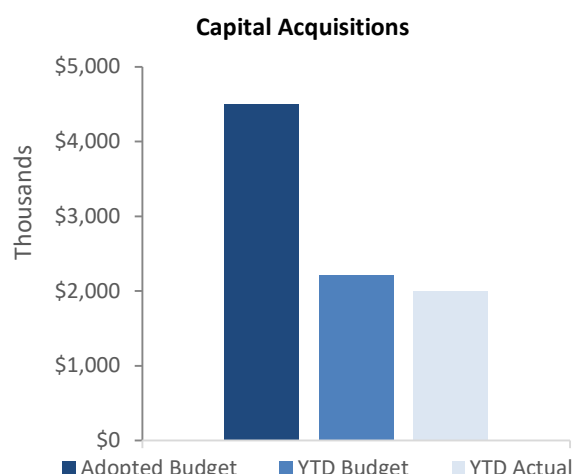
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2021**

**INVESTING ACTIVITIES  
NOTE 8  
CAPITAL ACQUISITIONS**

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land & Buildings	53,150	53,150	15,153	(37,997)
Plant & Equipment	284,000	208,000	194,734	(13,266)
Infrastructure - Roads	4,157,605	1,951,388	1,786,136	(165,252)
Infrastructure - Recreation	5,000	5,000	0	(5,000)
<b>Payments for Capital Acquisitions</b>	<b>4,499,755</b>	<b>2,217,538</b>	<b>1,996,023</b>	<b>(221,515)</b>
<b>Total Capital Acquisitions</b>	<b>4,499,755</b>	<b>2,217,538</b>	<b>1,996,023</b>	<b>(221,515)</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	3,408,055	2,443,255	1,571,443	(871,812)
Other (disposals & C/Fwd)	60,000	14,000	33,182	19,182
Contribution - operations	1,031,700	(239,717)	391,398	631,115
<b>Capital funding total</b>	<b>4,499,755</b>	<b>2,217,538</b>	<b>1,996,023</b>	<b>(221,515)</b>

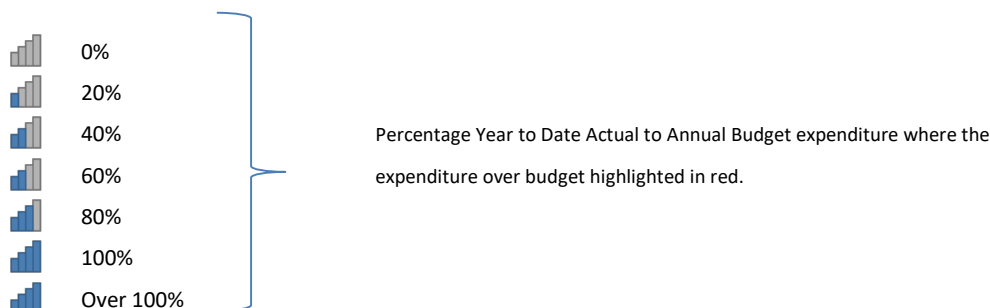
**SIGNIFICANT ACCOUNTING POLICIES**

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



Capital expenditure total

Level of completion indicators



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

Level of completion indicator, please see table at the end of this note for further information			Adopted		Year to Date Actual	Variance (Under)/ Over
Account Description			Current Budget	Year to Date Budget		
Capital Expenditure						
Land & Buildings						
	111100	Buildings (Upgrade)	20,000	20,000	9,880	(10,120)
	121200	Storage Compound (Land & Buildings - new)	33,150	33,150	5,272	(27,878)
	Land & Buildings Total		53,150	53,150	15,153	(37,997)
Plant & Equipment						
	042565	Plant & Equipment	132,000	132,000	133,141	1,141
	074511	Plant & Equipment	76,000	76,000	61,592	(14,408)
	123007	Plant & Equipment Purchases	76,000	0	0	0
	Plant & Equipment Total		284,000	208,000	194,734	(13,266)
Infrastructure - Roads						
	121400	Great Central Road - MRWA Capex	1,300,000	0	0	0
	147602	Jameson - Southern Bypass	354,269	354,269	334,167	(20,102)
	147611	Jameson Wanarn	416,119	416,119	436,223	20,104
	147612	Warburton Blackstone (RRG)	995,000	995,000	994,697	(303)
	147623	Great Central Road - R2R AAR	0	0	266	266
	147625	Giles Mulga Park (RRG)	486,000	186,000	20,784	(165,216)
	147634	Wingellina Access Road	606,217	0	0	0
	Infrastructure - Roads Total		4,157,605	1,951,388	1,786,136	(165,252)
Infrastructure - Recreation						
	147564	Warbon Oval Shade Structure	5,000	5,000	0	(5,000)
	Infrastructure - Recreation Total		5,000	5,000	0	(5,000)
	Grand Total		4,499,755	2,217,538	1,996,023	(221,515)



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2021

OPERATING ACTIVITIES  
NOTE 9  
CASH RESERVES

Cash backed reserve

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Employee entitlement reserve	309,822	0	1,256	0	0	0	0	309,822	311,078
Asset replacement, acquisition and develop	3,522,013	0	14,278	0	0	0	0	3,522,013	3,536,291
Cultural centre reserve	7,038	0	29	80,000	0	0	0	87,038	7,067
Strategic reserve	0	0	0	80,000	0	0	0	80,000	0
	<b>3,838,873</b>	<b>0</b>	<b>15,563</b>	<b>160,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,998,873</b>	<b>3,854,436</b>

Other current liabilities	Note	Opening Balance 1 July 2020	Liability Increase	Liability Reduction	Closing Balance 31 January 2021
		\$	\$	\$	\$
<b>Contract liabilities</b>					
Unspent grants, contributions and reimbursements					
- operating	11	317,137	385,333	(665,801)	36,669
- non-operating	12	0	1,687,187	(1,571,443)	115,744
<b>Total unspent grants, contributions and reimbursements</b>		<b>317,137</b>	<b>2,072,520</b>	<b>(2,237,244)</b>	<b>152,413</b>
<b>Provisions</b>					
Annual leave		84,230	0	0	84,230
Long service leave		69,996	0	0	69,996
<b>Total Provisions</b>		<b>154,226</b>	<b>0</b>	<b>0</b>	<b>154,226</b>
<b>Total other current assets</b>		<b>471,363</b>	<b>2,072,520</b>	<b>(2,237,244)</b>	<b>306,639</b>

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 11 and 12

#### KEY INFORMATION

##### Provisions

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

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

##### Employee benefits

###### Short-term employee benefits

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

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

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

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

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

##### Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer. Grants to acquire or construct recognisable non-financial assets to 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.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2021

NOTE 11

OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability 1 July 2020	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Jan 2021	Current Liability 31 Jan 2021	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Operating grants and subsidies</b>								
<b>Governance</b>								
General Grants (Untied)	0	0	0	0	0	1,555,027	777,514	788,308
<b>Recreation and culture</b>								
Grant-Ministry Sport & Recreation	0	0	0	0	0	0	0	7,500
<b>Transport</b>								
Govt Grant - RA, Ab Access (Operating)	133,117	385,333	(481,781)	36,669	36,669	949,000	511,000	481,782
MRWA Grant - GCR Maintenance	184,020	0	(184,020)	0	0	584,020	584,020	184,020
Fed, Roads Grant (untied)	0	0	0	0	0	309,282	154,642	173,257
Grants - Direct	0	0	0	0	0	167,955	167,955	167,955
	<b>317,137</b>	<b>385,333</b>	<b>(665,801)</b>	<b>36,669</b>	<b>36,669</b>	<b>3,565,284</b>	<b>2,195,131</b>	<b>1,802,822</b>
<b>Operating contributions</b>								
<b>Governance</b>								
Licensing Commission	0	0	0	0	0	2,000	1,162	881
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,000</b>	<b>1,162</b>	<b>881</b>
<b>TOTALS</b>	<b>317,137</b>	<b>385,333</b>	<b>(665,801)</b>	<b>36,669</b>	<b>36,669</b>	<b>3,567,284</b>	<b>2,196,293</b>	<b>1,803,703</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2021**

**NOTE 12**

**NON-OPERATING GRANTS AND CONTRIBUTIONS**

Provider	Unspent non operating grants, subsidies and contributions liability				
	Liability 1 July 2020	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Jan 2021	Current Liability 31 Jan 2021
	\$	\$	\$	\$	\$
<b>Non-operating grants and subsidies</b>					
<b>Transport</b>					
Grants - MRWA GCR income for CapEx	0	0	0	0	0
Grants - Stimulus Funding	0	226,468	(226,468)	0	0
Grant - Special Projects	0	459,600	(343,856)	115,744	115,744
Grant-Roads to Recovery	0	416,119	(416,119)	0	0
Govt Grant - RA, Ab Access (Capital)	0	585,000	(585,000)	0	0
	<b>0</b>	<b>1,687,187</b>	<b>(1,571,443)</b>	<b>115,744</b>	<b>115,744</b>

Non operating grants, subsidies and contributions revenue		
Adopted Budget Revenue	YTD Budget	YTD Revenue Actual (b)
\$	\$	\$
1,300,000	400,000	0
452,936	452,936	226,468
654,000	589,200	343,856
416,119	416,119	416,119
585,000	585,000	585,000
<b>3,408,055</b>	<b>2,443,255</b>	<b>1,571,443</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2021**

**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 2020-21 year is \$20,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
<b>Revenue from operating activities</b>				
Governance	26,553	2285.11%	▲ Permanent	Insurance claims and some small reimbursements make up this permanent variance.
General purpose funding - rates	(30,736)	(15.55%)	▼ Permanent	This is due to the surrender of tenements, and will need to be addressed at budget review. Rental income is currently higher than anticipated and will be reviewed during the mid year budget review process.
Housing	36,053	75.43%	▲ Timing	Retails sales in the Warta shop are down due to COVID and the lack of tourists. Office space in the Community Resource Centre is available for rent, so income in this area is lower than anticipated.
Recreation and culture	(21,447)	(15.99%)	▼ Permanent	State Government road grants are yet to be received. Invoicing in February.
Transport	(390,432)	(27.52%)	▼ Timing	
<b>Expenditure from operating activities</b>				
Governance	113,633	68.09%	▲ Timing	Salaries and wages are the biggest contributor to this variance. COVID has impacted spending in a number of accounts, including travel and accommodation. Office maintenance and garden maintenance are also well below budget. A number of projects yet to be completed in this program are also increasing this variance, offset to some extent by a lesser amount allocated out.
Health	23,694	15.04%	▲ Timing	Travel and vehicle running expenses are currently under budget. Employee costs are higher but this has been mostly offset by other expenditure in the environmental health program not occurring.
Housing	44,964	25.11%	▲ Timing	Maintenance on staff housing is currently under budget. Depreciation is also running under budget and will require adjustment at budget review.
Community amenities	209,094	57.39%	▲ Permanent	of community or not working. Waste consultancy, refuse site maintenance and plant operations are still below anticipated budget. Admin allocations and depreciation will need to be reviewed mid year budget.
Recreation and culture	176,623	36.29%	▲ Permanent	Salaries and wages are the biggest part of this variance. Spending in this program due to COVID has impacted a number of accounts, particularly maintenance on recreation assets and the contribution to Desert dustup due to the event cancellation.
Transport	591,387	21.38%	▲ Permanent	Road maintenance work on Giles Mulga Park Road and Tjukurla and Tjirrkarli Access Roads is running behind scheduled completion. A number of other accounts are also below budget with administration expenses causing the biggest under budget variance. This will need be reviewed at mid year budget review, also depreciation on road infrastructure assets will be adjusted.
Economic services	145,563	82.25%	▲ Timing	The tourism consultancy project is expected not to be undertaken this FYE due to Covid-19 restrictions. Building inspections are also slightly under budget.
<b>Investing activities</b>				
Proceeds from non-operating grants, subsidies and contributions	(871,812)	(35.68%)	▼ Timing	State Government road grants are yet to be received. Invoicing during February.

