



Shire of Ngaanyatjarra
ON A JOURNEY

ORDINARY MEETING OF COUNCIL

ATTACHMENTS

**Tjulyuru Cultural and Civic Centre
Warburton Community**

24 August 2020

at

2.00 pm



Shire of Ngaanyatjarra
ON A JOURNEY

ORDINARY MEETING OF COUNCIL

MINUTES

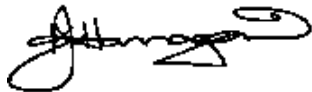
29 July 2020

at

1.00 pm

SHIRE OF NGAANYATJARRAKU
ORDINARY MEETING OF COUNCIL

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



Chief Executive Officer

Date: 30-07-2020

These minutes were confirmed by Council as a true and correct record of proceedings of the Meeting of Council held on the 29 July 2020.

Presiding Member: _____ **Date:.** / /2020

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1. **DECLARATION OF OPENING**

The Presiding Member declared the meeting open at 1.05pm.

2. **ANNOUNCEMENT OF VISITORS**

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

3. **ATTENDANCE**

3.1 **PRESENT**

Elected Members:	President Councillor Councillor Councillor Councillor	D McLean J Frazer L West J Porter D Frazer
Staff:	CEO FAC	K Hannagan (via MS Teams on TV from 1.05pm) G Handy
Guests:	Nil	
Members of Public:	There was one member of the public in attendance at the commencement of the meeting, Harriet Olney, Independent, NCAC.	

3.2 **APOLOGIES**

Nil

Cr A Jones advised prior to the meeting that he had injured his hand and was attending the local clinic to have it attended to, as such he may not make the meeting and sought a leave of absence.

Council Resolution

Moved: Cr L West Seconded: Cr J Frazer

That Council in accordance with Section 2.25 (1) of the Local Government Act 1995 grants leave of absence to Cr A Jones for the 29 July 2020 Ordinary Meeting of Council.

Carried: 5/0

3.3 **APPROVED LEAVE OF ABSENCE**

Cr. A Bates

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

5.1 LEAVE OF ABSENCE CR BATES

FILE REFERENCE:	GV.05
AUTHOR'S NAME AND POSITION:	Kevin Hannagan Chief Executive Officer
DATE REPORT WRITTEN:	23 July 2020
DISCLOSURE OF INTERESTS:	The author has no financial, proximity or impartiality interest in the proposal.

Summary

For Council to consider a further leave of absence for Councillor Bates.

Background

At last months ordinary Council Meeting a report was provided advising as follows:

Advice is being sought from the Department of Local Government, Sport & Community Industries in relation to Leave of Absence for Cr A Bates.

Comment

The Chief executive Office has written to the Minister for Local Government; Heritage; Culture & the Arts outlining the circumstances and requesting approval, under section 2.25(2) of the Local Government Act 1995 (the Act), to grant a further leave of absence to Cr Alwyn Bates.

The Minister has now replied advising:

Under the Act, I have given approval for the council of the Shire of Ngaanyatjaraku (the Shire) to grant a further leave of absence to Cr Bates from 26 August 2020 until 26 November 2020 inclusive.

This enables the Council to pass a resolution to grant Cr Bates additional leave under section 2.25(1) of the Act if the council deems it appropriate to do so.

Statutory Environment

Local Government Act 1995

2.25. Disqualification for failure to attend meetings

- (1) A council may, by resolution, grant leave of absence, to a member.
- (2) Leave is not to be granted to a member in respect of more than 6 consecutive ordinary meetings of the council without the approval of the Minister, unless all of the meetings are within a period of 3 months.
- (3A) Leave is not to be granted in respect of —
 - (a) a meeting that has concluded; or
 - (b) the part of a meeting before the granting of leave.

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 5.1, Letter from the Minister for Local Government; Heritage; Culture & the Arts

Voting Requirement

Simple Majority

Officers Recommendation and Council Resolution

Moved: Cr D Frazer Seconded: Cr L West

That Council having received advice (Attachment 5.1) from the Minister for Local Government; Heritage; Culture & the Arts and in accordance with Section 2.25 (1) of the Local Government Act 1995 grants leave of absence to Cr A Bates for the 26 August 2020 until 26 November 2020 inclusive Ordinary Meetings of Council if required.

Carried: 5/0

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 before the meeting.

6.2 DECLARATIONS OF INTEREST

Councillors to Note

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

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

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

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

NOTES ON DECLARING INTERESTS (FOR YOUR GUIDANCE)

The following notes are a basic guide for Councillors when they are considering

whether they have an interest in a matter.

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

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

Declarations of Interest provided:

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

7. ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

8. PETITIONS, DEPUTATIONS, PRESENTATIONS

8.1 PETITIONS

8.2 DEPUTATIONS

8.3 PRESENTATIONS

9. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

9.1 MINUTES OF ORDINARY MEETING OF COUNCIL (ATT 9.1)

Voting Requirement

Simple Majority

Officers Recommendation and Council Resolution

Moved: Cr J Frazer

Seconded: Cr D Frazer

That the Unconfirmed Minutes of the Ordinary Meeting of Council held on 24 June 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: 20 July 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

All resolutions have been enacted.

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 Ngaanyatjarraku Risk Management Framework, Risk Assessment Matrix. The perceived level of risk is “Low” risk and can be managed by routine procedures and is unlikely to need specific application of resources.

Policy Implications

There are no known policy implications for this matter.

Attachments

Attachment 10.1 - Council Resolutions - Status Report

Voting Requirement

Simple Majority

Officers Recommendation and Council Resolution

Moved: Cr J Frazer

Seconded: Cr D Frazer

That Council notes the attached Council Resolutions – Status as at June 2020 (Attachment 10.1) and this report.

Carried: 5/0

10.2 DEEDS OF TRANSFER – RUBBISH TRUCK, WANARN

FILE REFERENCE: CP.03

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

DATE REPORT WRITTEN: 15 July 2020

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

Summary

For Council to transfer one Rubbish Truck, 2009 Isuzu NPR300 with caged body tipper, Rego 1EKS995 to the Community Board of Wanarn to enable the community to undertake their own rubbish collection services.

Background

The Shire at its June meeting resolved the following:

Officers Recommendation and Council Resolution

Moved: Cr D Frazer Seconded: Cr J Porter

That Council:

- 1. Approves the write-off of rate debtors as per Attachment 15.1(a) for FYE 2019/20 of \$46,095.00**
- 2. Advise the Wanarn community and other agencies of the Shires intention to cease waste services from 1 October 2020 as waste services will not be included in the Shires 2020/21 Annual Budget beyond that date as it has no income source to provide the service.**
- 3. Commence the process in accordance with the Local Government Act 1995 for transfer of the Wanarn rubbish truck to the Wanarn community to enable them to undertake their own waste services.**
- 4. As part of the Shires 2020/21 Annual Budget formulation process, review service provision (given the loss of Ex-gratia Rates Income) to try and achieve a balanced budget with the least impact on services to communities.**

Carried: 6/0

Comment

The Shire has for some time now been incurring large deficits in relation to rubbish services and has ceased services for non-payment at other locations, Wingellina, Blackstone, Jameson and Warakurna. The rubbish charges made should be at full-cost recovery, but the Shire has only charged recovery at approximately 20-25% of cost and has continued to incur losses.

The Shire CEO has advised the CEO NCAC that the Shire may no longer be in a financial position to provide rubbish collection for Warburton and Wanarn with no income source. This has been acknowledged and it was agreed that NCAC and the Shire would further progress this matter with the State. The Shire CEO has discussed with the Shire President of the Shire informing the Department of Water and Environmental Regulation that the Shire cannot provide waste services

for the Ngaanyatjarra Lands and that it has been advocating for the NG Lands Rubbish services to be included in REMS Contracts like is done for the Kimberley and Pilbara aboriginal remote communities.

As such waste services will not be included in the Shires 2020/21 Annual Budget for Wanarn as it has no income source to provide the service and Wanarn community and other agencies will need to be advised of this. Note that Warburton Community have since paid its rubbish fees.

It is now proposed to transfer ownership to the Wanarn community and cease charging Fees and Charges for Waste services.

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

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

(c) the market value of the disposition —

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

A Fair Valuation was undertaken for vehicles in 2014/15 and the May 2020 Written Down Value was \$22,000.

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

Attached is Deed of Transfer using the template developed by the Shires lawyers McLeod Legal.

Statutory Environment

Local Government Act 1995

3.58. Disposing of property

(1) *In this section —*

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

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

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

(a) *the highest bidder at public auction; or*

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

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

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

(i) *describing the property concerned; and*

(ii) *giving details of the proposed disposition; and*

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

and

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

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

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

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

(c) *the market value of the disposition —*

- (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
- (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.
- (5) This section does not apply to —
- (a) a disposition of an interest in land under the Land Administration Act 1997 section 189 or 190; or
- (b) a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or
- (c) anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or
- (d) any other disposition that is excluded by regulations from the application of this section.

WA Accounting Manual, Section 9

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

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

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

Financial Implications

The write off of approximately \$22,000 will generate a loss that is to be shown in the statement of comprehensive income for the 2020/21 FYE. However, this will be a 'non-cash' item.

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

10.2 Deed of Transfer

Voting Requirement

Simple Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr J Frazer

Seconded: Cr D Frazer

That Council:

- 1. Authorises the transfer of one Rubbish Truck, 2013 Isuzu NPR300 with caged body tipper, Rego 1EKS995 to the Community Board of Wanarn to enable the community to undertake their own rubbish collection services effective 1 September 2020;**
- 2. Endorses the written down value of \$22,000 as a true indication of the value at the time of the proposed disposition based on valuations carried out more than 6 months before the proposed disposal; and**
- 3. Authorises the use of the Common Seal to enable the President and Chief Executive Officer to enter into a Deed of Transfer as attached to this report.**

Carried: 5/0

10.3 DEEDS OF TRANSFER – RUBBISH TRUCK, WARAKURNA

FILE REFERENCE: CP.03

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

DATE REPORT WRITTEN: 15 July 2020

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

Summary

For Council to transfer one Rubbish Truck, 2009 Isuzu NPR300 with caged body tipper, Rego 1DHR926 to the Community Board of Warakurna to enable the community to undertake their own rubbish collection services.

Background

The Shire at its November 2019 meeting resolved the following:

Officers Recommendation and Council Resolution

Moved: Cr A Jones Seconded: Cr J Frazer

That Council:

- 1. Commences the process in accordance with Section 3.58 of the Local Government Act 1995 to transfer ownership of the Isuzu Rubbish Truck 1DHR926 to the Warakurna Community Council for use in community rubbish collection services as outlined in this report; and**
- 2. Authorise the Chief Executive Officer to issue Credit Notes for 8 months rubbish services (1 November to 30 June 2020) for unpaid invoices and issue 8/12 refunds for those that have fully paid.**

Carried: 5/0

Comment

Due to an oversight the Deed has been omitted from presentation to Council for authorisation of use and as such has not been completed to finish the process.

It was proposed to transfer ownership to the Warakurna community and cease charging Fees and Charges for Waste services, this has subsequently happened.

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

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

(c) the market value of the disposition —

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

A Fair Valuation was undertaken for vehicles in 2014/15 and the 30 June 2019 Written Down Value was \$14,783.06.

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

Attached is Deed of Transfer using the template developed by the Shires lawyers McLeod Legal.