Outcomes	Strategy	Actions	Key Performance Indicators	Progress
<b>Our Land - looking after our Land</b>				
1.1 Enjoy the Land	1.1.1 Control Development.	Ensure development controls are in place.	Compliant Planning and Building Controls.	The Building Officer (BO) provides a monthly report to Council detailing the activities taken during the month to ensure compliant planning and building controls are maintained. See Monthly Action Report - EHO/Building Services.
	1.1.2 Attract Tourism	Develop a tourism strategy	Tourist visitor numbers increase (traffic counts).	The Shire are working with Key Stakeholders to develop an Economic and Investment Prospectus, which includes a detailed tourism strategy. The Shire of Ngaanyatjaraku, in partnership with the Ngaanyatjarra Council seeks to build on the growth in tourist visitations and their interest in the unique culture and art of the Yarnanu. Through a staged development project, the investment in sealing the Outback Way can be best leveraged through a commercial, tourist and community development program. The Shire's CEO has placed 'Regional Tourism Strategy' on the next NWGW
	1.1.3 Manage resource extraction	Work with Key Stakeholders to ensure resource access	Road maintenance agreements with resource companies	Preliminary discussions have been held with mining resource companies to ensure agreements are in place when mining production commences. Mining and Petroleum exploration is a growing activity in the region, including the projects: <ul style="list-style-type: none"> <li>•Australia's largest undeveloped copper nickel deposit, West Musgrave Project (Cassini Resources, Oz Minerals). A meeting is planned to discuss an Engineering Assessment of the Mantamuru Road.</li> <li>•Australia's largest undeveloped nickel-cobalt project, Central Musgrave Project (MetalsX)</li> </ul>
1.2 Travel the Land	1.2.1 Good Roads	Develop a 10 Year CW Program for Roads & FV inspection	Road Condition Index increases over time	Management and Moore Australia (MA) and are currently reviewing and updating the Shires' Asset Management Plan. We have conducted a workshop with MA, and are currently disseminating data to them in order to get the plan completed.
		Facilitate Upgrade and Seal Great Central Road	Road sealed from border to border	The Commonwealth Government (80%), combined with the WA State Government (20%) are investing in the upgrade and sealing of the Great Central Road so that it can meet the demands of mining, tourism, freight transport and community development in a safe, efficient and sustainable manner. State and Federal Governments have committed \$141.5m to progress the sealing of the Outback Way, which includes \$46.5million for the West Australian section. The sealing could enable an additional 3,000 visitors to the region, which according to economic modelling, has the potential to unlock over \$830,000 in new economic activity annually. Whilst it is MRWA preference to seal from Laverton, the Shire has negotiated some sealing works for Warburton and Warakurna during 2021.
		Maintain Asset Management Plan	Up to date Asset Management Plan	Executive staff and Moore Australia (MA) and are currently reviewing and updating the Shires' Asset Management Plan. This will form part of the Strategic Resources Plan, and act as an informing document for the Long Term Financial Plan.
1.4 Live on the Land	1.3.1 Good Shire Buildings	Develop maintenance plans and implement	Staff housing and offices well maintained	The Shire housing is maintained by the Building Maintenance Officer (BMO) through an ongoing maintenance program. Security screens have been installed around the main Council houses to ensure safety and wellbeing for staff as well as acting as a deterrent to vandalism and damage. Ongoing repairs and maintenance is occurring to ensure the houses are maintained in good order.
	1.3.2 Good Facilities	Work with NG Council to Provide and Maintain Recreation Facilities	Facility usage increases.	Liaise with NCAC to maintain recreation facilities in good working order. Also look to improve facilities where possible, such as the improved external lighting at the Warburton Drop in Centre.
<b>Our People - Looking after our People</b>				
2.1 Happy People	2.1.1 Things to do.	Facilitate running community events and activities	Increase in participation rates.	Sport and Recreation - A 'draft' Sport and Recreation Plan has been presented to management, and feedback to the initial draft has been provided, with a final draft expected soon. The 'draft' S&R Plan has been developed after extensive onsite Stakeholder Engagement and includes preliminary options for consideration. The Plan documents how a holistic Sport and Recreation service will be provided for the community in a well-managed and sustainable manner. The Shire's has run another successful School Holiday Program, which ran for 50 days. The program provides health and nutrition to the youth of the Shire and also provides activities for them during the day and night.
2.2 Healthy People	2.2.1 No Rubbish	Provide a user pays waste collection service	Decrease in litter	The Shire has engaged ASK Waste Management consultants to develop a Waste Management Plan for the Shire of Ngaanyatjaraku. We have received a 'draft' Urgent Waste Services Plan, and feedback to the initial draft has been provided. The plan is expected to be completed by the end of February 2021. The Waste Management Plan will serve as an internal informing document, a published document for engagement with community and stakeholders, and a high-quality document for use in funding submissions. It will include recommendations that inform the Shire's Corporate Business Plan and Long-Term Financial Plan, therefore providing direction that the Shire can work towards over the next 10 years.
	2.2.2 Good health services	Facilitate delivery of good health service access	Reduction in waiting time to access health services	The EHO provides a monthly report to council, detailing activities which facilitate the delivery of good health services, such as; <ul style="list-style-type: none"> <li>•Monitoring Covid-19 Public Health matters for the Shire of Ngaanyatjaraku</li> <li>•Liaison with the Department of Health and Ng Council to monitor the safety of the drinking water supply in Jameson</li> <li>•Investigate collection options for the container deposit scheme in Warakurna.</li> <li>•Liaise with NG Health regarding proposed actions to be undertaken to protect the community from a new canine disease detected in dogs in Warburton.</li> </ul>
		Provide environmental health services	Compliance with Food & Health Acts	The Environmental Health Office (EHO) provides a monthly report to Council detailing the activities taken during the month to ensure compliant environmental and Health controls are maintained. See Monthly Action Report - EHO/Building Services.
2.3 Smart People	2.3.1 Good Education	Provide early years learning service	Attendance and participation data across community early year's programs	The Federal NIAA are yet to undertake a review of the service provision to determine the most appropriate model moving forward. The Shire will await the findings of the review and work with the NIAA to advocate for a suitable early learning program for our communities. NIAA have issued an extension of the PGWA contract to provide interim services in Warburton and Blackstone.
	2.3.2 Good Internet and telephone services	Facilitate upgrade to 4G and access to the NBN	Faster and more reliable internet and phone access.	The Shire are working with Telstra to improve the internet and phone access and improve the consistency of the service to our community. The Shire has 4G available in Warburton and a NBN Satellite services accessible. Staff are now linked to an Adaptive Mobility plan which improves the service available.
<b>Leadership - Showing the way for our Community</b>				
3.1 Good Workplace	3.1.1 Good place to work	Provide good housing and working conditions for staff	Increased attraction and retention of staff and staff satisfaction.	The Shire is currently developing a Workplace Plan, which will look at all aspects of Workplace conditions. This plan will provide management with a roadmap for the next 4 years for our workforce. The plan will show where we are, where we need to be, and how we are going to get there. Flexibility within the plan is strongly encouraged to ensure all possibilities are explored.
3.2 Good Leadership	3.2.1 Good local governance	Undertake governance training	Reduction of statutory non-compliances to zero	The Shire is now compliant with legislation. Councillors are working through the training modules supplied by WALGA, and the Elected members professional development register is posted on the Shires website. Councillors have completed the first 3 modules in the series and are currently completing the 4th module, Serving on Council.
	3.2.2 Financially sustainable local government	Review all Shire Services	Financial sustainability in accordance with LTFP	The Shire has engaged Moore Australia to provide a comprehensive review of the Shires Integrated Planning and Reporting Framework, including the Strategic Community Plan (SCP), Corporate Business Plan (CBP), Strategic Resourcing Plan (SRP) - Long Term Financial Plan and the Asset Management Plan and Workforce Plan. Management have held several workshop with Moore Australia and the above documents are progressing well.



# Strategic I.T Plan

## 2020 - 2023

December 2020

## Authorisation

This plan has been prepared by Focus Networks and is authorised by:

---

Kevin Hannagan  
Chief Executive Officer  
Shire of Ngaanyatjaraku



## Document Control

Proposal for amendment or change to this document should to be forwarded to:

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Chief Executive Officer  
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18.09.20	0.1	Document created	David Staeck
21.09.20	0.1	Initial meeting with CEO/DGC	Doug Cusens
19.10.20	0.2	Technical meeting with PCS	Doug Cusens
23.10.20	0.3	Draft client version released	David Staeck
15.12.20	0.4	Draft client version released	Doug Cusens
27.01.21	1.0	Final client version released	David Staeck

## Distribution

The distribution of this plan is controlled by the Chief Executive Officer.

Title	Office Location
Kevin Hannagan – Chief Executive Officer	Warburton
Cary Green – Director Governance & Corporate	Warburton
Doug Cusens – Operations Director (Focus Networks)	Focus Networks Office

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## Executive Summary

Both internal and external environments of The Shire of Ngaanyatjarraku, are changing and technology is a critical supporter of the development, implementation and enhancement of its services. This makes it imperative that there is an overall approach for the selection, use, and support of technology that aligns with The Shire of Ngaanyatjarraku's resources, location and Corporate Business Plan Objectives.

The Shire of Ngaanyatjarraku's Strategic Information Technology Plan (IT Plan) provides direction for addressing both short-term needs and long-term requirements for cost-effective, practical technological solutions. Through the investment in and use of advanced technology, The Shire of Ngaanyatjarraku can place a strong emphasis on both external and internal customer services.

The primary goal of IT is to support the business objectives of The Shire of Ngaanyatjarraku and to facilitate efforts to provide efficient and effective services to its community and stakeholders. This Strategic IT Plan provides a foundation for an enterprise-wide approach to the management of the many aspects of IT.

Many future technology efforts will cross multiple areas of operations with a single goal of providing services to its community and stakeholders. This environment requires technology to be used as the basis for communication, interoperability, data and resource sharing. Furthermore, technology is a vehicle through which cost reduction can occur by increasing efficiency and effectiveness of services through the use of a sound corporate architecture and standards.

A number of high risk weaknesses in the current IT environment in the following areas:

- Governance;
- Business systems and applications;
- Infrastructure and technology;
- Business continuity;
- Security; and
- Project management.

Industry best practices and the current state are identified within the Plan along with future state recommendations for each area. Rectification of the identified weaknesses in the current state is both urgent and important to preventing a potential future failure.

Implementation of such a large and diverse number of future state recommendations is complex and requires careful planning. An IT upgrade project should be planned, documented, and implemented to activate the desired future state recommendations of this plan. This will require significant resources and ideally be undertaken by experienced persons who are not responsible for the current or ongoing maintenance of the IT environment. Clear documentation of the updated environment should be available for the future maintenance of the IT environment.

As is the case with all strategic plans, this plan is a "living document" which allows for changes over time and serves as a broad guideline for action. The nature of technological advances and changing The Shire of Ngaanyatjarraku's needs will mandate plan revisions. The plan is designed to link The Shire of Ngaanyatjarraku's objectives with IT to provide improved functions and enhanced services to its community. All technology decisions should be made from a strategic view point based on the initiatives set forth in this document. This ensures that all decisions can be made in an environment of flexibility but that the end result achieves the objectives and expectations set by The Shire of Ngaanyatjarraku.

## Previous Goals & Achievements

The Shire of Ngaanyatjarraku has undertaken minimal IT and business systems projects in recent years. These projects were undertaken to streamline business processes, improve productivity and enhance system reliability.

Date	Project	Goal	Cost (ex GST)
2018	SynergySoft	Migrate from on premise into ITVision cloud.	< \$10,000
2018	Office E3 Installs	Assist with moving emails into Microsoft Exchange Online.	\$8,000
2018	New Computers	Supply and install 4 x desktop minis.	\$7,000
2019	New Computers	Supply and install 3 x laptops.	\$5,000
2020	UPS Install	An Eaton 9PX 2kVA device was installed to power the infrastructure in the computer room.	\$4,500



## Emerging Trends and Technologies

Emerging trends and technologies provide challenges and opportunities in managing ICT systems and resources and delivery of future ICT services.

Trends and technologies in the IT industry change at a rapid rate. The Shire of Ngaanyatjaraku is strongly reliant on day to day IT resources for nearly all facets of operation. As such it is prudent to review and adopt the current industry trends for corporations, as listed below from ICT research and advisory firm - Gartner Inc.

A discussion around these emerging trends should act as a guide for future decisions on Governance, Business Systems and Applications, Infrastructure and Technology, Business Continuity, Security and Project Management.

ICT Trend	Explanation
Intelligent Apps and Analytics	<p>Over the next few years, virtually every app, application and service will incorporate some level of AI. Some of these apps will be obvious intelligent apps that could not exist without AI and machine learning.</p> <p>AI has become the next major battleground in a wide range of software and service markets, including aspects of enterprise resource planning (ERP). Packaged software and service providers should outline how they'll be using AI to add business value in new versions in the form of advanced analytics, intelligent processes and advanced user experiences.</p>
Cloud to the Edge	<p>Edge computing describes a computing topology in which information processing, and content collection and delivery, are placed closer to the sources of this information. Connectivity and latency challenges, bandwidth constraints and greater functionality embedded at the edge favours distributed models.</p> <p>While many view cloud and edge as competing approaches, cloud is a style of computing where elastically scalable technology capabilities are delivered as a service and does not inherently mandate a centralised model.</p>
Continuous Adaptive Risk and Trust	<p>To securely enable digital business initiatives in a world of advanced, targeted attacks, security and risk management leaders must adopt a continuous adaptive risk and trust assessment (CARTA) approach to allow real-time, risk and trust-based decision making with adaptive responses.</p> <p>Security infrastructure must be adaptive everywhere, to embrace the opportunity — and manage the risks — that comes delivering security that moves at the speed of digital business.</p>

# 1. Governance

The ICT Strategic Framework sets out the key components that need to be considered in managing a local government's information resources. It represents the key elements, and their relationships, that might be expected in an 'ideal' environment. In reality, the extent to which it is applicable will obviously depend on the size and complexity of the local government.

Governance describes the guiding strategies, principles and practices that guide the correct and effective delivery of ICT and provides a framework for ICT decision making. Elements to consider are as follows:

Element	Explanation
ICT Strategy and Planning	Conducting ICT strategic planning. Developing systems and delivering ICT services in line with an approved ICT Strategic Plan. Involving IT in corporate planning.
Risk Management	The identification, assessment, and prioritisation of risks. A coordinated and economical application of resources to minimise, monitor, and control the probability and/or impact of unfortunate events.
ICT Procurement	Involves the acquisition of ICT goods and services.
Policy, Processes and Procedures	Having documented and approved ICT policies, processes and procedures in place that employees are aware of, have access to and are actively using.
Performance Measurement	The process for measuring and reporting performance of ICT services, often measured through tools such as Key Performance Indicators (KPIs) or service level agreements.
Performance Management	The activities which ensure that goals are consistently being met in an effective and efficient manner.
Monitoring and Compliance	Having measures and controls in place to monitor compliance of ICT controls, guidelines and procedures. This includes audit logging of systems, identification of anomalies and incident handling provisions.
ICT Resource Management	The efficient and effective use of ICT resources (information, systems, networks, infrastructure, devices and people) to deliver ICT services.
ICT Sourcing Models	Alternative ways of delivering ICT services. Alternate ICT sourcing models include managed solutions delivered by a service provider, shared services with another entity and cloud computing.

The elements listed above make up the Governance component of the framework. Governance includes two core areas that should be addressed individually for ICT decision making. The two core areas are IT Support Arrangements and IT Risk Management which are documented below. For each core area the Industry Best Practice, Current State and Future State Recommendations are included.

## 1.1 IT Support Arrangements

### 1.1.1 [Industry Best Practice](#)

Outsourced IT services should include the following:

- A clearly defined contract with deliverables
- Defined service level agreements
- Access to 24x7x365 support
- Scheduled onsite support visits (if suitable)
- The ability to log support requests which are monitored and attended to
- Proactive monitoring of the ICT network during business hours
- Regular meetings to discuss reporting statistics
- A formalised annual budget meeting
- Systems documentation

IT service providers should be vendor-certified relevant to any managed technology and have enough personnel to be able to adjust support hours in line with seasonal shifts in IT requirements.

Organisations that employ the service of an IT service provider should regularly review the support schedule to ensure it fits the business requirements.

### 1.1.2 [Current State](#)

The Shire of Ngaanyatjarraku has contracted Perfect Computer Solutions as their IT service provider. A fee for service model (adhoc) arrangement delivers:

- Access to 24x7x365 support (by calling a mobile number)

A fee for service model (adhoc) arrangement does not deliver:

- A clearly defined contract with deliverables
- Defined service level agreements
- Scheduled onsite support visits (if suitable)
- The ability to log support requests which are monitored and attended to
- Proactive monitoring of the ICT network during business hours
- Regular meetings to discuss reporting statistics
- A formalised annual budget meeting
- Up to date systems documentation
- Adequate user account management

The Shire of Ngaanyatjarraku has not been granted access to a helpdesk portal and cannot review support request calls at any time.

The enterprise resource planning application (SynergySoft) is supported by IT Vision.

## 1.1.3 Future State Recommendations

To improve the current state the following points require some clarifications:

- A clearly defined contract with deliverables
  - A fee per device or fee per user model
  - Documented client contacts for escalation
  - Pricing exclusions must be clearly listed
- Defined service level agreements
  - Documented response times based on the severity of the support request
  - Response times can be for telephone, email or onsite
- Scheduled onsite support visits (if suitable)
  - A commitment schedule per annum
  - Travel and incidental costs to be included
- The ability to log support requests which are monitored and attended to
  - An electronic helpdesk ticketing system with an audit trail
  - Client portal access to the helpdesk ticketing system
- Proactive monitoring of the ICT network during business hours
  - Remote monitoring and management tools for visibility
  - Performance trending tools for management
- Regular meetings to discuss reporting statistics
  - The creation of an executive style IT report
  - A defined schedule of meetings per annum
  - A set agenda including task ownerships
- A formalised annual budget meeting
  - Aligned to this strategic IT plan
  - To include a mid year review adjustment
- Up to date systems documentation
  - A document owned by The Shire of Ngaanyatjaraku
  - A logical network diagram
  - A physical network diagram identifying key network devices
  - To be refreshed after completed project works
- Formalised account maintenance procedures
  - A new user account access form and related procedure
  - A user account off-boarding form and related procedure
  - Annual audits to ensure accounts are reviewed and disabled where appropriate

This strategic IT plan aims to help The Shire of Ngaanyatjaraku strengthen their IT support arrangements.