Statutory Environment

Local Government Act 1995

3.58. Disposing of property

- (1) *In this section —*
dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;
property includes the whole or any part of the interest of a local government in property, but does not include money.
- (2) *Except as stated in this section, a local government can only dispose of property to —*
(a) *the highest bidder at public auction; or*
(b) *the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.*
- (3) *A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —*
(a) *it gives local public notice of the proposed disposition —*
(i) *describing the property concerned; and*
(ii) *giving details of the proposed disposition; and*
(iii) *inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;*
and
(b) *it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.*
- (4) *The details of a proposed disposition that are required by subsection (3)(a)(ii) include —*
(a) *the names of all other parties concerned; and*
(b) *the consideration to be received by the local government for the disposition; and*
(c) *the market value of the disposition —*
(i) *as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*
(ii) *as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.*
- (5) *This section does not apply to —*
(a) *a disposition of an interest in land under the Land Administration Act 1997 section 189 or 190; or*
(b) *a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or*
(c) *anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or*
(d) *any other disposition that is excluded by regulations from the application of this section.*

WA Accounting Manual, Section 9

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

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

Removing the asset generates a profit or loss that is to be shown in the statement of

comprehensive income. There may be an exception to this rule if the asset class is on the revaluation model (see the section on revaluation of assets).

Financial Implications

The write off of \$14,783.06 will generate a loss that is to be shown in the statement of comprehensive income for the 2019/20 FYE. However, this will be a 'non-cash' item.

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

10.3 Deed of Transfer

Voting Requirement

Simple Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr L West

Seconded: Cr D Frazer

That Council:

- 1. Authorises the transfer of one Rubbish Truck, 2009 Isuzu NPR300 with caged body tipper, Rego 1DHR926 to the Community Board of Warakurna to enable the community to undertake their own rubbish collection services effective 1 February 2020;**
- 2. Endorses the written down value of \$14,783.06 as a true indication of the value at the time of the proposed disposition based on valuations carried out more than 6 months before the proposed disposal; and**
- 3. Authorises the use of the Common Seal to enable the President and Chief Executive Officer to enter into a Deed of Transfer as attached to this report.**

Carried: 5/0

10.4 COUNCILLOR VACANCY TO REMAIN UNFILLED

FILE REFERENCE: GV.07

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

DATE REPORT WRITTEN: 23 July 2020

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

Summary

For council to be advised of the response from the Electoral Commissioner to allow the vacancy caused through the disqualification of Cr. Preston Thomas to remain unfilled until the next ordinary Council election in accordance with section 4.17 of the Local Government Act 1995.

Background

Council at its June 2020 meeting resolved as follows:

Officers Recommendation and Council Resolution

Moved: Cr A Jones Seconded: Cr J Frazer

That Council:

1. pursuant to section 4.17(3) and 4 (A) of the Local Government Act 1995, Council requests the WA Electoral Commissioner to permit the vacancy created by the disqualification of Councillor Preston Thomas to remain unfilled until the next ordinary election in October 2021; and
2. writes a letter of thanks to Cr Thomas for his years of service with the Shire and Ngaanyatjaraku Community.

Carried: 6/0

Comment

A response has now been received from the Electoral Commissioner advising:

I have considered the information provided in your correspondence and advise that approval is given under section 4.17(3) of the *Local Government Act 1995* to defer filling the vacancy until the October 2021 ordinary elections.

Statutory Environment

Local Government Act 1995:

2.25. Disqualification for failure to attend meetings

(4) A member who is absent, without obtaining leave of the council, throughout 3 consecutive ordinary meetings of the council is disqualified from continuing his or her membership of the council, unless all of the meetings are within a 2 month period.

2.32. How extraordinary vacancies occur in offices elected by electors

The office of a member of a council as an elector mayor or president or as a councillor becomes vacant if the member —

(d) advises or accepts under section 2.27 that he or she is disqualified.....

4.17. Cases in which vacant offices can remain unfilled

(3) If a councillor's office becomes vacant under section 2.32 and under subsection (4A) this subsection applies, the council may, with the approval of the Electoral Commissioner, allow the vacancy to remain unfilled and, subject to subsection (4), in that case, the term of the member who held the office is to be regarded in section 4.6 as ending on the day on which it would have ended if the vacancy had not occurred.*

** Absolute majority required.*

(4A) Subsection (3) applies —

(a) if —

(i) the office is for a district that has no wards; and

(ii) at least 80% of the number of offices of member of the council in the district are still filled; or

(b) if —

(i) the office is for a ward for which there are 5 or more offices of councillor; and

(ii) at least 80% of the number of offices of councillor for the ward are still filled.

(4) If an ordinary or an extraordinary election is to be held in a district then an election to fill any vacancy in the office of councillor in that district that was allowed to remain unfilled under subsection (3) is to be held on the same election day and Division 9 applies to those elections as if they were one election to fill all the offices of councillor for the district or ward that need to be filled.

Financial Implications

There would be a cost to hold an in-person extraordinary election if Council wished to fill the vacancy, this would vary in price depending on if it is conducted 'in-house' or via engaging the WA Electoral Commission (WAEC) to run the process on the Shire's behalf. Council's annual budget has generally made provision of approximately \$5,000 (plus staff and travel costs) for the costs of running elections in-house; appointing the WAEC to oversee and manage the election is likely to cost significantly more (estimated \$10,000 - \$20,000) and a quotation would be sought to ascertain the amount should Council wish to proceed in this way.

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

Not applicable

Attachments

Attachment 10.4 – Response from WA Electoral Commissioner.

Voting Requirement

Simple majority

Officers Recommendation and Council Resolution

Moved: Cr J Frazer

Seconded: Cr D Frazer

That Council notes the response from the WA Electoral Commissioner as per Attachment 10.4.

Carried: 5/0

10.5 COUNCIL MEMBER TRAINING

FILE REFERENCE: GV.06

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

DATE REPORT WRITTEN: 24 July 2020

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

Summary

For council to be advised of a report prior to publishing it on the shire's website in accordance with section 5.127 of the Local Government Act 1995.

Background

In 2019 the State Government introduced new legislation in the Local Government Act 1995 - Division 10 — Training and development, in the below Statutory Environment section of this report, details of that legislation are provided.

Comment

This report is relevant to Section 5.127 – Report on training.

All local governments will be undertaking their first reports since the new provisions come into effect. With the Act not being specific about the reporting requirements, the following advice has been provided by the Department of Local Government to WALGA in relation to this report:

What training is required to be reported?

The intent is for the local government to report back to the community on what training councillors have undertaken so local governments are encouraged to include all training rather than just the Council Member Essentials course. This is also consistent with the requirement for a CPD policy – the report can align to what the local government has prepared in the policy (ie. other training that has been identified for councillors, especially those not required to complete the Council Member Essentials course that year. There will be some years where there is potentially no one completing the course and therefore if this section is interpreted narrowly there would be nothing to report).

The format of the report

The Act is not prescriptive on the level of details required; each local government is to determine the appropriate level of information required for the public. The advice from the DLGSC is that a simple matrix table is sufficient for this purpose. Some suggested headings include:

- Title of the training programs
- Date(s) of the program
- Training provider
- Cost
- Location

In relation to the mandatory Council Member Essentials, WALGA would also advise local governments to consider:

- Identifying when relevant Council Members were elected, their progress toward completion of each Council Essential course and for those not yet completed, the due date for when they must be completed.
- Identifying Council Members who were not required to complete the training, but have done so anyway and similarly noting their progress.

Does the report need to be endorsed by council?

There is no requirement in the Act for the report to be endorsed by council, however given the report is about council members themselves it would probably be prudent for the CEO to provide it to council prior to publishing it on the website.

The Shire made an Annual Budget allocation in its 2019/20 Budget as it was aware that new legislation would include compulsory training but it was unknown at the time exactly what form this would take and how much.

In September 2019, the Shire subscribed to the WALGA 'Council Member Essentials Training Courses' an eLearning Subscription, Option 1. This option provides a TMS portal with standard student portal view with WALGA branding.

Requirements:

- a contemporary internet browser – as a minimum Internet Explorer 10 is required to ensure functionality, however Google Chrome is recommended, and
- an internet connection to download additional resources within the course modules, and to notify WALGA Training of completion after passing the Summary Quiz.

This option was chosen as it is impractical and would be quite expensive for Councillors to attend 'in-person' or bring WALGA trainers to Warburton.

This training program consists of all five of WALGA's Stage One training courses that all newly Elected Members will be required to complete within 12 months of being elected.

Structure and Recommended Pathway

- Understanding Local Government, (approx. two hours)
- Conflicts of Interest, (approx. two hours)
- Serving on Council, (approx. four hours)
- Meeting Procedures, (approx. two hours)
- Understanding Financial Reports and Budgets, (approx. two hours)

Participants will receive a Certificate of Achievement after successfully completing each course and assessment within Stage One. Assessments for each individual training course will be released upon course completion. Full details of each module are contained in Attachment 10.5. As most Councillors do not have access to the internet or computer equipment a 'modified' online process was arranged with WALGA. This has resulted in the shire purchasing a large television for the Council Chamber, computer and peripherals to enable streaming of the online courses via the Shires NBN Satellite internet connection.

WALGA were to also modify their record keeping process to enable Shire Officers to help with computer access and the Councillors to undertake group training prior to each monthly Council meeting. It was agreed that the above could be arranged and start training to either the February or March Council meetings. Unfortunately, the Covid19 Pandemic started at this time and it has not been possible to undertake group training in the Shire Council Chamber. It is hoped that training will commence prior to the July or August Council meetings.

WALGA have been advised that it is highly unlikely that Councillors will complete the training within the legislated 12-month period of October 2020. WALGA have reported this to the Department requesting an extension for the Shire until 31 March 2021. The Department have advised that the Minister can't grant exemptions or extensions, however they did note the Shire's special circumstances and they advised that there is no penalty for not completing the courses by October 2020. The Shire will now develop and document a Training Plan.

Statutory Environment

Local Government Act 1995:

5.126. *Training for council members*

- (1) *Each council member must complete training in accordance with regulations.*
- (2) *Regulations may —*

- (a) *prescribe a course of training; and*
 - (b) *prescribe the period within which training must be completed; and*
 - (c) *prescribe circumstances in which a council member is exempt from the requirement in subsection (1); and*
 - (d) *provide that contravention of subsection (1) is an offence and prescribe a fine not exceeding \$5 000 for the offence.*
- 5.127. *Report on training*
- (1) *A local government must prepare a report for each financial year on the training completed by council members in the financial year.*
 - (2) *The CEO must publish the report on the local government's official website within 1 month after the end of the financial year to which the report relates.*
- 5.128. *Policy for continuing professional development*
- (1) *A local government must prepare and adopt* a policy in relation to the continuing professional development of council members.*
** Absolute majority required.*
 - (2) *A local government may amend* the policy.*
** Absolute majority required.*
 - (3) *When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.*
 - (4) *The CEO must publish an up to date version of the policy on the local government's official website.*
 - (5) *A local government —*
 - (a) *must review the policy after each ordinary election; and*
 - (b) *may review the policy at any other time.*

Financial Implications

The Shire made a budget allocation for the new compulsory training in it 2019/20 annual Budget.

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

Governance Policy, 1.8 Elected Member Ongoing Professional Development

Attachments

Attachment 10.5 – WALGA, Council Member Essentials training program.

Voting Requirement

Simple majority

Officers Recommendation and Council Resolution

Moved: Cr D Porter

Seconded: Cr J Frazer

That Council notes this report on Council Member Training.

Carried: 5/0

10.6 GVROC MEMORANDUM OF UNDERSTANDING 2020-2022

FILE REFERENCE: GV.00

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

DATE REPORT WRITTEN: 24 July 2020

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

Summary

For Council to sign and seal the GVROC Memorandum of Understanding 2020-2022.

Background

The current GVROC MoU has expired and needs to be renewed.

Comment

The Shire of Ravensthorpe has officially withdrawn from the GVROC and they have been removed from the MOU presented for endorsement.