## 1.2 IT Risk Management

### 1.1.1 [Industry Best Practice](#)

Risk management seeks to identify, assess and prioritise risks within an organisation. Resources can then be economically coordinated to minimise, monitor and control the probability and or impact of these risks. This risk management approach is equally well suited to managing IT risks within an organisation.

In smaller organisations it is practical to document and manage IT risks following a similar methodology to other business risks. This will allow an existing Audit and Risk Committee to review and action IT risks through existing mechanisms to maximise efficiency. This will ensure IT risks are also managed and their associated risks reduced over time.

A risk weighting is used to identify the consequences and likelihood of each respective risk both before and after any controls are put into place. For example, the risk of computer malware can be easily identified with a high risk rating relating to consequence and likelihood. However, controls such as anti-virus software and Internet gateway can be used to significantly reduce the risks of these events.

### 1.1.2 [Current State](#)

Although the Shire of Ngaanyatjarraku actively identify other business risks, there is no detailed risk management or risk register specific to IT systems and assets.

### 1.1.3 [Future State Recommendations](#)

An initial IT risk assessment, risk treatment methodology and risk management strategy and plan should be included within existing risk management processes which will seek to identify:

- IT assets (physical, software, information and human)
- Respective threats for each asset
- The consequence and likelihood of the threat
- Existing controls

An IT risk committee should regularly review the risks and their respective treatments to seek to continually improve and work to reduce risks.

## 1.3 Strategic Initiatives

To support the business and achieve the future state recommendations, the following initiatives should be given further consideration. An improvement opportunity for each element is listed below:

**ICT Strategy and Planning** – request that your IT provider align future IT works with this strategic IT plan. This strategic IT plan is required to meet the baseline standard for the DLGSCI ICT strategic framework.

**Risk Management** - explore IT related components through risk (with your IT provider) to prioritise IT expenditure. This involves the creation of an ICT risk management and strategy plan which is required to meet the baseline standard for the DLGSCI ICT strategic framework.

**ICT Procurement** – build a request for tender (RFT) document to go to market through panels such as CUA and WALGA. An RFT document should list qualitative selection criteria for “relevant experience”, “tenderers resources”, “key personnel skills” and “demonstrated understanding”. The pricing schedule should not be weightings based.

**Policy, Processes and Procedures** – explore purchasing templates with other councils by sharing the costs. These templates will need to be populated by you with help from your IT provider.

**Performance Measurement** - request that your IT provider report meaningful statistics on a monthly basis. Statistics would include support requests logged and closed, support types, top requestors and outages.

**Performance Management** - manage your IT provider by reviewing defined KPIs and SLAs documented in the contract (RFT response). Request that your IT provider report on these metrics on a monthly basis.

**Monitoring and Compliance** - implement controls that your IT provider must follow but are reportable. Lawful requirements applicable to the performance of the contract can include Occupational Health and Safety (OHS) and Police Clearances.

**ICT Resource Management** - plan and scope IT projects to know what your internal requirements are and to confirm if your IT provider has suitable current and future resources.

**ICT Sourcing Models** - investigate if a different ICT model works with a similar sized council. Such models include resource sharing, internal resourcing and outsourcing.

## 2. Business Systems and Applications

The ICT Strategic Framework sets out the key components that need to be considered in managing a local government's information resources. It represents the key elements, and their relationships, that might be expected in an 'ideal' environment. In reality, the extent to which it is applicable will obviously depend on the size and complexity of the local government.

Business Systems and Applications describes the software systems and applications used. Elements to consider are as follows:

Element	Explanation
Software Acquisition	The process of purchasing software, including software evaluation and defining user requirements.
Software Design and Development	The process of designing and developing software and applications.
Software Maintenance and Management	The process of maintaining, upgrading, supporting and managing software systems and applications.
Business Process Analysis	Refers to the process of analysing and documenting the business processes.
Integration	Enabling the sharing of data between systems.
Requirements Definition	The process of identifying and documenting what the business needs are when acquiring or developing new software systems or modifications to existing systems.
Software Scoping	The process of defining the purpose, functions and features of a software system.
Testing	Adequately testing software systems or upgrades prior to implementation, including test implementation and user acceptance testing.
Implementation	Describes the processes involved in getting new software operating properly in its environment, including installation, configuration, running, testing, training and managing change.

The elements listed above make up the Business Systems and Applications component of the framework. Business Systems and Applications include one core area that should be addressed for ICT decision making. The core area is Corporate Applications which is documented below. For the core area the Industry Best Practice, Current State and Future State Recommendations are included.

## 2.1 Corporate Applications

### 2.1.1 [Industry Best Practice](#)

Due to the numerous and varied nature of corporate applications, only generalised best practices can be listed in this section. Application vendors will normally release their own best practice white papers for specific applications which should be followed where possible.

Financial software should provide accounting and financial management capabilities. If on-premise or hosted, the financial software should utilise a Microsoft SQL database or similar database to allow for future data manipulation. Access to this database needs to be tightly controlled. Using financial software delivered as software as a service limits future data manipulation. Data from the backend database is usually only available by an export function.

A customer relationship management (CRM) platform should provide membership and customer based capabilities to help improve customer service. If either on-premise or hosted, access to this data should be tightly controlled.

A file management system (FMS) should provide easy but secure storage for relevant corporate data. An alternative to an FMS is a document management system (DMS) such as Micro Focus Content Manager or Microsoft SharePoint. Corporate data needs to be captured, managed, stored and preserved based on guidelines in the record keeping plan which references requirements from the State Records Office (SRO) Western Australia.

### 2.1.2 [Current State](#)

The Shire of Ngaanyatjaraku utilise SynergySoft which is a fully integrated enterprise resource planning (ERP) suite that encompasses all business areas of an organisation within a single user interface. SynergySoft utilises an IBM U2 Universal database for the back-end database and a customised published application for the front-end interface. The ERP is designed and supported by ITVision based in Perth. Current modules include:

- Platform & Database, Core Financials, Email Debtor Invoices/Statements, Excel Integration, Email Creditor Remittances, Payroll, Rates & Property, Receipting, Record Management, Report Manager.

SynergySoft is located in a virtualised server environment (Terminal Server) in the Microsoft Azure cloud referred to as hosted. It is using the published application mode for all users. The Terminal Server is physically located on the East coast of Australia and is therefore patched by ITVision. No multi factor authentication (MFA) is in use.

The Shire of Ngaanyatjaraku do not utilise Altus which is also designed and owned by ITVision. This platform was born in the cloud and is mobile device enabled.

No CRM platform whether it be a separate application or module within SynergySoft is utilised.



File management is currently cumbersome due to the design of the current network:

- SynergySoft related data
  - Stored on the Terminal Server
  - Remote access operates through the published application mode
- Microsoft Office related data
  - Word, Excel etc is stored in OneDrive for Business (Microsoft 365 platform)
  - Word, Excel etc is stored locally on employees computers (namely laptops)

### 2.1.3 [Future State Recommendations](#)

The SynergySoft ERP suite is built on aging infrastructure with no further development anticipated. It is recommended that a road map is created to outline the analysis and transition from SynergySoft to alternative modern cloud based solutions. This process will involve a staged approach module by module based on requirements and budgets.

Due to difficulties in accessing reliable Internet links in Warburton, SynergySoft or any future system should stay in a virtualised server environment (Terminal Server) in the cloud. The Terminal Server should reside in a hybrid private cloud infrastructure managed by a single provider. This approach minimises the complexity from an IT management point of view, from a technical security point of view and from a disaster recovery point of view.

It is recommended that a project be undertaken to address current file management. These two platforms require further investigations:

- SynergySoft related data
  - Confirm central location for SynergySoft data
  - Confirm central location for Microsoft Office data from SynergySoft
- Microsoft Office related data
  - Confirm file/folder structure in OneDrive for Business (Microsoft 365 platform)
  - Confirm permissions in OneDrive for Business (Microsoft 365 platform)
  - Remove the ability for employees to store data locally on computers (namely laptops)

Current file management should also include a small piece of project work to explore how other councils are utilising the Microsoft Stack. Councils such as Wongan Ballidu and Nedlands have been using the Microsoft Stack for a number of years to export, manipulate and import data. Two platforms that are in use are Microsoft SharePoint (a web based collaborative tool) and Microsoft Dynamics 365 Business Central (an ERP tool).

The creation of simple yet concise systems documentation will aid in managing software systems and applications.

## 2.2 Strategic Initiatives

To support the business and achieve the future state recommendations, the following initiatives should be given further consideration. An improvement opportunity for each element is listed below:

**Software Acquisition** - with the help of an IT provider, formalise an evaluation process.

**Software Design and Development** - if applicable, implement Agile or Lean methodologies.

**Software Maintenance and Management** - create systems documentation as a register for all software. Systems documentation is required to meet the baseline standard for the DLGSCI ICT strategic framework.

**Business Process Analysis** - nominate an internal resource to document workflows using process maps.

**Integration** - investigate available APIs that help two applications to talk to each other.

**Requirements Definition** - with the help of an IT provider, document specific business needs.

**Software Scoping** - with the help of an IT provider, document specific functions.

**Testing** - implement a formal sign off process for user testing on new/updated software.

**Implementation** - use a simple risk management matrix to help manage change.

### 3. Infrastructure and Technology

The ICT Strategic Framework sets out the key components that need to be considered in managing a local government's information resources. It represents the key elements, and their relationships, that might be expected in an 'ideal' environment. In reality, the extent to which it is applicable will obviously depend on the size and complexity of the local government.

Infrastructure and Technology describes the hardware and network infrastructure used to deliver ICT services. Elements to consider are as follows:

Element	Explanation
Infrastructure	Refers to the physical IT hardware such as servers, network equipment, communications devices.
Architecture	Refers to the design of the infrastructure environment used to interconnect computers and users, including server room and network design.
Virtualisation	The process of creating virtual (rather than actual) hardware platforms (server or desktop environment), operating systems, storage devices, or network resources.
Capacity Management	The process of managing IT resources to ensure resources such as disk space, memory and processing capability meets current and future business requirements in a cost-effective manner.
Communications and Network Management	The activities involved in managing a local and wide area network, including data, voice and Internet communications.
Data Storage	The disk or network storage space, memory or media required to store digital data.
IT Asset Management	The practice of effectively managing the life cycle of software and hardware assets, including acquisition, implementation, maintenance, utilisation and disposal to support strategic IT decision making.
Systems Acquisition	The process of purchasing systems hardware and network equipment, including defining business requirements and system evaluation.
Systems Design and Development	The process of designing and developing hardware platforms, networks and infrastructure architecture.

The elements listed above make up the Infrastructure and Technology component of the framework. Infrastructure and Technology includes seven core areas that should be addressed individually for ICT decision making. The seven core areas are Anti-virus, ISP Links, Uninterruptable Power Supply, Desktops/Laptops, Servers, IP Telephony and Printing which are documented below. For each core area the Industry Best Practice, Current State and Future State Recommendations are included.

## 3.1 Anti-virus

### 3.1.1 [Industry Best Practice](#)

An anti-virus solution should include the following features:

- Scheduled full system scans / real-time scanning
- Behavioural monitoring
- Ransomware protection
- Application blocking / white listing

Each of these four features should be configured and enabled for all machines requiring protection from viruses and malware.

Scheduled scans should be conducted a minimum of once per week and should be completed on all servers and computers.

Real-time scanning can impact performance of key applications, particularly those that use a database. As such, many anti-virus vendors have released white papers on real-time scanning exclusion best practices. These best practices should be followed to avoid performance degradation of key/critical systems.

Behavioural monitoring should also always be enabled to prevent the increasingly popular ransomware viruses that encrypt data. Good anti-virus applications are able to detect when software is attempting to encrypt data and will block that application before any major damage can take place.

### 3.1.2 [Current State](#)

Trend Micro Worry Free Business Security is used on all laptops, desktops and servers.

This product includes the following features to increase protection:

- Scheduled full system scans
- Real-time scanning
- Behavioural monitoring
- Spyware/grayware scanning
- Centrally managed reporting

Scheduled full system scans are not enabled or configured for the Server or Device groups.

Real-time scanning is enabled and configured for the Server or Device groups.

Behavioural monitoring is enabled and configured for the Server or Device groups.

Spyware/grayware scanning is not enabled or configured for the Server or Device groups.

Centrally managed reporting is not enabled or configured for the Server or Device groups.

### 3.1.3 Future State Recommendations

To improve the current state the following features require some modifications:

- Scheduled full system scans
  - Enable this option for the Server group
  - Nominate a time outside business hours weekly
  
  - Enable this option for the Device group
  - Nominate a time during business hours weekly
  - Minimise CPU resourcing if available
- Spyware/grayware scanning
  - Enable this option as a global setting
- Centrally managed reporting
  - Enter an email address for the pcswa.com.au domain that is monitored
  - Enter an email address for The Shire of Ngaanyatjarraku that is monitored
  - Create a scheduled report for the pcswa.com.au domain
  - Create a scheduled report for The Shire of Ngaanyatjarraku
- Uninstallation
  - Enable this policy setting option as a global setting to lock out users
- Exit / Unlock
  - Enable this policy setting option as a global setting to lock out users

## 3.2 ISP Links

### 3.2.1 [Industry Best Practice](#)

Industry best practice dictates most organisation's IT infrastructure should have a measure of redundancy for as many components as possible. This includes connections to the Internet.

A business grade Internet connection suitable for The Shire of Ngaanyatjarraku should have the following characteristics:

- Provided by a tier one or two ISP
- Guaranteed bandwidth of at least 10Mbps
- Guaranteed contention ratio
- Synchronous download/upload speed
- Corporate/Enterprise level SLA

A secondary Internet connection should also be provided by a different ISP using a different technology than the primary connection. The secondary connection can be a slower / lower specification service as its main function is to act as a backup connection when the primary connection fails.

In addition to failover capability, a secondary Internet connection can be utilised for load balancing. Low priority Internet services can be routed through the secondary connection to free up bandwidth from the primary connection.

### 3.2.2 [Current State](#)

The following ISP links are currently active:

Site	Connection Type	Speed	Monthly Cost
Admin Office	Activ8me satellite	25Mbps/5Mbps	\$115
Admin Office	Activ8me satellite	25Mbps/5Mbps	\$300
CEO House	Activ8me satellite	25Mbps/5Mbps	\$70

### 3.2.3 Future State Recommendations

To improve the current stability Focus Networks recommends replacing the \$115 per month Activ8me satellite link with a Telstra NextG link often called a Mobile WAP/Internet service. This will offer a better user experience as satellite has a 600ms latency which slows down Internet communications. A Telstra NextG link will also offer some redundancy for employees in the Admin Office in the event that the satellite link fails. For this redundancy to be automatic a suitable Internet gateway needs to be installed.