Statutory Environment

Local Government Act 1995

3.61. Establishing regional local government

- (1) *Two or more local governments (referred to in this Division as the participants) may, with the Minister's approval, establish a regional local government to do things, for the participants, for any purpose for which a local government can do things under this Act or any other Act.*
- (2) *An application for the Minister's approval is to be —*
 - (a) *in a form approved for that purpose by the Minister; and*
 - (b) *accompanied by a copy of an agreement between the participants to establish the regional local government (referred to in this Division as the establishment agreement).*
- (3) *The participants are to supply the Minister any further information about the application that the Minister asks for.*
- (4) *If the Minister approves the application the Minister is to declare, by notice in the Gazette, that the regional local government is established —*
 - (a) *on the date; and*
 - (b) *under the name; and*
 - (c) *for the purpose, set out in the notice.*

3.64. Establishment agreement, what it must contain

The following matters are to be set out or provided for in the establishment agreement for a regional local government —

- (a) *the name of the regional local government; and*
- (b) *a description of the region for which the regional local government is established; and*
- (c) *the number of offices of member on the council of the regional local government and, in respect of each participant, the number of members to be appointed by that participant; and*
- (d) *the appointment and tenure of members and deputy members of the council of the regional local government; and*
- (e) *the election or appointment of a chairperson and deputy chairperson of the regional local government from amongst members of its council and the term of office of a chairperson and deputy chairperson, which is not to exceed 2 years; and*
- (f) *the purpose for which the regional local government is established; and*
- (g) *a means of determining the financial contributions of the participants to the funds of the regional local government; and*
- (h) *procedures for the winding up of the regional local government or for the withdrawal of a*

participant from the regional local government; and

(i) procedures for the division of assets and liabilities between the participants in the event of the regional local government being wound up or a participant withdrawing from the regional local government; and

(j) a means of resolving disputes between participants as to matters relating to the regional local government; and

(k) any other prescribed matter.

Financial Implications

The Shires makes allowance for membership subscription in its Annual Budgets.

Strategic Implications

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

Risk Management

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

Policy Implications

There are no known policy implications for this matter.

Attachments

Attachment 10.6 – GVROC MOU 2020-2022

Voting Requirement

Simple Majority

Officers Recommendation and Council Resolution

Moved: Cr D Frazer

Seconded: Cr J Frazer

That Council authorises the use of the Common Seal to enable the President and Chief Executive Officer to sign the GVROC Memorandum of Understanding 2020-2022 as per Attachment 10.6.

Carried: 5/0

11 DEPUTY CEO REPORTS

11.1 PAYMENTS LISTING, JUNE 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:	9 July 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 D Frazer Seconded: Cr J Porter

That Council receives the Payment Listing, June 2020 totaling payments of \$601,130.09 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: 21 July 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 Shire has received half its 2020/21 Financial Assistance Grants, General and Roads in advance, this is the main contributor to higher than normal bank balances.

Statutory Environment

Local Government Act 1995

Section 6.14 Power to Invest

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

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

Local Government (Financial Management) Regulations 1996

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

Financial Implications

Not applicable.

Strategic Implications

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

Risk Management

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

Policy Implications

Corporate Policy 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 D Frazer Seconded: Cr L West

That the report on Council Investments as at 23 July 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: 16 July 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 June 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.

Please note that the figures in this report are subject to financial year-end adjustment and Audit. As such there are some items of income / expenditure to come.

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 are subject to financial year-end adjustment and Audit.

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 Jun 2020.

Voting Requirement

Simple Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr J Frazer

Seconded: Cr D Frazer

That Council receives the monthly financial report for June 2020.

Carried: 5/0

12. EHO & BUILDING SERVICES REPORTS

12.1 ACTION REPORT – ENVIRONMENTAL HEALTH & BUILDING SERVICES

FILE REFERENCE: EM.00

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

AUTHORISING OFFICER AND POSITION: Kevin Hannagan
Chief Executive Officer

DATE REPORT WRITTEN: 15 July 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 14.1 – Action Report, EHO / Building Services

Voting Requirement

Simple Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr L West

Seconded: Cr J Porter

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

Carried: 5/0

13. WORKS ENGINEERING REPORTS

13.1 RURAL ROAD RENAMING

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: 14 July 2020

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

Summary

For Council to consider re-naming of its Rural Road Network to indigenous road names.

Background

Council at its Ordinary Council Meeting held 25 March 2020 resolved:

That Council:

1. Supports the renaming of:

a). Giles Mulga Park Road to Irrunytju Road from Great Central Road to South Australian border as shown highlighted blue on Attachment 13.1

b). Blackstone Warburton Road to Papulankutja Road from Warburton to Yjunction of proposed Irrunytju Road as shown highlighted green on Attachment 13.1

c). Wanarn Jameson Road to Mantamaru Road from Great Central Road to Tjunction of proposed Papulankutja Road as shown highlighted yellow on Attachment 13.1.

2. Write to Ngaanyatjarraku Council Aboriginal Corporation (NCAC) seeking their support and endorsement of the proposed road name changes; and

3. Following further Council resolution of written endorsement from NCAC, advise Landgate accordingly so road name changes can be actioned and finalised compliant with Landgate's Policies and Standards for Geographical Naming in Western Australia 2017

Comment

The Shire has received correspondence dated 22 June 2020 (Attachment 13.1.(a)) from Ngaanyatjarra Council Aboriginal Corporation (NCAC) advising the Corporation's endorsement of the proposed road name changes.

The Shire Works Engineer has spoken with Landgate who advise that Council formally resolve receipt of written advice from NCAC endorsing the proposed road name changes, so road name changes can be actioned by Landgate and finalized compliant to Landgate's Policies and Standards for Geographical Naming in Western Australia 2017.

Statutory Environment

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

Financial Implications

Landgate advise all fees applicable to process the name changes under the Land Administration Act 1997 will be waived in this instance.

Council would bear all costs associated with purchase and installation of eight (8) new road name signs (<\$2,500)

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

13.1 (a), Letter response from NCAC

13.1 (b), Map of Rural Roads

Voting Requirement

Simple Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr D Frazer Seconded: Cr J Frazer

That Council advise Landgate of written endorsement by NCAC of the proposed renaming of rural road names as follows:

- a) Giles Mulga Park Road to Irrunytju Road from Great Central Road to South Australian border as shown highlighted blue on Attachment 13.1 (a);**
- b) Blackstone Warburton Road to Papulankutja Road from Great Central Road to Y-junction of proposed Irrunytju Road as shown highlighted green on Attachment 13.1 (a); and**
- c) Wanarn Jameson Road to Mantamaru Road from Great Central Road to T-junction of proposed Papulankutja Road as shown highlighted yellow on Attachment 13.1 (a).**

Carried: 5/0

13.2 COMMUNITY ACCESS ROADS RENAMING

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: 14 July 2020

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

Summary

For Council to consider re-naming of its Community Access Road Network to indigenous road names.

Background

Council at its Ordinary Council Meeting held 25 March 2020 resolved:

1. Supports the naming of:

- a) Kanpa Road – from Great Central Road to Kanpa Community SLK 0.00 – SLK 25.13 (highlighted teal blue, Attachment 13.2) currently known as Bail Facility Access Road on Shire of Ngaanyatjaraku Road Asset Data Base;
- b) Tjirrkarli Road– from Great Central Road to Tjirrkarli Community SLK 0.00 – SLK 97.00 (highlighted orange, Attachment 13.2) currently known as Tjirrkarli Community Access Road on Shire of Ngaanyatjaraku Road Asset Data Base;
- c) Patjarr Road (highlighted royal blue) – from Great Central Road to Patjarr Community SLK 0.00 – SLK 192.70 (highlighted royal blue, Attachment 13.2) currently known as Patjarr Community Access Road in the Shire of Ngaanyatjaraku Road Asset Data Base;
- d) Wanarn Road - from Great Central Road to Wanarn Community SLK 0.00 – SLK 19.00 (highlighted yellow, Attachment 13.2) currently known as Wanarn Community Access Road in Shire of Ngaanyatjaraku Road Asset Data Base;
- e) Warakuna Road – from Great Central Road to Warakuna Community SLK 0.00 - SLK 6.30 (highlighted green, Attachment 13.2) currently known as Warakuna Community Access Road in Shire of Ngaanyatjaraku Road Asset Data Base;
- f) Tjukurla Road – from Great Central Road to Tjukurla Community SLK 0.00 – SLK 94.08 (highlighted pink, Attachment 13.2) currently known as Tjukurla Community Access Road in Shire of Ngaanyatjaraku Road Asset Data Base; and
- g) Wingellina Road – from Giles Mulga Park Road (proposed new road name Irrunytju Road) to Wingellina Community, SLK 0.00 – SLK 7.27 (highlighted purple, Attachment 13.2) currently known as Wingellina Community Access Road in Shire of Ngaanyatjaraku Road Asset Data Base.

2. Write to Ngaanyatjaraku Council Aboriginal Corporation (NCAC) seeking their support and endorsement of the proposed name changes; and

3. Following further Council resolution of written endorsement from NCAC advise Landgate accordingly so that road name changes can be actioned and finalised compliant to Landgate's Policies and Standards for Geographical Naming in Western Australia 2017.

Comment

Shire received correspondence dated 22 June 2020 (Attachment 13.1(a)) from Ngaanyatjaraku Council Aboriginal Corporation (NCAC) detailing the Corporation's endorsement of the proposed community access road name changes.

The Shire Works Engineer has spoken with Landgate who advise that Council formally resolve

receipt of written advice from NCAC endorsing the proposed road name changes, so community access road name changes can be actioned by Landgate and finalized compliant to Landgate's Policies and Standards for Geographical Naming in Western Australia 2017. These community access roads would be identified as private roads with private access but maintained by the Shire of Ngaanyatjaraku.

Statutory Environment

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

Financial Implications

Landgate advise all fees applicable to process the name changes under the Land Administration Act 1997 will be waived in this instance.

Council would bear all costs associated with purchase and installation of seven (7) new road name signs (<\$2,200).

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 13.2, Map of Community Access Roads

Voting Requirement

Simple Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr D Frazer

Seconded: Cr J Porter

That Council following written endorsement of NCAC, advise Landgate it supports renaming of community access roads as follows:

- a) Kanpa Road from Great Central Road to Kanpa Community SLK 0.00 – SLK 25.13 as shown highlighted teal blue on Attachment 13.2**
- b) Tjirrkarli Road from Great Central Road to Tjirrkarli Community SLK 0.00 – SLK 97.00 as shown highlighted orange on Attachment 13.2**
- c) Patjarr Road from Great Central Road to Patjarr Community SLK 0.00 192.97 as shown highlighted royal blue on Attachment 13.2**
- d) Wanarn Road from Great Central Road to Wanarn Community SLK 0.00 – SLK 19.00 as shown highlighted yellow on Attachment 13.2**
- e) Warkuna Road from Great Central Road to Warakuna Community SLK 0.00 SLK 6.30 as shown highlighted green on Attachment 13.2**
- f) Tjukurla Road from Great Central Road to Tjukurla Community SLK 0.00 – SLK 94.08 as shown highlighted pink on Attachment 13.2**
- g) Wingellina Road from Giles Mulga Park Road (proposed name Irrunytju Road) SLK 0.00 – SLK 7.27 as shown highlighted purple on Attachment 13.2.**

Carried: 5/0

13.3 COMMUNITY RESERVE ROAD NAMES

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: 14 July 2020

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

Summary

For Council to consider re-naming of its Township Road Network to indigenous road names.