Current Internet connectivity should also include a small piece of project work to explore if the Telstra fibre in the main street can be utilised for a future Internet link. Either Telstra direct or a Telstra partner can be asked to complete a service qualification (SQ). This will determine exactly where the Telstra fibre is located, what the approximate build cost will be to get it into the Admin Office and how much ongoing monthly service fees would be.

## 3.3 Uninterruptable Power Supply

### 3.3.1 [Industry Best Practice](#)

Uninterruptable Power Supplies (UPS) deliver online power quality and scalable battery runtimes for key IT infrastructure. In addition to providing clean power to IT equipment, a UPS is primarily utilised to keep expensive IT hardware powered on during a power outage.

High-grade UPS equipment should be installed to keep IT hardware in the main server rack(s) online for at least 1 hour during a power outage. If a power outage extends longer than the battery life of the UPS equipment, the UPS hardware should be set to gracefully shutdown all virtual servers prior to host hardware and other equipment losing power.

High-grade UPS equipment should also be equipped with modules to provide additional features such as environmental monitoring, network management and email notifications. High-grade UPS solutions address internal faults/outages by using a standby module. Alternatively, two units can be used to offer hardware redundancy.

Lower-grade UPS equipment should be installed in any location with network equipment such as switches, firewalls or modems and provide an uptime of at least 30 minutes in the event of a power outage.

Any UPS equipment powering core IT infrastructure should be tested annually to ensure indicated up-times are accurate.

### 3.3.2 [Current State](#)

An Eaton 9PX rack mount UPS is installed in the Admin Office computer room. This UPS is rated at 2000VA (2kVA). The existing tight setup meant we were unable to confirm which equipment was being powered by this UPS. Depending on what this UPS is powering, an expected uptime of 25 minutes is realistic. As the age of this UPS increases, the uptime of the UPS decreases.

An SNMP management card is also installed which is used to gracefully shutdown the virtual servers and then the physical server in the event of a power outage. The SNMP management card will then power on the physical server and virtual servers after the power has been restored.

No environmental monitoring probe (EMP) is installed which is used to gracefully shutdown the virtual servers and then the physical server in the event that the temperature or humidity rises above a set threshold. Normally these parameters are 35 degrees Celsius and 90% humidity. The SNMP management card will then power on the physical server and virtual servers after the temperature or humidity have reached acceptable readings.



### 3.3.3 Future State Recommendations

A physical inspection of the segmented power receptacles on the back of the UPS is required to confirm which equipment is plugged into this UPS. Additional equipment plugged in will increase the load on the UPS which will decrease the run time.

An EMP requires installation to help monitor and shutdown the physical server and virtual servers if a temperature or humidity incident is encountered. Realistic thresholds need to be set based on weather conditions for Warburton.

An uptime test should be completed every year to ensure the reported uptimes are accurate. Experience shows that the reported uptimes are always less than the actual uptimes. This exercise will help to determine how the batteries have degraded in the previous year.

Generally speaking sealed lead acid batteries have a life span of five years if the temperature and humidity are monitored and controlled. It is always advisable to budget for replacement equipment at the end of the fifth year.

## 3.4 Desktops / Laptops

### 3.4.1 [Industry Best Practice](#)

Standard IT practices and return on investment analysis from Industry bodies such as Gartner Group dictate a three-year lifecycle for standard business desktops. These industry standards are reflected by the tier one companies such as HP, Lenovo and DELL who generally ship such machines with a standard three-year onsite warranty.

A business desktop should be obtained from a tier one vendor such as Dell, HP or Lenovo who have a three year hardware life cycle. This ensures a small number of Standard Operating Environments (SOE) images can be maintained across the three year desktop life cycle. Standard accessories include wireless keyboard/mouse and dual 22" LCD screens.

A shift away from small form factor desktop machines to a "mini desktop" design frees up office desk space for employees. These machines are also more energy efficient and have a silent operation.

A business laptop or executive laptop should be obtained from a tier one vendor such as Dell, HP or Lenovo who also have a three year hardware life cycle. This ensures a small number of SOE images can be maintained across the three year laptop life cycle. Standard accessories include wireless keyboard/mouse, dual 22" LCD screens and docking station.

### 3.4.2 [Current State](#)

The Shire of Ngaanyatjarraku currently utilise HP small form factor desktops together with Lennovo and Toshiba laptops in its fleet of ~8 computers. A single Apple macOS computer is also used. These computers are generally replaced every three to four years, however there is no formal computer replacement policy currently in place.

No SOE is currently in place, although the majority of computers are currently running Windows 10 Professional and Office 365.

### 3.4.3 [Future State Recommendations](#)

Focus Networks recommends standardising on a single vendor and ensuring all computers are upgraded to an SOE which includes laptop computers based in the field. A single vendor approach will simplify Microsoft and third party patching and reduce support costs, particularly in a smaller environment. Most importantly it will enable the IT provider to implement a platform to manage and monitor hardware firmware/driver updates.

Focus Networks have seen leasing of IT assets become much more widespread and more cost effective than outright purchasing. Leasing versus outright purchasing could be compared against each other during the next large IT purchase.

The Shire of Ngaanyatjarraku should aim to replace approximately ¼ of its desktop/laptop fleet every year. This would equate to an ongoing purchase of two computers every year to minimise impact on the budget. The disposal of unused computers would involve removal off an asset register and either an electronic erasure of the hard drive or physical destruction of the hard drive.

## 3.5 Servers

### 3.5.1 [Industry Best Practice](#)

Physical server hardware onsite should support a virtual server environment. This provides the best possible return on investment by using virtualisation. If uptime is essential the N+1 architecture will deliver two or more physical servers onsite using a software defined storage solution.

The greater IT Industry has observed a large shift to virtual server environments, which started nearly a decade ago in the enterprise market space. This trend has migrated rapidly down to the small to medium business in recent times as vendors target their pricing and products towards this more price sensitive end of the market.

Current offerings of physical server hardware onsite provides significant performance capabilities which can be employed to support multiple virtual servers on one physical server. This approach makes the best use of expensive server hardware, allows effective management of shared server storage and can be leveraged to reduce downtime.

Physical server hardware should employ as many redundancy options as possible, such as:

- Redundant power supplies
- Redundant cooling
- Redundant 10GB network connectivity
- Redundant hard drive configurations (RAID5 + hot spare disks)

Virtual servers should be built to a Windows Server 2019 standard as a minimum but a Windows Server 2016 may also be used if required for compatibility with software vendors.

An alternative to a physical server onsite is a public or private cloud hosting option. Current offerings of virtual servers are attractive if Internet links are fast, stable and redundant. This option is also attractive if an operating cost delivered as a monthly fee is required.

### 3.5.2 [Current State](#)

Three physical servers are currently situated in the Admin Office computer room, however one of these physical servers was previously decommissioned and is awaiting disposal. The two remaining servers are "white box" no name brand servers. A purchase date of the physical servers could not be determined however we estimate these to be between five and six years old.

Existing hardware warranties for the physical servers have long since expired and equipment failure in such an isolated area would lead to extensive down-time. This issue is compounded further as the existing backup and disaster recovery solutions are inadequate.

The two physical servers have:

- Dual Xeon E5645 2.4GHZ 6 Core CPU processors
- 32GB RAM
- Dual power supplies

Hostname	Description
NG-FILE	Windows Small Business Server 2011 Standard DC, DNS, DHCP, Print Server, (Previously Installed Exchange 2010, SQL 2008, SharePoint 2010 Foundations)
NG-DATABASE	Windows Server 2008 R2 Terminal Server, Office 365 Pro Plus (Previously Installed Universe, SynergySoft, Crystal Reports)

The two physical servers called NG-FILE and NG-DATABASE are not virtualised and are running unsupported versions of Microsoft Windows. Unsupported applications such as Exchange 2010, SharePoint 2010, SQL 2008 and others are installed.

Corporate network drives are shared from the NG-FILE server as F: Drive (Shire Data) and W: Drive (Restricted), however senior employees are also utilising OneDrive for Business to share and collaborate on other forms of corporate data.

### 3.5.3 [Future State Recommendations](#)

Given the remote location and limited Internet link options onsite, a move to a hybrid private cloud infrastructure would provide improvements for disaster recovery, increased uptime and reduced capital expenditure on server infrastructure.

Installing new virtualised Server 2019 servers hosted in a private cloud infrastructure with the following roles would be recommended to support the existing applications. Moving the current ITVision server into the same private cloud infrastructure would also improve integration and simplify remote access for remote employees.

Virtual Private Cloud Servers	Description
Domain Controller	Windows Server 2019, DC, DNS,
Terminal Server	Windows Server 2019 Terminal Server, Office 365 Pro Plus, SynergySoft
Universe Database Server	Server 2019 Universe Database

An additional physical server should be installed at the Admin Office to act as a local server to provide critical Windows Server roles for employees on-site. The physical server should have:

- Single Xeon 8 Core CPU processors
- 32GB RAM
- Dual power supplies
- Dual Network Cards
- RAID 1 ~1.0TB SSD storage (provisioned)

Physical Server Onsite	Description
Domain Controller	Windows Server 2019 DC, DNS, DHCP

Expanding on the use of OneDrive for Business, The Shire of Ngaanyatjaraku should consider migrating the current corporate data stored on the current NG-FILE server (F: and W:) onto OneDrive for Business. Defined architecture to deliver accessibility to users will aid in the creation of an ICT acceptable usage policy.

## 3.6 IP Telephony

### 3.6.1 [Industry Best Practice](#)

IP Telephony is the technology that makes it possible to have telephone conversations over the Internet or a dedicated IP network (instead of dedicated voice transmission lines).

A dedicated IP network should be utilised in order to guarantee quality, as voice calls over the Internet take a “best effort” approach, which can result in poor or degraded quality.

Consideration should be given for a VOIP PABX, which allows for control and configuration of the telephony system by internal employees or a contracted IT support provider.

Client computers should be connected to the local area network via the associated VOIP phone handset, therefore all VOIP phone handsets should allow gigabit connectivity to the network. This approach reduces network switching and network cabling costs.

### 3.6.2 [Current State](#)

The current IPECS UCP100 phone system utilises a combination of VOIP telephone handsets and cordless DECT handsets. These features are not currently setup:

- After-hours night switch
- Messages on hold
- Voicemail to email

The telephone lines connected to the telephony system appear to be Telstra analogue (PSTN) lines.

No provider is currently tasked with maintaining the IPECS UP100 phone system.

The old Telstra Commander phone system is still mounted on the wall adjacent the communications cabinet.

### 3.6.3 [Future State Recommendations](#)

The current phone system is fit-for purpose but requires regular software updates to ensure security vulnerabilities are addressed and feature updates are applied.

Software support should be re-instated and a small project should be undertaken to address the following:

- Upgrade to current Version 4 software release
- Configure night switch based on Standard Office Hours (8:30AM-4:30PM)
- Configure a simple call waiting message
- Configure after hours recorded message
- Configure voicemail/voicemail to email

Old, unused equipment clutters space so the old Telstra Commander phone system could be removed from the wall by a communications consultant.

## 3.7 Printing

### 3.7.1 [Industry Best Practice](#)

Printing is one of the most critical functions of an IT system and consequently can be one of the most frustrating when not setup correctly. One or two large duty cycle multifunction copiers (MFP) should be deployed in a central location within the main office. Printer drivers should be deployed utilising universal drivers where possible, via Microsoft Group Policy.

Where required, additional printers can be deployed, however these should always be laser printers, sourced from a tier one vendor and capable of connecting to the local area network via network cabling as opposed to WiFi.

The printing technology should also be capable of providing a “secure print” feature, which prevents documents from being physically printed, until an employee logs into the printer and “releases” the print job. This allows for secure and confidential printing in a centralised printing environment.

### 3.7.2 [Current State](#)

Centralised printing has been implemented using a Kyocera TASKalfa 2552ci MFP which was supplied and is supported by Digital Document Solutions. A3 colour is the maximum size that the Kyocera TASKalfa can print to. Secure print has not been implemented.

The Kyocera TASKalfa has a duty cycle of 100,000 pages per month at a speed of 25 pages per minute. For a small office these figures are more than suitable for the current printing requirements.

Printer deployment is not currently automated via Group Policy. Several smaller desktop multi-function printers are also in operation which is referred to as local printing.

### 3.7.3 [Future State Recommendations](#)

The Kyocera TASKalfa supports a secure print function called “Private Print” which can be implemented if confidentiality is of concern.

The purchase date of the Kyocera TASKalfa is unknown but should be considered for replacement after a five-year life-span. Leasing versus outright purchasing could be compared against each other during the next MFP purchase.

### 3.8 Strategic Initiatives

To support the business and achieve the future state recommendations, the following initiatives should be given further consideration. An improvement opportunity for each element is listed below:

**Infrastructure** - choose a tier one vendor that offers extended onsite warranties.

**Architecture** - create an ICT acceptable usage policy based on the infrastructure which is required to meet the baseline standard for the DLGSCI ICT strategic framework.

**Virtualisation** - implement virtual machines to build a hybrid cloud environment.

**Capacity Management** - design a solution that supports future scalability for virtual expansion.

**Communications and Network Management** - use standard protocols and tools to generate proactive, archivable reporting.

**Data Storage** - confirm data sovereignty rulings and reference the State Records Act.

**IT Asset Management** - track assets electronically and commit to an ownership timeframe.

**Systems Acquisition** - choose a tier one vendor and investigate capex or opex purchases.

**Systems Design and Development** - if applicable, implement Agile or Lean methodologies.



## 4. Business Continuity

The ICT Strategic Framework sets out the key components that need to be considered in managing a local government's information resources. It represents the key elements, and their relationships, that might be expected in an 'ideal' environment. In reality, the extent to which it is applicable will obviously depend on the size and complexity of the local government.

This describes the activities undertaken to enable and perform key functions and deliver ICT services. Elements to consider are as follows:

Element	Explanation
Disaster Recovery	Involves all activities required to restore a system, service or data to its state prior to a disaster, or the closest achievable state depending on the success of the disaster recovery operation.
Contingency Planning	Refers to planning for alternative business outcomes to mitigate against risk.
Backups	The process of backing up data and systems and storing them offsite to ensure that data and systems can be recovered as required.
Replication	Involves replicating data and systems to a secondary site to provide resiliency and business continuity in case of an unplanned event or disaster.
Redundancy	Options for systems, networks and communications links to mitigate risk and provide resiliency and business continuity.
Data Recovery	The process involved in restoring data following an unplanned event or disaster.

The elements listed above make up the Business Continuity component of the framework. Business Continuity includes two core areas that should be addressed individually for ICT decision making. The two core areas are Backups & Disaster Recovery and IT Disaster Recovery Plan which are documented below. For each core area the Industry Best Practice, Current State and Future State Recommendations are included.