Background

Council at its Ordinary Council Meeting held 25 March 2020 resolved:

- 1a). *Landgate working in the background to get each community name officially approved, along with new indigenous road names for each community replacing non-indigenous and numbered road names for each community.*
- 1b). *Landgate assigning Community Reserve as a Locality which would allow for unique street addressing as there is duplication of numbered road names and Airstrip Road within numerous communities.*
2. *Write to Ngaanyatjarra Council Aboriginal Corporation seeking their support and endorsement of item 1 (a) and 1 (b).*
3. *Write to Ngaanyatjarra Council Aboriginal Corporation seeking their assistance in renaming existing non-indigenous road names, duplicated indigenous road names, duplicated numbered road names and duplicate Airstrip Road respectively in all ten (10) communities.*

Comment

Shire received correspondence dated 22 June 2020 (Attachment 13.1(a)) from Ngaanyatjarraku Council Aboriginal Corporation (NCAC) detailing the Corporation's endorsement of the proposed township access road name change process.

The Shire Works Engineer has spoken with Landgate in respect to NCAC's correspondence dated 22 June 2020 where NCAC endorse Community Reserve Road Names but have not provided details of indigenous names replacing existing non-indigenous names in the various Communities.

Landgate advise that the matter of replacing existing non-indigenous road names is driven by the NCAC so the proposed road name changes is not a priority for the moment and can be deferred to a later date.

Statutory Environment

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

Financial Implications

Landgate advise all fees applicable to process the name changes under the Land Administration Act 1997 will be waived in this instance.

Council would bear all costs associated with purchase and installation of new road name signs which would be quite expensive. However, it is noted above that proposed road name changes is not a priority for the moment and can be deferred to a later date when a funding source is identified.

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

Attachments 13.3.1 to 13.3.11 as identified in this report.

Voting Requirement

Simple Majority Required.

Council Resolution

Moved: Cr D Frazer

Seconded: Cr J Frazer

That Council advise Landgate following written endorsement of NCAC that existing road names in all eleven communities remain unchanged as shown on the respective WA Planning Commission Community Layout Plan but may be revisited at some future date by the Shire and NCAC with the support of Landgate.

Carried: 5/0

Note: Recommendation amended to include support of Landgate in assisting with process of renaming community reserve names over time on a community by community basis and as funds are available for new road name signage.

13.4 JAMESON WANARN ROADS RENAMING

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: 14 July 2020

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

Summary

For Council to consider changes to road names as a result of constructing bypass roads around the Jameson Community.

Background

Recent construction of the Jameson Western Bypass in August 2019 and the current construction of the Jameson Southern Bypass and connecting western and eastern access roads to the Jameson community, require Council consideration of additional road names to these proposed new roads.

Comment

Landgate advise that the western access road coming off the Southern Bypass to the west of Jameson community (highlighted pink Attachment 13.4(a)) is a continuation of the current Wanarn Jameson Road alignment that has a proposed road rename change to Mantamaru Road endorsed by NCAC and supported by Landgate.

The Southern Bypass (highlighted blue Attachment 13.4(a)) currently being constructed will replace the existing alignment of Blackstone Warburton Road with a proposed road rename change to Papulankutja Road endorsed by NCAC and supported by Landgate.

The section of Blackstone Warburton Road (highlighted yellow Attachment 13.4(a)) will be closed on completion of the Jameson Southern Bypass, anticipated completion end of July or first week of August 2020.

The eastern community access road currently under construction (highlighted orange Attachment 13.4(a)) will provide access to the power station and sewerage ponds by various contractors. Landgate are of the view that this road will not be heavily used by community residents and therefore can remain as an un-named road.

The former section of the Warburton Blackstone Road (highlighted Yellow Attachment 13.4(a)) will also need to be closed and rehabilitated.

The newly constructed Jameson Western Bypass requires a new road name (highlighted yellow Attachment 13.4(b)). Landgate do not have a recommended indigenous name but suggest that a name applicable to the mining industry (mineral ore mined in locality) would be supported, alternatively, the Shire in consultation with NCAC could recommend an indigenous name at some future date.

Statutory Environment

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

Financial Implications

Landgate advise all fees applicable to process the name changes under the Land Administration Act 1997 will be waived in this instance.

Council would bear all costs associated with purchase and installation of additional (2) new road name signs (\$500).

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 13.4(a), Roads associated with Jameson Southern Bypass

Attachment 13.4(b), Road associated with Jameson Western Bypass

Voting Requirement

Simple Majority Required.

Council Resolution

Moved: Cr D Frazer

Seconded: Cr J Porter

That Council advise Landgate of the following recommended road name changes as supported by Ngaanyatjarra Council Aboriginal Corporation:

- a) Wanarn Jameson Road to Mantamaru Road as continuation of existing alignment of Wanarn Jameson Road to T-junction of proposed Papulankutja Road (currently Blackstone Warburton Road) highlighted pink Attachment 13.4(a);**
- b) The eastern community access road providing access to the power station and sewerage settling ponds remain an un-named road highlighted orange Attachment 13.4(a);**
- c) The former section of the Warburton Blackstone Road (highlighted Yellow Attachment 13.4(a)) is approved to be closed and rehabilitated; and**
- 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.**

Carried: 5/0

Note: the reason for change to item d) is that the suggested road name of Nickel Road was not accepted and Council preferred that consultation be undertaken with local Jameson Community and NCAC and be referred back to Council at a later date for consideration.

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

15. CONFIDENTIAL MATTERS

16. NEXT MEETING

Scheduled for Wednesday, 26 August 2020 at the Tjulyuru Cultural and Civic Centre, Warburton Community commencing at 1:00 pm.

17. CLOSURE OF MEETING

There being no further business to discuss the Presiding Member closed the meeting at 1.33pm.

Council Resolutions – Status

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

Meeting Date	Meeting Type	Report Number	Report Title	
29 July 2020	OCM	10.2	DEEDS OF TRANSFER – RUBBISH TRUCK, WANARN	
Resolution 3. Authorises the use of the Common Seal to enable the President and Chief Executive Officer to enter into a Deed of Transfer as attached to this report.			Status Update Awaiting signed Deed	% Complete 80%
29 July 2020	OCM	10.3	DEEDS OF TRANSFER – RUBBISH TRUCK, WARAKURNA	
Resolution 3. Authorises the use of the Common Seal to enable the President and Chief Executive Officer to enter into a Deed of Transfer as attached to this report.			Status Update Awaiting signed Deed	% Complete 80%
29 July 2020	OCM	13.4	JAMESON WANARN ROADS RENAMING	
Resolution 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.			Status Update Awaiting advice from consultation	% Complete 40%

3.1 Senior Employees

Policy Objective

To ensure a 'designated employee' as defined within the *Local Government Act 1995* (i.e. senior employee) is identified within the Shire's organisational structure.