## 4.1 Backups & Disaster Recovery

### 4.1.1 [Industry Best Practice](#)

Gartner states that the average cost of downtime for a small business is between \$193 per minute and \$600 per minute. DTI/Price Waterhouse Coopers states that 70% of small businesses that experience a major data loss go out of business within one year. Protection of corporate data is achieved through a complete backup and replication solution consisting of both on premise and cloud components.

The on premise component is a device that resides within the same premises as the hardware storing the majority of corporate data. This device is responsible for regular incremental backups of nominated data at intervals in accordance with the organisation's recovery point objective (RPO). Ideally, if suitable, incremental backups for an organisation with normal 8am-6pm operating hours should occur every hour. This device is also responsible for the replication of all incremental backups to the cloud component.

The cloud component is a device located at a secondary site that a natural calamity or man-made disaster should not be able to affect. A minimum 10km distance should be adhered to. This device receives replicated incremental backups from the on premise device and is responsible for the long term storage, organization and consolidation of the replicated incremental backups.

Retention for the incremental backups located in the cloud component should be retained for a minimum of seven years. This would include a suitable combination of hourly, daily, weekly, monthly and biannual recovery points. Archive quality storage is essential for long term retention.

### 4.1.2 [Current State](#)

The Shire of Ngaanyatjaraku should be covered by three separate solutions due to corporate data being located in three different platforms:

#### Onsite Server Backups

Server Name	Backup Technology	Job Details
NG-FILE	Windows Server Backup	<p>Managed by Perfect Computer Solutions</p> <p>Onto 2.5" laptop hard drives Monday-Friday (5 drives)</p> <p>Runs once a day at 9pm</p> <p>Includes bare metal recovery, system state, system reserved, local disk (C:) and shire data (H:)</p> <p>Daily notifications emailed to CEO, Finance, Admin Support, PCS.</p> <p>Daily 2.5" laptop hard drive taken offsite by employee</p>
NG-DATABASE	Windows Server Backup	<p>Managed by Perfect Computer Solutions</p> <p>Onto 2.5" laptop hard drives Monday-Friday (5 drives)</p> <p>Runs once a day at 9pm</p> <p>Includes bare metal recovery, system state, system reserved, Synergy (S:), local disk (C:) and records (T:)</p> <p>Daily notifications emailed to CEO, Finance, Admin Support, PCS.</p> <p>Daily 2.5" laptop hard drive taken offsite by employee</p>

There are inconsistent backup results on NG-FILE going back years.  
The last successful Friday backup on NG-DATABASE was in August 2019.

#### Cloud Server Backups

Server Name	Backup Technology	Job Details
Domain Controller	Azure Backup	Managed by ITVision Azure Backup Service Runs once a week Notifications manually checked in Azure portal
Terminal Server	Azure Backup	Managed by ITVision Azure Backup Service Runs once a week Notifications manually checked in Azure portal
Universe Server	Azure Backup	Managed by ITVision Azure Backup Service Runs once a day Notifications manually checked in Azure portal

#### Microsoft 365 Backups

Server Name	Backup Technology	Job Details
ONEDRIVE	None	None

#### Retention Period

##### Onsite Server Backups

	Number Kept Onsite	Number Kept Offsite	Explanation
Hourly	-	-	-
Daily	-	-	Each laptop hard drive contains a differing number of backup jobs. This relates to the size of the laptop hard drive and the size of the backup job.
Weekly	-	-	-
Monthly	-	-	-
Biannual	-	-	-

These backups allow the ability to restore data at the file or server level for an unknown timeframe.  
No scheduled Disaster Recovery tests were documented to have been completed.

#### Cloud Server Backups

	Number Kept Onsite	Number Kept Offsite	Explanation
Hourly	-	-	-
Daily	-	-	Universe Server Daily backups for 30 days.
Weekly	-	-	Domain Controller, Terminal Server backups for six weeks.
Monthly	-	-	-
Biannual	-	-	-

These backups allow the ability to restore data at the file or server level for an unknown timeframe.

No scheduled Disaster Recovery tests were documented to have been completed by ITVision or signed off by The Shire of Ngaanyatjaraku.

#### Microsoft 365 Backups

	Number Kept Onsite	Number Kept Offsite	Explanation
Hourly	-	-	-
Daily	-	-	-
Weekly	-	-	-
Monthly	-	-	-
Biannual	-	-	-

#### 4.1.3 Future State Recommendations

The current onsite server backups limit the ability to restore data from the past. A more robust approach that does not require user intervention is required to extend the retention period.

The current cloud server backups limit the ability to restore data from the past. A new plan is required to extend the retention period.

The Shire of Ngaanyatjaraku need to create a backup policy to highlight minimum requirements that need to be met by future backup solutions.

Focus Networks recommends the following for onsite server backups:

- Onsite and offsite retention of backups
- Continuous offsite replication to reduce Disaster Recovery RPO
- Minimum hourly snapshots to reduce RPO
- Hourly, Daily, Weekly, Monthly, Annual retention periods
- Ability to recover an entire server, not just data
- Long term retention utilising tape or disk archive
- Regular recovery testing
- Daily backup notifications

Focus Networks recommends the following for cloud server backups:

- Onsite and offsite retention of backups
- Continuous offsite replication to reduce Disaster Recovery RPO
- Minimum hourly snapshots to reduce RPO
- Hourly, Daily, Weekly, Monthly, Annual retention periods
- Ability to recover an entire server, not just data
- Long term retention utilising tape or disk archive
- Regular recovery testing
- Daily backup notifications

Focus Networks recommends the following for Microsoft 365 backups:

- Offsite retention of backups
- Minimum four hourly snapshots to reduce RPO
- Infinite retention periods
- Granular database and mailbox restoration
- Long term retention utilising disk archive
- Regular recovery testing
- Daily backup notifications

## 4.2 IT Disaster Recovery Plan

### 4.2.1 [Industry Best Practice](#)

An IT Disaster Recovery plan (IT DR plan) must set out the mitigation, preparation, warning, response and business continuity arrangements for all core IT systems.

The IT DR plan must also:

- Provide the information and procedures necessary to:
  - Respond to an occurrence
  - Notify personnel
  - Assemble recovery teams
  - Recover data
  - Resume processing at the current or alternate site as soon as possible after a disaster has been declared
- Create a disaster recovery structure strong enough to provide guidance to all interrelated groups, yet flexible enough to allow employees and teams to respond to whatever type of disaster may occur
- Identify those activities necessary to resume full services at the reconstructed disaster site or new permanent facility
- Establish a return to a “business as usual” environment

Continual review of the IT DR plan should occur annually – or with significant business change – with the aim to improve existing resilience against damage to the business in the event of an actual disaster or outage.

### 4.2.2 [Current State](#)

The Shire of Ngaanyatjarraku do not have a current IT DR plan. No business impact analysis exercise has been undertaken relating to a current IT DR plan. No maximum tolerable outage (MTO), recovery time objective (RTO) and recovery point objective (RPO) figures have been documented relating to a current IT DR plan.

No simulated disaster recovery test has been completed relating to a current IT DR plan for data located on premise. No simulated disaster recovery test has been completed relating to a current IT DR plan for data located in the cloud (SynergySoft). No simulated disaster recovery test has been completed relating to a current IT DR plan for data located in Microsoft 365.

### 4.2.3 [Future State Recommendations](#)

Given no IT DR plan currently exists, Focus Networks recommends the immediate creation of an IT DR plan. A review schedule needs to be determined. This review schedule will be annual or when a significant IT component changes in the business. The review schedule will ensure the IT DR plan stays current and valid.

### 4.3 Strategic Initiatives

To support the business and achieve the future state recommendations, the following initiatives should be given further consideration. An improvement opportunity for each element is listed below:

**Disaster Recovery** - undertake a business impact analysis to create an IT DR plan which is required to meet the baseline standard for the DLGSCI ICT strategic framework.

**Contingency Planning** - decide on and document a warm site in the IT DR plan.

**Backups** - implement a backup policy to automatically store backups onsite and offsite which is required to meet the baseline standard for the DLGSCI ICT strategic framework.

**Replication** - secure transfer of data offsite at least 10 KM away on a daily basis.

**Redundancy** - explore two different Internet links on different technologies.

**Data Recovery** - restore data from either onsite or offsite at least annually as a test.

## 5. Security

The ICT Strategic Framework sets out the key components that need to be considered in managing a local government's information resources. It represents the key elements, and their relationships, that might be expected in an 'ideal' environment. In reality, the extent to which it is applicable will obviously depend on the size and complexity of the local government.

This describes protecting information and systems from unauthorised access, use, modification, disclosure or destruction. Elements to consider are as follows:

Element	Explanation
Access Management	Involves the management of user access to systems, including assigning and revoking privileges and permissions, authentication and authorisation procedures.
Authentication	The process by which users are identified on a system or network.
Audit	The examination of the management controls within IT infrastructure, to determine if the information systems are safeguarding assets, maintaining data integrity, and operating effectively to achieve goals or objectives.
Remote Access	The provision of access to information systems for employees working outside of the local area or wide area network.
Incident Management, Reporting and Response	Involves identifying, analysing, reporting and responding to IT security incidents including taking corrective and preventative action.
Physical and Environmental Security	Refers to providing adequate physical and environmental protection of ICT assets to prevent unauthorised access, use or destruction.
Network and Communications Security	Involves taking measures to secure local and wide area networks, voice communications and internet links.
Change Management	The process for directing and controlling alterations to the information processing environment. This includes alterations to desktop computers, the network, servers and software, but typically refers to changes in processes and workflows that can become disruptive if not managed properly.
Version Control	The process of managing multiple versions of software and electronic files.

The elements listed above make up the Security component of the framework. Security includes six core areas that should be addressed individually for ICT decision making. The six core areas are Domain, Internet Gateway, Computer Room, Local Area Network, Patching and Cyber Response which are documented below. For each core area the Industry Best Practice, Current State and Future State Recommendations are included.



## 5.1 Domain

### 5.1.1 [Industry Best Practice](#)

Utilisation of Microsoft Active Directory (AD) is key to centralised management of ICT networks. Active Directory has four primary functions:

- Authentication
- Policy-based Administration
- Security Policies for User Accounts
- Directory for Publishing Shared Resources

A user can only be authenticated by a domain controller in the domain that hosts the user's account. Where possible, any application or network resource that utilises authentication for login or access should be integrated with the domain in order to use domain authentication. This reduces the amount of credentials a user is required to remember, allowing a "Single Sign-on" (SSO) environment.

Microsoft Group Policy allows ICT administrators to standardise and manage objects within a domain using policies that can be enforced. Such objects can include user accounts and computers. It is best practice for ICT policies to be created, deployed and enforced using Group Policy.

Some basic security policies that should apply to all domain user accounts include;

- Password policies
- Account lockout policies
- Account expiry policies
- Windows firewall settings

Where possible, AD should be utilised to publish connection information about shared resources. As an example, printer resources might be published in a domain to facilitate searches by users.

### 5.1.2 [Current State](#)

In order to help review the AD configuration, Focus Networks ran the audit scripts supplied by the Office of the Auditor General for Cyber Security related audits. These scripts highlight poor security practices and insufficient account maintenance practices.

AD is configured on the NG-FILE server, however it has little customisation and is poorly maintained. The Domain is utilising security groups to handle NTFS permissions.

- A total of 24 computer objects are configured in the SBSComputers Organisational Unit (OU) indicating old computers are not removed from the domain. Some computers had not logged onto the domain since 2015
- A total of 25 user accounts are configured in the SBSUsers OU which is excessive
- Three user accounts have never logged on
- Six user accounts had not logged on since 2016
- 14 user accounts had not changed their password in the last two years
- Use of role based accounts with generic logon names such as records, reception etc
- The IT Vision support account has been granted Domain Administrator permissions. The password for this account has not been changed in three years and has not logged on in 18 months

Basic Group Policy settings are utilised for items such as network drive mapping and printer mappings.

A basic naming structure for computer objects exists based on a NG prefix followed by a role-based name.

To complicate matters, the cloud based ITVision SynergySoft environment has its own separate Active Directory domain. As this is remotely accessible but a separate network to the Shire of Ngaanyatjarraku network, this represents a secondary risk of account violation or unauthorised access to Shire data.

### 5.1.3 [Future State Recommendations](#)

Focus Networks recommends the following to improve overall domain security and limit the risks associated with account maintenance:

- Improve AD structure with dedicated OU's for remote computers, service accounts, disabled users, contractors, etc
- Convert the remaining role based accounts to named user accounts
- Review of group policies to ensure password best practices are enforced and maintained
- Remove Domain Administrator permissions from the ITVision account
- Improve off-site system log retention
- Implement date of birth secure fields to assist with user validation during password resets
- Implement removable media controls
- Implement MFA for remote access, SynergySoft and Office 365 applications

The creation of an IT security policy identifies the rules and procedures for all employees accessing and using IT assets and resources.

The creation of a password policy enhances computer security by encouraging employees to create strong, reliable passwords.

## 5.2 Internet Gateway

### 5.2.1 [Industry Best Practice](#)

A business grade Internet gateway must be capable of providing advanced security services in addition to standard routing and port forwarding functionality. Examples of advanced security services include:

- Gateway Anti-virus
- Gateway Anti-spyware
- Intrusion Prevention
- Application Intelligence and Control
- Web/Content Filtering
- DPI SSL Scanning

These services deliver intelligent, real-time network security protection against the latest blended threats, including viruses, spyware, worms, Trojans, software vulnerabilities and other malicious code.

Application Intelligence and Control provides granular control and real-time visualisation of applications to guarantee bandwidth prioritisation and ensure maximum network security and productivity.

Management of an Internet gateway must be strictly controlled:

- Access across the Internet must be locked down geographically and by IP address
- Access across any network must be encrypted
- Access and changes must be logged for audit purposes
- The running configuration must be backed up offsite on a regular interval

### 5.2.2 [Current State](#)

An EdgeMax EdgeRouter Lite device terminates an Activ8me satellite service in the Admin Office. This device is not powered by a UPS which should offer power protection and improve uptimes. The EdgeMax EdgeRouter Lite device does not utilise any of the advanced security services listed above. Basic traffic is recorded to create a traffic analysis graph. Management of this device can be accessed from any network without encryption.

A second EdgeMax EdgeRouter Lite device terminates a second Activ8me satellite service in the Admin Office. This device is not powered by a UPS which should offer power protection and improve uptimes. The EdgeMax EdgeRouter Lite device does not utilise any of the advanced security services listed above. Basic traffic is recorded to create a traffic analysis graph. Management of this device can be accessed from any network without encryption.

The Internet gateway is forwarding port 25 and port 443 onto the Exchange 2010 email server. This is not required given the Shire has migrated to Office 365 Exchange Online several years ago.

### 5.2.3 Future State Recommendations

The Internet gateway still has firewall rules to expose the old Exchange 2010 email server which is no longer in use. These rules need to be removed now.

New firewall hardware must be implemented at the Admin Office to support current Internet throughput speeds. A move to monthly subscriptions known as “Security as a Service” is now common place amongst many security vendors. This removes the need for capital expenditure and allows future upgrades of the hardware if Internet link speeds increase in the future. As Internet link speeds increase, regular review of the firewall performance is required to ensure the hardware device is not the bottleneck.

Advanced security services need to be carefully enabled to offer protection against threats, including viruses, spyware, worms, Trojans, software vulnerabilities and other malicious code.

Of particular note is the management of the new firewall hardware:

- Create rules to allow access from static IP addresses belonging to the IT service provider
- Implement geo blocking (ban countries/regions) for the management rule listed above
- Enable HTTPS re-direction and implement an SSL certificate
- Setup authentication logging that stores the logs offsite
- Schedule backups of the running configuration to be stored offsite

## 5.3 Computer Room

### 5.3.1 [Industry Best Practice](#)

The room containing core IT infrastructure should have the following properties:

- Independent or redundant air-conditioning
- Backup ventilation fan (if no redundant air conditioning)
- Dedicated 10A+ (or higher) power circuit for each UPS
- Lockable storage area for IT hardware and spare cabling
- Non-carpet flooring to minimise dust
- Lockable door

In addition to the above, a desk and chair should be provided for any IT support that attend site if possible.

### 5.3.2 [Current State](#)

In the Admin Office, two rooms contain IT related infrastructure:

- The storage room behind the shop stores the physical servers
- The Finance room stores the unused Telstra phone system and network cabling

The storage room which doubles as a multi purpose room is not a dedicated computer room. This room holds the three physical servers, Eaton UPS and Netgear switch. The room has a single dedicated air conditioner which runs at 22 degrees 24 hours a day, 7 days a week. There is no rack or cable management which promotes an untidy setup. We can only assume that access to this room is via an unlocked door.

The Finance room which doubles as an employees room is not a dedicated computer room. This room holds the unused Telstra phone system which is mounted on a wall. It also holds the network cabling and switches/routers which sit in a wall mounted comms rack. We can only assume the wall mounted comms rack is powered by the Power Shield UPS sitting on the floor. We can only assume that access to this room is via an unlocked door.

### 5.3.3 [Future State Recommendations](#)

Due to noise and heat, the storage room which doubles as a multi purpose room will have to continue to house future server hardware. A server cabinet should be installed which can stand on the floor. It should house future server hardware, the existing Eaton UPS and Netgear switch - all of which can be rack mounted inside this server cabinet. The storage room should be locked with its key documented in a key register and the key stored in a safe place elsewhere in the Admin Office.

Finally, the server cabinet itself should be locked with its key documented in a key register and the key stored in a safe place elsewhere in the Admin Office.

Due to existing network cabling, the Finance room which doubles as an employees room will have to continue to house network cabling and future switches/routers. The wall mounted comms rack requires a cleanup to replace long cables with short cables and colour coded cables to identify network and telephony. The wall mounted comms rack also requires the installation of a cantilever shelf to house future smaller network devices. A rack mount power board is required to safely and securely power devices in the wall mounted comms rack from the UPS.

Finally, the wall mounted comms rack itself should be locked with its key documented in a key register and the key stored in a safe place elsewhere in the Admin Office.

## 5.4 Local Area Network

### 5.4.1 [Industry Best Practice](#)

Core network switching should provide the following:

- Layer 3 routing functionality
- 802.1x Radius configuration options
- 802.1p Quality of Service (QoS) options
- 802.1at Power over Ethernet (PoE)
- Link Layer Discover Protocol (LLDP)
- At least 1,000Mbps (1 gigabit) connectivity to all computers
- Dual 10,000Mbps (10 gigabit) connectivity to all servers

Additionally, core network switching should always be configured in a redundant stack.

Local area networks should utilise VLAN encapsulation for logical segregation of network traffic.

Wi-Fi access points can be configured on different frequency ranges. Each range is divided into channels. Fine tuning can increase performance gains. Wireless network access can be configured using SSIDs, VLANs and user authentication to increase security.

Public/visitor Wi-Fi networks should also be securely segregated from corporate networks via VLAN encapsulation.

### 5.4.2 [Current State](#)

The Admin Office comms cabinet utilises a single Netgear GS728TPP 24 port gigabit switch which provides PoE to network devices such as phones and wireless access points. This switch provides network connectivity to all network devices including:

- Computers
- Internet routers
- Servers
- Desktop IPECS phones
- DECT based phones
- Wireless Access Points

As such, this single switch represents a single point of failure for all IT systems in the Admin Office.

The network switch has three VLAN's configured for Default, Voice and Video, however other services such as QoS and 802.1X RADIUS authentication are not utilised.

A Ubiquiti AC Pro wireless access point currently provides corporate wireless network access to the Admin Office. This wireless network is configured using WPA personal security settings.

A Linksys Wireless-G access point is also situated on top of the comms cabinet however it appears to be switched off awaiting disposal.

#### 5.4.3 Future State Recommendations

Given the isolated location of Warburton, a redundant switch stack of two 24 port switches should be implemented to provide redundancy for IT systems located at the Admin Office. This switch stack should provide redundant connections to the new physical server and the Internet gateway to remove single points of failure where possible.

802.1X Port-based Network Access Control (PNAC) utilising RADIUS authentication should be implemented for both the network switch stack and the Wireless network. This will greatly improve network security for both wired and wireless connections.



## 5.5 Patching

### 5.5.1 [Industry Best Practice](#)

Patching keeps systems and applications running smoothly but is also the core activity in keeping your organisation secure.

Effective patch management includes:

- Discovery – have a comprehensive network inventory
- Categorise – split this into servers, computers and network devices
- Monitor – keep an eye on different vendor release dates
- Testing – create test groups where possible
- Change Management – have a roll back plan in case issues occur
- Reporting – gain more visibility through compliance reports

Patching can be time consuming so wherever possible, these tasks should be automated. Applying patches under specific conditions is ideal. There will be some instances where manual intervention is required.

For most environments servers and computers should be patched monthly after the Microsoft patch Tuesday following a regime that is suitable for your organisation. Of importance is the Windows 10 operating system that has multiple versions released every year. A version number, codename, build number and release date need to be understood as support ends for older versions.

For most environments servers and computers should also be patched monthly for third party software. This can be referred to as third party application patching and covers such applications as Adobe, Java and Chrome.

A scheduled maintenance program should ensure that firmware updates are applied to equipment such as:

- Internet Gateways
- Routers
- Network Switches
- Wireless Access Points
- Physical Servers
- Network Printers
- Phone Systems

Finally, it is recommended to undertake scheduled vulnerability scans of the corporate network to ensure no underlying vulnerabilities are still in place that could expose the corporate network to viruses or other cyber incidents. Vulnerability scanning is a way to ensure all patching and remediation works are working effectively.

### 5.5.2 [Current State](#)

Focus Networks ran a specialist vulnerability scanning tool called Nessus Professional to conduct a network scan. This powerful audit tool is also used by the OAG during the GCC audits and gives an excellent overview of how effective the current patching systems are.

Windows updates are configured by Group Policy to automatically download and install on a periodic basis. No test groups are used to ensure Windows updates do not have un-desired consequences.

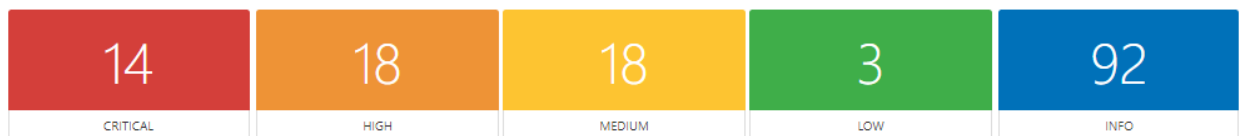
No centralised system to apply patches to third party applications such as Adobe, Java and Chrome is in use.

The NG-FILE server has a system BIOS date of May 2012 indicating that firmware management is inadequate or ineffective.

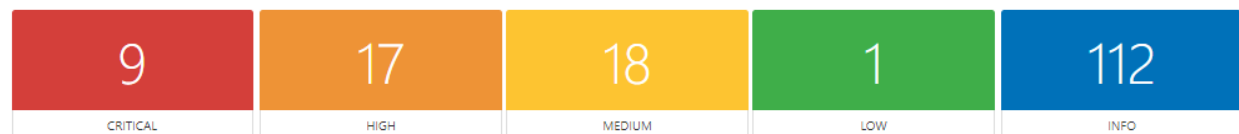
Unsupported Windows Server operating systems including Small Business Server 2011 and Server 2008 are still in use. Microsoft stopped supplying updates for these operating systems in January 2020, however numerous updates from previous years were found to be missing or not correctly installed.

Vulnerabilities identified during the Nessus vulnerability scan were excessive and included:

#### **ng-file.ng.local**



#### **ng-database.ng.local**



#### **192.168.73.106**



### 5.5.3 [Future State Recommendations](#)

A move away from automatically installing Windows Updates to a centralised patch management tool will ensure both Microsoft and various 3<sup>rd</sup> party applications are regularly patched. Using such a patch management tool also provides a centralised view to easily identify missing or failed patches across the entire environment.

A scheduled maintenance program should be put in place to ensure firmware updates are applied at least annually (preferably four times a year). Key equipment includes:

- Internet Gateways
- Routers
- Network Switches
- Wireless Access Points
- Physical Servers
- Network Printers
- Phone Systems

Unsupported operating systems for the Windows servers should be addressed as quickly as possible by migrating to the current Server 2019 Microsoft operating system. In the interim, old unsupported applications which are still installed should be un-installed where possible. These include Exchange 2010, SharePoint 2010 and Universe.

An annual vulnerability scan (preferably four times a year) should be undertaken to highlight vulnerabilities that have not been mitigated by patching or updates. Once such vulnerabilities are detected, a support call should be lodged to investigate and resolve the highlighted issues.

## 5.6 Cyber Response

### 5.6.1 [Industry Best Practice](#)

Strategies to mitigate cyber security incidents are listed at [cyber.gov.au](http://cyber.gov.au) and are referred to as the Essential Eight. They are listed as:

- Prevent malware delivery and execution
- Limit the extent of cyber security incidents
- Recover data and systems availability

A cyber incident response plan can then be created. Such a plan has a similar layout to an IT DR plan. There is an Introduction, Terminology and Definitions, Common Cyber Incidents and Responses, Roles and Responsibilities and an Incident Response Process. A cyber incident response plan protects your data, your reputation and your revenue.

Security awareness training is recommended for employees who complete authorised functions online for their employer. Necessary knowledge will help to defend themselves and secure their employers assets from damage or loss. Training can be broken up into three elements:

- Programs to train employees to protect against cyberthreats
- Employees' responsibility towards the employers security policies and procedures
- Measures to perform a robust audit of those efforts

The most successful training must be structured as an ongoing process.

### 5.6.2 [Current State](#)

The Shire of Ngaanyatjarraku have not been audited by the OAG for the GCC audit. Therefore no remediation tasks have been identified.

No cyber incident response plan document exists.

The Shire of Ngaanyatjarraku have not implemented any form of ongoing security awareness training for its employees.

### 5.6.3 Future State Recommendations

The Shire of Ngaanyatjarraku should request their IT provider to reference and then review the Essential Eight through the [cyber.gov.au](https://www.cyber.gov.au) website. Once this process is complete, the IT provider could investigate the creation of a cyber incident response plan. Such a plan has a similar layout to an IT DR plan.

A cyber awareness training platform should also be implemented which hooks into a workflow for human resources. A solution that can start at any time for any employee and that never stops is ideal. The concept is to reinforce knowledge without overwhelming the employee. This can be achieved by implementing a solution that targets the employee randomly with internal harmless but real world scenarios. To improve security awareness training:

- Think of behavioural change instead of compliance
- Customise training for different job positions
- Review scoring results to modify the training
- Avoid punishing the employee

## 5.7 Strategic Initiatives

To support the business and achieve the future state recommendations, the following initiatives should be given further consideration. An improvement opportunity for each element is listed below:

**Access Management** - implement an onboarding and offboarding procedure for AD users.

**Authentication** - create a password policy to increase user security awareness which is required to meet the baseline standard for the DLGSCI ICT strategic framework.

**Audit** - create an IT security policy so that controls can be examined which is required to meet the baseline standard for the DLGSCI ICT strategic framework.

**Remote Access** - implement an MFA that supports SAML.

**Incident Management, Reporting and Response** - investigate a SIEM solution to analyse and respond to incidents.

**Physical and Environmental Security** - secure and then restrict access into and out of the computer room.

**Network and Communications Security** - any VPN must use at least an AES encryption algorithm with a 128 bit key.

**Change Management** - create a process to back out if a modification to the environment fails.

**Version Control** - implement an audit tool to report on software versions prior to upgrading.

## 6. Project Management

The ICT Strategic Framework sets out the key components that need to be considered in managing a local government's information resources. It represents the key elements, and their relationships, that might be expected in an 'ideal' environment. In reality, the extent to which it is applicable will obviously depend on the size and complexity of the local government.

This describes the discipline of planning, organising, controlling, and managing resources to achieve specific goals. Elements to consider are as follows:

Element	Explanation
Project Initiation	The process of defining the scope of the project. May involve establishing the scope, a project charter, and preliminary project plan.
Project Planning	Refers to the process of establishing a project plan detailing how a project is to be accomplished within a certain timeframe and with given resources. A project plan usually identifies various milestones and/or stages of a project and the timeframes in which they are to be completed.
Project Execution	Refers to the process of carrying out or implementing the project. Project Execution is the implementation phase of the project plan and is commenced once the project planning phase is complete.
Monitoring and Controlling	Refers to the process of monitoring progress of the project with regard to the project plan and controlling resources to ensure delivery of the project on time and within budget.
Project Closing	The process of completing project deliverables, reviewing the outcome of the project against objectives, documenting the lessons learnt, archiving project records and releasing project resources.

The elements listed above make up the Project Management component of the framework. Project Management include one core area that should be addressed for ICT decision making. The core area is IT Projects which is documented below. For the core area the Industry Best Practice, Current State and Future State Recommendations are included.

## 6.1 IT Projects

### 6.1.1 [Industry Best Practice](#)

The definition of an IT project can be based on a number of factors but often it is based on purchasing requirements which is inevitably a dollar value. For an IT project to be completed successfully there are normally three documents:

- Business case – justification for work that looks at benefit, cost and risk
- Project statement – scope, objectives and participants
- Project plan – formal approval to guide execution and control

Once an IT project has started there are normally three phases:

- Execution – carrying out or implementing the work
- Monitoring/Controlling – progress of the plan/resources on time/budget
- Closing – reviewing the outcome, lessons learnt, releasing resources

### 6.1.2 [Current State](#)

The Shire of Ngaanyatjarraku have completed five IT projects in the last three years, all under the value of \$10K. In four of the five IT projects, the IT provider managed the execution, monitoring and closing of each project. In one of the five IT projects, ITVision managed the execution, monitoring and closing of the project. Focus Networks cannot confirm if a business case, project statement or project plan were created prior to each IT project starting.

### 6.1.3 [Future State Recommendations](#)

Focus Networks recommends three IT project related documents for future use with IT projects. The Shire of Ngaanyatjarraku should create two internal basic documents:

- A business case template to be used to help communicate the merits of a course of action to key decision makers.
- A project statement template to be used to outline deliverables and to highlight constraints, assumptions and success factors.

The Shire of Ngaanyatjarraku should request one external basic document from the third party implementing the IT solution:

- A project plan to be used to document activities, milestones, schedule and duration.

These three documents listed above should help to run a smooth project that can be officially closed by discussing final lessons learnt.



## 6.2 Strategic Initiatives

To support the business and achieve the future state recommendations, the following initiatives should be given further consideration. An improvement opportunity for each element is listed below:

**Project Initiation** - develop a business case and project statement template which are required to meet the baseline standard for the DLGSCI ICT strategic framework.

**Project Planning** - design a project plan template defining milestones and timeframes which is required to meet the baseline standard for the DLGSCI ICT strategic framework.

**Project Execution** - nominate the project manager to coordinate and direct project resources.

**Monitoring and Controlling** - document reporting requirements for the project manager to ensure delivery.

**Project Closing** - complete a post implementation review for continual improvement.

## Appendix A Microsoft Licenses

Agreement	
Program:	OEM, Microsoft 365
Customer Name:	The Shire of Ngaanyatjaraku
Reseller:	Perfect Computer Solutions
Agreement Number:	-
Start Effective Date:	-
End Effective Date:	-

Product Description	Used/Qty
OEM SBS 2011 Licensing	1/1
OEM Server 2008R2 Licensing	1/1
Microsoft RDP CALs	Unknown
Microsoft Server CALs	Unknown
Office 365 E3	15/15

## Appendix B Priority Actions

The table below highlights future actions based on a priority.

Extreme – this should be identified and implemented as a priority in the next 3 months.

High – this should be identified and implemented in the next 3 to 6 months.

Medium – this should be identified and implemented in the next 6 to 12 months.

Low – this should be identified and implemented in the next 12 to 18 months.

Core Area	Extreme	High	Medium	Low	Key Action Item
1.1 IT Support Arrangements					Clearly defined contract with deliverables and service level agreements.
1.2 IT Risk Management					Initial IT risk assessment, risk treatment methodology and risk management strategy.
2.1 Corporate Applications					Build a central location for SynergySoft data, build a file/folder structure in OneDrive for Business.
3.1 Anti-Virus					Enable scheduled full scans for Servers/Devices, enable spyware scanning, enable reporting, set uninstall/exit security.
3.2 ISP Links					Implement Telstra NextG backup link and complete service qualification for Telstra fibre.
3.3 Uninterruptable Power Supply					Physically audit plugged in equipment, install an EMP to monitor temperature/humidity, complete an uptime test.
3.4 Desktops/Laptops					Standardise on a single vendor, ask IT provider to build an SOE image, set a replacement program.
3.5 Servers					Build Server 2019 virtualised servers, adopt a hybrid private cloud solution.
3.6 IP Telephony					Re-instate software support, upgrade software, configure customer service related options.

Core Area	Extreme	High	Medium	Low	Key Action Item
3.7 Printing					Implement private print option, investigate leasing versus outright purchase.
4.1 Backups & Disaster Recovery					Implement automated onsite server backups, implement Microsoft 365 backups, investigate ITVision Azure backups.
4.2 IT Disaster Recovery Plan					Build an IT DR Plan to meet new backup and disaster recovery requirements.
5.1 Domain					Review and re-structure Active Directory, implement named user accounts, implement MFA.
5.2 Internet Gateway					Implement security as a service firewall, store logs offsite, schedule config backups.
5.3 Computer Room					Install server cabinet in storage room, install wall mounted cabinet in Finance room.
5.4 Local Area Network					Install redundant switches, implement 802.1X control and RADIUS authentication.
5.5 Patching					Implement a patch management tool, set a scheduled maintenance program, schedule vulnerability scans.
5.6 Cyber Response					Reference ASD Essential Eight, implement cyber awareness training platform.
6.1 Projects					Source a business case template and project statement template.

## Glossary of Terms

### **4G**

4G is the fourth generation of wireless mobile telecommunications technology, succeeding 3G. Potential and current applications include amended mobile web access, IP telephony, gaming services, high-definition mobile TV, video conferencing, and 3D television

### **Active Directory**

Active Directory (AD) is a directory service that Microsoft developed for Windows domain networks. It is included in most Windows Server operating systems as a set of processes and services. Initially, Active Directory was only in charge of centralized domain management. Starting with Windows Server 2008, however, Active Directory became an umbrella title for a broad range of directory-based identity-related services.

### **AES**

Advanced Encryption Standard (AES) is an encryption algorithm for securing sensitive but unclassified material by U.S. Government agencies and, as a likely consequence, may eventually become the de facto encryption standard for commercial transactions in the private sector.

### **AGILE**

Agile is an iterative approach to project management and software development that helps teams deliver value to their customers faster.

### **Anti-Virus**

Software that is designed to detect, stop and remove viruses and other kinds of malicious software.

### **AI**

Artificial intelligence (AI) is wide-ranging branch of computer science concerned with building smart machines capable of performing tasks that typically require human intelligence.

### **API**

Application Programming Interface (API) - Is an interface to a computer operating system or software program that gives other programs access to functions similar to those offered to users through a graphical user interface.

### **Authentication**

Verifying the identity of a user, process or device as a prerequisite to allowing access to resources in a system.

### **Availability**

The assurance that systems and information are accessible and useable by authorised entities when required.

### **Backup**

In information technology, a backup, or data backup is a copy of computer data taken and stored elsewhere so that it may be used to restore the original after a data loss event.

**Bandwidth**

Commonly used to mean the capacity of a communication channel to pass data through the channel in a specified amount of time. Usually expressed in bits per second.

**CAL**

A Client Access License (CAL) is a license granting access to certain Microsoft server software. CALs are used in conjunction with Microsoft Server software licenses to allow Users and Devices to access and utilise the services of that server software.

**Cloud Computing**

A type of Internet-based computing that provides shared computer processing resources and data to computers and other devices on demand. It is a model for enabling ubiquitous, on-demand access to a shared pool of configurable computing resources which can be rapidly provisioned and released with minimal management effort.

**CMS**

A content management system (CMS) is a computer application that supports the creation and modification of digital content using a simple interface to abstract away low-level details unless required, usually supporting multiple users working in a collaborative environment.

**Content filtering**

The process of monitoring communications such as email and web pages, analysing them for suspicious content, and preventing the delivery of suspicious content to users.

**CPU**

A central processing unit (CPU) is the electronic circuitry within a computer that carries out the instructions of a computer program by performing the basic arithmetic, logical, control and input/output (I/O) operations specified by the instructions.

**CRM**

Customer relationship management (CRM) is a term that refers to practices, strategies and technologies that companies use to manage and analyze customer interactions and data throughout the customer lifecycle, with the goal of improving business relationships with customers.

**Deep Packet Inspection**

Deep packet inspection (DPI) is a technology which allows a firewall device to classify passing traffic based on rules that not only include information about layer 3 and layer 4 contents of the packet, but also include information that describes the contents of the packet's payload – including the application data (for example, an FTP session, or a HTTP Web browser session, or even a middleware database connection).

**DHCP**

Dynamic Host Configuration Protocol (DHCP) is a communications protocol that lets network administrators manage centrally and automate the assignment of Internet Protocol (IP) addresses in an organisation's network.

**DNS**

The domain name system (DNS) is the way that Internet domain names are located and translated into Internet Protocol addresses. A domain name is a meaningful and easy-to-remember "handle" for an Internet address for example [www.focusnetworks.com.au](http://www.focusnetworks.com.au).

## **Device Driver**

A device driver is a small program that allows a peripheral device such as a printer or scanner to connect to your computer.

## **Domain**

A domain name is an identification string that defines a realm of administrative autonomy, authority, or control on the Internet. Domain names are formed by the rules and procedures of the Domain Name System (DNS). Domain names are used in various networking contexts and application-specific naming and addressing purposes.

## **Disaster Recovery**

Disaster recovery (DR) involves a set of policies and procedures to enable the recovery or continuation of vital technology infrastructure and systems following a natural or human-induced disaster. Disaster recovery focuses on the IT or technology systems supporting critical business functions.

## **Encryption**

Encryption is the process of converting electronic data to an unrecognisable or encrypted form, one that cannot be easily understood by unauthorised parties.

## **Ethernet**

Ethernet is the most widely installed local area network LAN technology. An Ethernet LAN used to use coaxial cable but these days uses special grades of twisted pair wires.

## **Fibre**

An optical fibre is a flexible, transparent fibre made by drawing glass (silica) or plastic to a diameter slightly thicker than that of a human hair. Optical fibres are used most often as a means to transmit light between the two ends of the fibre and find wide usage in fibre-optic communications, where they permit transmission over longer distances and at higher bandwidths (data rates) than wire cables.

## **Firewall**

A firewall is a set of related programs, located at a network gateway that protects the resources of a private network from users from other networks. The term also implies the security policy that is used with the programs. Generally speaking a firewall is a hardware device.

## **Firmware**

Software program or set of instructions programmed on the flash ROM of a hardware device. It provides the necessary instructions for how the device communicates with the other computer hardware.

## **GAS**

Gateway anti-spyware (GAS) is a signature-based security solution that provides dynamic spyware protection at the perimeter of your network. The service blocks the installation of malicious spyware at the gateway and disrupts background communications from existing spyware programs that transmit confidential data.

## **GAV**

Gateway anti-virus (GAV) is a signature-based security solution that provides protection at the perimeter of your network. They are your first line of defense, scanning inbound and outbound traffic to identify and block malicious threats before they can enter your network.

## **GIS**

A geographic information system (**GIS**) is a computer system for capturing, storing, checking, and displaying data related to positions on Earth's surface. **GIS** can show many different kinds of data on one map. This enables people to more easily see, analyze, and understand patterns and relationships.

## **Group Policy**

Group Policy is a feature of the Microsoft Windows NT family of operating systems that controls the working environment of user accounts and computer accounts. Group Policy provides the centralized management and configuration of operating systems, applications, and users' settings in an Active Directory environment.

## **HDD**

A hard disk drive (HDD), hard disk, hard drive or fixed disk is a data storage device used for storing and retrieving digital information using one or more rigid rapidly rotating disks (platters) coated with magnetic material.

## **Hybrid cloud**

A composition of two or more clouds (private, community or public) that remain distinct entities but are bound together, offering the benefits of multiple deployment models. Hybrid cloud can also mean the ability to connect collocation, managed and/or dedicated services with cloud resources.

## **ICT**

Information and communications technology (ICT) is an extended term for information technology (IT) which stresses the role of unified communication and the integration of telecommunications (telephone lines and wireless signals), computers as well as necessary enterprise software, middleware, storage, and audio-visual systems, which enable users to access, store, transmit, and manipulate information.

## **Incident Response Plan**

The documentation of a predetermined set of instructions or procedures to detect, respond to, and limit consequences of a malicious cyber-attacks against an organisation's information systems.

## **IP Address**

An IP address is a 32-bit number that identifies each sender or receiver of information that is sent in packets across the network or Internet. The IP address has two parts: the identifier of a particular network on the Internet and an identifier of the particular device within that network. Due to the enormous growth of the Internet and the predicted depletion of available addresses, a new addressing system (IPv6), using 128 bits for the address, was developed in 1995.

## **IPS**

Intrusion Prevention Service (IPS) is a pre-emptive approach to network security used to identify potential threats and respond to them swiftly. However, because an exploit may be carried out very quickly after the attacker gains access, intrusion prevention systems also have the ability to take immediate action, based on a set of rules established by the network administrator.

## **ISP**

An ISP (Internet service provider) is a company that provides individuals and other companies' access to the Internet and other related services such as Web site building and virtual hosting. An ISP has the equipment and the telecommunication line access required to have a point-of-presence on the Internet for the geographic area served.

## **ITIL**



Information Technology Infrastructure Library (ITIL) - An initiative developed by the Central Computing and Telecommunications Agency consultancy for the government of the United Kingdom. It offers a set of best practices in 24 service delivery and IT service support areas, including help desk, problem management, change management, software distribution and cost control.

## **HTTP**

The Hypertext Transfer Protocol (HTTP) is the set of rules for exchanging files (text, graphic images, sound, video, and other multimedia files) on the World Wide Web. By default, HTTP operates on port 80.

## **LAN**

A local area network (LAN) is a group of computers and associated devices that share a common communications line and typically share the resources of a single processor or server within a small geographic area (for example, within an office building).

## **Latency**

Sometimes called lag, is the term used to describe delays in communication over a network.

## **Load Balancing**

Load balancing allows the enabling of an interface as a secondary WAN port. The primary and secondary WAN ports are used in a more dynamic active/active setup, where the outbound traffic is divided to flow out between the primary WAN port and the secondary WAN port.

## **Malware**

Malware (for "malicious software") is any program or file that is harmful to a computer user. Thus, malware includes computer viruses, worms, Trojans, and also spyware, programming that gathers information about a computer user without permission.

## **Mbps**

Mbps stands for millions of bits per second or megabits per second and is a measure of bandwidth (the total information flow over a given time) on a telecommunications medium. Depending on the medium and the transmission method, bandwidth is also sometimes measured in the Kbps (thousands of bits or kilobits per second) range or the Gbps (billions of bits or gigabits per second) range.

## **MTO**

The maximum tolerable outage is the amount of time the critical business functions may be without the support of IT systems and applications before business operations are severely impacted. The MTO encompasses all activities from point of impact to point of recovery.

## **NAS**

Network-attached storage (NAS) is a file-level computer data storage server connected to a computer network providing data access to a heterogeneous group of clients. NAS is specialised for serving files either by its hardware, software, or configuration. It is often manufactured as a computer appliance – a purpose-built specialised computer.

## **NAT**

Network Address Translation (NAT) is the translation of an Internet Protocol address IP Address used within one network to a different IP address known within another network. One network is designated the inside network and the other is the outside.

## **NBN**

The National Broadband Network (NBN) is an Australian national wholesale-only, open-access data network. It is based on the premise that access to fixed line, wireless and satellite broadband connections are sold to retail service providers (RSPs), who then sell internet access and other services to consumers.

## **NTFS**

NT File System (sometimes New Technology File System) is the file system that the Windows NT operating system uses for storing and retrieving files on a hard disk. NTFS is the Windows NT equivalent of the Windows 95 file allocation table (FAT) and the OS/2 High Performance File System (HPFS).

## **On-premises**

Software is installed and runs on computers on the premises (in the building) rather than at a remote facility such as a server farm or cloud. On-premises software is sometimes referred to as “shrinkwrap” software, and off-premises software is commonly called “software as a service”.

## **PoE**

Power over Ethernet (PoE) is the process of transmitting power to the target device at the end of an Ethernet cable by carrying power in the unused 4/5 and 7/8 wires. It enables access points and other remote devices to be installed where there is no power outlet.

## **Port**

A port referred to in TCP/IP and UDP networks, is an endpoint to a logical connection. The port number identifies what type of port it is. For example, port 80 is used for HTTP traffic. Ports on a system can be left open for an incoming connection or closed to restrict unwanted access.

## **RAID**

RAID (originally redundant array of inexpensive disks, now commonly array of independent disks) is a data storage virtualization technology that combines multiple physical disk drive components into a single logical unit for the purposes of data redundancy, performance improvement, or both.

## **RADIUS**

Remote Authentication Dial-In User Service - A security protocol used to transport passwords between the access device and the authentication server.

## **RAM**

Random-access memory (RAM) is a form of computer data storage. A random-access memory device allows data items to be read or written in almost the same amount of time irrespective of the physical location of data inside the memory

## **Ransomware**

A computer malware that installs covertly on a victim's computer, executes a cryptovirology attack that adversely affects it, and demands a ransom payment to restore it. Simple ransomware may lock the system in a way which is not difficult for a knowledgeable person to reverse, and display a message requesting payment to unlock it.

## **RDP**

Remote Desktop Protocol (RDP) is a proprietary protocol developed by Microsoft, which provides a user with a graphical interface to connect to another computer over a network connection.

## **Router**

On the Internet, a router is a device or, in some cases, software in a computer, that determines the next network point to which a packet should be forwarded toward its destination. The router is connected to at least two

networks and decides which way to send each information packet based on its current understanding of the state of the networks it is connected to.

## **RPO**

The point in time to which systems and data must be recovered after an outage (e.g., end of the previous day's processing). RPOs are often used as the basis for the development of backup strategies.

## **RTO**

The period of time within which systems, applications or functions must be recovered after a disaster declaration (e.g. one business day). RTOs are often used to determine whether or not to implement the recovery strategies/plan.

## **SAN**

A storage area network (SAN) is a network which provides access to consolidated, block level data storage. SANs are primarily used to enhance storage devices so that the devices appear to the operating system as locally attached devices. A SAN typically has its own network of storage devices that are generally not accessible through the local area network (LAN) by other devices.

## **SAS**

Serial Attached SCSI (SAS) is a point-to-point serial protocol that moves data to and from computer storage devices such as hard drives and tape drives. SAS replaces the older Parallel SCSI (Small Computer System Interface, usually pronounced "scuzzy") bus technology that first appeared in the mid-1980s.

## **SFF**

A small form factor (SFF) is a computer form factor designed to minimize the volume of a desktop computer. In some cases, this term can be used to describe physical hard disks that are smaller than the standard 3.5" hard drives.

## **SIP**

The Session Initiation Protocol (SIP) is a communications protocol for signaling and controlling multimedia communication sessions. The most common applications of SIP are in Internet telephony for voice and video calls, as well as instant messaging, over Internet Protocol (IP) networks.

## **SLA**

A service-level agreement (SLA) is a part of a standardised service contract where a service is formally defined. Particular aspects of the service – scope, quality, responsibilities – are agreed between the service provider and the service user. A common feature of an SLA is a contracted delivery time (of the service or performance).

## **Snapshot**

In computer systems, a snapshot is the state of a system at a particular point in time. The term was coined as an analogy to that in photography. It can refer to an actual copy of the state of a system or to a capability provided by certain systems.

## **SNMP**

Simple Network Management Protocol (SNMP) is an "Internet-standard protocol for managing devices on IP networks. Devices that typically support SNMP include routers, switches and servers. It is used mostly in network management systems to monitor network-attached devices for conditions that warrant administrative attention.

## **SOE**

Standard Operating Environment is a specification for a using a standard architecture and applications within an organisation. There is no industry-wide SOE standardisation, however organisations would usually deploy standard disks, operating systems, computer hardware (with the same configurations), and standard applications and software

## **Spyware**

Spyware is any technology that aids in gathering information about a person or organisation without their knowledge. On the Internet (where it is sometimes called a spybot or tracking software), spyware is programming that is put in someone's computer to secretly gather information about the user and relay it to advertisers or other interested parties.

## **SQL**

Structured Query Language (SQL) is a special-purpose programming language designed for managing data held in a relational database management system (RDBMS), or for stream processing in a relational data stream management system (RDSMS).

## **SSD**

Like a memory stick, there are no moving parts to an Solid State Disk (SSD.) Rather, information is stored in microchips. Conversely, a hard disk drive uses a mechanical arm with a read/write head to move around and read information from the right location on a storage platter. This difference is what makes SSD so much faster.

## **SSO**

Single sign-on (SSO) is a property of access control of multiple related, but independent software systems. With this property a user logs in with a single ID and password to gain access to a connected system or systems without using different usernames or passwords, or in some configurations seamlessly sign on at each system.

## **Switch**

In telecommunications, a switch is a network device that selects a path or circuit for sending a unit of data to its next destination. A switch may also include the function of the router, a device or program that can determine the route and specifically what adjacent network point the data should be sent to.

## **Trojan**

A Trojan is a program in which malicious or harmful code is contained inside apparently harmless programming or data in such a way that it can get control and do its chosen form of damage, such as ruining the file allocation table on your hard disk.

## **UAT**

In software development, **user acceptance testing (UAT)** - also called beta testing, application testing, and end user testing - is a phase of software development in which the software is tested in the "real world" by the intended audience.

## **UPS**

An uninterruptible power supply (UPS) is a power supply that includes a battery to maintain power in the event of a power outage. Typically, a UPS keeps a computer running for several minutes after a power outage, gracefully shuts down the computer and powers it back on when the power is restored.

### **Virtual Machine**

A virtual machine (VM) is a software implementation of a machine (i.e. a computer) that executes programs like a physical machine. Virtual machines are separated into two major categories, based on their use and degree of correspondence to any real machine. Multiple OS environments can co-exist on the same computer, in strong isolation from each other.

### **VoIP**

VoIP (voice over IP - that is, voice delivered using the Internet Protocol) is a term used in IP telephony for a set of facilities for managing the delivery of voice information using the Internet Protocol (IP). In general, this means sending voice information in digital form in discrete packets rather than in the traditional circuit-committed protocols of the public switched telephone network (PSTN).

### **VPN**

A VPN (virtual private network) is a way to use a public telecommunication infrastructure, such as the Internet, to provide remote offices or individual users with secure access to their organisation's network.

### **WAN**

A wide area network (WAN) is a geographically dispersed telecommunications network. The term distinguishes a broader telecommunication structure from a local area network.

### **WAN Failover**

WAN failover allows the enabling of an interface as a secondary or backup WAN port. The secondary WAN port can be used in a simple active/passive setup, where traffic is only routed through the secondary WAN port if the primary WAN port is down and/or unavailable.

### **WiFi**

A technology that allows electronic devices to connect to a wireless LAN (WLAN) network, mainly using the 2.4 gigahertz (12 cm) UHF and 5 gigahertz (6 cm) SHF ISM radio bands. A WLAN is usually password protected, but may be open, which allows any device within its range to access the resources of the WLAN network.

### **WPA**

Wi-Fi protected access (WPA) is a security protocol used in Wi-Fi networks. It is an improvement on WEP because it offers greater protection through more sophisticated data encryption.

# ACTION SHEET

Works Engineer – Peter Kerp

**Dates on Site: 14<sup>th</sup> January – 21<sup>st</sup> January 2021**

**Next site visit: 15<sup>th</sup> February – 21<sup>st</sup> February 2021**

Date	Subject	Action Taken
January 2021	Breakaway Road Construction Contractor	<p>Site visit to Blackstone Warburton Road SLK 165.96 – SLK 170.00 This section of road completed 17<sup>th</sup> January 2021 Road crew commenced new gravel sheeting project Giles Mulga Park Road SLK 119.00 – SLK 123.00 18<sup>th</sup> January 2021</p> <p><b>Construction To-Date</b> Jameson Southern Bypass – completed 31<sup>st</sup> July 2020 Jameson Wanarn Rd SLK 2.70 – SLK 4.20 – Completed 11<sup>th</sup> August 2020 Jameson Wanarn Rd SLK 22.28 – SLK 25.90 Completed 13<sup>th</sup> September 2020 Blackstone Warburton Rd SLK 138.40 – SLK 143.15 – completed 1<sup>st</sup> November 2020 Blackstone Warburton Rd SLK 165.96 – SLK 170.00 – completed 17<sup>th</sup> January 2021</p> <p><b>ACTION</b> <b>Complete unit rate analysis of construction costs Blackstone Warburton Road</b> <b>Works Officer will undertake regular site visits to Giles Mulga Park Road construction site</b></p>
January 2021	Fulton Hogan SLK Reader app	<p>SLK meter is an app developed by Fulton Hogan that provides linear location on Western Australia's Local and State Government road network using the common reference system SLK (Straight Line Kilometres) One of the issues that has come to light since the Works Engineer commenced employment with the Shire is that the SLK app drops in and out where the road has been realigned over the last 20 years or so Getting accurate SLK along the centrelines of all the Shire's arterial roads, viz; Great Central Road, Blackstone Warburton Road, Giles Mulga</p>

<p>January 2021</p>	<p>Fulton Hogan SLK Reader app</p> <p>Fulton Hogan</p>	<p>Park Road and Jameson Wanarn Road, that takes into consideration all of the alignment changes and road data is a task that currently is critical for road condition inspections being performed and uploaded into the Road Assessment and Maintenance Management (RAMM) - a software developed and supported by RAMM Software Ltd.</p> <p>Shire engineering officers will need to drive each of the four roads to collect Centreline readings using both the SLK app and the Garmin GPS Map64st handheld map reader to collect data using built-in (GIS) mapping tools.</p> <p>Once the centrelines have been updated on all four roads, RAMM Software Ltd will create an “IRIS file” which can be sent to MRWA who then will be able to update their system with this new data.</p> <p>MRWA hold information in their IRIS (Integrated Road Information System) about every road in WA.</p> <p>Local Road information is maintained by each Local Government in their RAMM database</p> <p>Fulton Hogan will get their data straight from MRWA and IRIS which will enable changes in road alignment to be imported on to the Fulton Hogan SLK Meter app.</p> <p>On completion of this exercise by Fulton Hogan with updating data on to the SLK app, road condition inspections by shire engineering officers can be undertaken and the data uploaded into RAMM</p> <p><b>ACTION</b></p> <p><b>Completed recording of SLK readings on all four roads (Great Central Rd, Giles Mulga Park Rd, Jameson Wanarn Rd and Blackstone Warburton Rd) with string files forwarded to RAMM Software Ltd.</b></p> <p><b>RAMM Support has completed importing the string line data of all the above roads showing the current alignments and new lengths.</b></p> <p><b>Ramm Support has also updated all new road name changes (approved Ordinary Council Meeting 25<sup>th</sup> March 2020) and are currently importing data files into IRIS at MRWA.</b></p>
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January 2021	SLK Meter App	<b>It is anticipated Fulton Hogan will complete updating SLK Reader App March/April 2021.</b>
January 2021	MetroCount Traffic Reports RAMM Import	<p>The Shire operates 4 pneumatic tube counters and one wire loop counter to collect multitude of traffic data, such as daily traffic volumes, vehicle classifications, max speed etc.</p> <p>The 4 tube counters are moved around to different locations for varying periods on the four main shire roads such as Great Central Road, Blackstone Warburton Road, Jameson Wanarn Road and Giles Mulga Park Road. The wire loop sensor counter remains permanently installed on Great Central Road on the sealed bitumen section 11km south of Warburton, adjacent to the Telstra communications tower.</p> <p>The data from each counter is downloaded on to a shire computer and sent off to MetroCount to produce traffic summary reports for each road location.</p> <p>These traffic summary reports in turn are transferred/imported into the Shire's RAMM database to store and manage the road asset.</p> <p>The traffic counts stored in RAMM are provided to MRWA on a regular basis as the impact of heavy vehicle traffic on roads is taken into account in allocation of financial assistance grants by the WA Local Government Grants Commission. If this information is not provided to MRWA via an "IRIS file", it will damage the Shire's ability of obtaining grant funds to roads that are damaged by heavy vehicle traffic.</p> <p>LG Road information is then uploaded into IRIS on a regular basis.</p> <p><b>ACTION - ongoing</b></p> <p><b>Works Engineer progressively transferring/importing MetroCount traffic summary reports into RAMM</b></p>
		MRWA has completed assessment of Blackstone Warburton Road as an approved RAV3-4 network route



January 2021	MRWA RAV3-4 Network	<p>Giles Mulga Park Road between Blackstone Warburton Road intersection and the SA border, Jameson Wanarn Rd and Wingellina Rd to be assessed by MRWA with site visit proposed February 2021</p> <p>Works Engineer has been requested by MRWA Heavy Vehicle Services to assist with the site assessment of these three roads</p> <p><b>ACTION</b></p> <p><b>Works Engineer to undertake site visit with MRWA Heavy Vehicle Services portion of Giles Mulga Park Rd, Jameson Wanarn Rd and Wingellina Rd as an approved RAV3-4 network route</b></p>
January 2021	Patjarr Road Proposed Heavy Maintenance Grade	<p>Works Engineer and Works Officer undertook road pavement inspection of Patjarr Road following advice from Department of Communities several rangers' buildings were to be built in the community following Native Title Settlement and the road needed heavy maintenance to allow building construction trucks accessibility and normal fuel truck access. The State withdrew funding on this road some 5 years ago as they were of the view the community wasn't big enough for the road to be maintained. This has caused problem for the remaining people as the road has severely deteriorated ever since. The State has since been in contact with Shire CEO and has informed the Shire to lodge a funding submission application in 2022/23 F/Y via the MRWA/ Aboriginal Access Road Committee. The State will consider providing grant funds this F/Y for a heavy maintenance grade to be performed over the full length.</p> <p>It is Shire's understanding the shire's contractor will provide an estimated cost to the State following which the State will consider providing a grant to the shire to administer and supervise heavy maintenance grade on behalf of the State.</p> <p>Following inspection advice was forwarded to Shire's maintenance contractor of estimated timeframe to undertake heavy maintenance grade and associated estimated cost.</p>

January 2021	Patjarr Road Proposed Heavy Maintenance Grade	<p>Note the full length of Patjarr Road is 192.97km of which &lt;10km is gravel paved, leaving the balance of road formed on in-situ pindan sand material.</p> <p>Patjarr Road is currently a non-engineered road that simply consists of a track that has been cleared of vegetation, is generally not an all-weather road and carries very low traffic volumes &lt;3 vehicles per day</p> <p>This road is in a desert region, performs poorly even though the average annual rainfall is less than 10 inches per year. The major problem is a poor cross section with no crown on the surface, no ditches at the edge of the roadway to drain water off the surface and away from the road and is a Type 1 Road</p> <p>Generally, Type 1 Road is an unformed pavement comprising subgrade cleared vegetation only but around 40% of the total length of Patjarr Road is unformed pavement comprising a subgrade of in-situ gravel material. A considerable length of Patjarr Road traverses through gravel country so original track is constructed over this material once vegetation was initially cleared.</p> <p>Inspection of the road on Monday 18th January 2021 identified some severe washouts and other sections of built-up windblown sand that made the pavement soft for vehicles to drive through.</p> <p>Heavy grading will comprise clearing vegetation either side of road carriageway, install roadside ditches and off-shoot drains, remove built-up sand debris off pavement.</p>
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