Policy Statement

The Council designates the following positions as senior employees of the Shire:

- Chief Executive Officer
- Deputy Chief Executive Officer
- Director Governance & Corporate

Actions relating to the above positions are to be in accordance with legislative provisions.

Amendments to this Policy

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

History:

Policy reviewed: 24 June 2020

Policy amended: 26 August 2020

Previous Policy:

Policy adopted: unknown

Policy No. 2.17

2.11 Corporate Credit Cards

Policy Objective

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

Policy Statement

12. Issuing of Corporate Credit Cards

The provision of a corporate credit card is a facility for certain officers which must be authorised by the CEO. The CEO will determine and authorise appropriate monthly limits for each cardholder, with limits **not to exceed \$15,000 in total**.

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

13. Cardholder Responsibilities

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

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

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

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

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

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

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

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

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

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

14. ACQUITTAL AND REPORTING

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

Amendments to this Policy

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

History:

Policy reviewed: 24 June 2020

Policy amended: 26 August 2020

Previous Policy:

Policy adopted: unknown

Policy No. 2.8

SHIRE OF NGAANYATJARRAKU

BUDGET

FOR THE YEAR ENDED 30 JUNE 2021

LOCAL GOVERNMENT ACT 1995

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SHIRE'S VISION

The Shire of Ngaanyatjaraku - On a journey

Our Land - Looking after our Land

Our People - Looking after our People

Leadership - Showing the way for our Community

SHIRE OF NGAANYATJARRAKU
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE OR TYPE
FOR THE YEAR ENDED 30 JUNE 2021

	NOTE	2020/21 Budget	2019/20 Actual	2019/20 Budget
		\$	\$	\$
Revenue				
Rates	1(a)	197,656	261,582	277,174
Operating grants, subsidies and contributions	9(a)	3,567,284	5,604,524	3,373,461
Fees and charges	8	416,055	488,860	485,136
Interest earnings	11(a)	52,150	59,789	50,000
Other revenue	11(b)	92,416	99,031	65,915
		4,325,561	6,513,786	4,251,686
Expenses				
Employee costs		(2,172,956)	(1,677,284)	(1,999,022)
Materials and contracts		(3,304,215)	(2,178,796)	(2,723,545)
Utility charges		(71,993)	(47,146)	(103,560)
Depreciation on non-current assets	5	(1,501,660)	(1,512,134)	(905,050)
Interest expenses	11(d)	(500)	(342)	(1,500)
Insurance expenses		(168,121)	(153,038)	(148,993)
Other expenditure		(96,079)	(66,960)	(88,978)
		(7,315,524)	(5,635,700)	(5,970,648)
Subtotal		(2,989,963)	878,086	(1,718,962)
Non-operating grants, subsidies and contributions	9(b)	3,408,055	2,755,744	3,368,563
Profit on asset disposals	4(b)	1,000	20,630	0
Loss on asset disposals	4(b)	(23,500)	(57,282)	(66,400)
		3,385,555	2,719,092	3,302,163
Net result		395,592	3,597,178	1,583,201
Other comprehensive income				
Changes on revaluation of non-current assets		0	0	0
Total other comprehensive income		0	0	0
Total comprehensive income		395,592	3,597,178	1,583,201

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

SHIRE OF NGAANYATJARRAKU
FOR THE YEAR ENDED 30 JUNE 2021

BASIS OF PREPARATION
<p>The budget 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 <i>Local Government Act 1995</i> and accompanying regulations. The <i>Local Government (Financial Management) Regulations 1996</i> 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 budget. This is not in accordance with the requirements of <i>AASB 1051 Land Under Roads</i> paragraph 15 and <i>AASB 116 Property, Plant and Equipment</i> paragraph 7.</p> <p>Accounting policies which have been adopted in the preparation of this budget have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the budget 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.</p> <p>THE LOCAL GOVERNMENT REPORTING ENTITY</p> <p>All funds through which the Shire of Ngaanyatjarraku controls resources to carry on its functions have been included in the financial statements forming part of this budget.</p> <p>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.</p> <p>All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 12 to the budget.</p> <p>2019/20 ACTUAL BALANCES</p> <p>Balances shown in this budget as 2019/20 Actual are estimates as forecast at the time of budget preparation and are subject to final adjustments.</p> <p>CHANGE IN ACCOUNTING POLICIES</p> <p>On the 1 July 2020 the following new accounting policies are to be adopted and may impact the preparation of the budget:</p> <p>AASB 1059 Service Concession Arrangements: Grantors</p> <p>AASB 2018-7 Amendments to Australian Accounting Standards - Materiality</p> <p>AASB 1059 is not expected to impact the annual budget.</p> <p>Specific impacts of AASB 2018-7 have not been identified.</p> <p>KEY TERMS AND DEFINITIONS - NATURE OR TYPE</p> <p>REVENUES</p> <p>RATES</p> <p>All rates levied under the <i>Local Government Act 1995</i>. 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.</p> <p>SERVICE CHARGES</p> <p>Service charges imposed under Division 6 of Part 6 of the <i>Local Government Act 1995</i>. Regulation 54 of the <i>Local Government (Financial Management) Regulations 1996</i> identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services.</p> <p>Excludes 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.</p> <p>PROFIT ON ASSET DISPOSAL</p> <p>Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.</p>

REVENUES (CONTINUED)
<p>OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS</p> <p>Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.</p> <p>NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS</p> <p>Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.</p> <p>FEES AND CHARGES</p> <p>Revenue (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.</p> <p>INTEREST EARNINGS</p> <p>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.</p> <p>OTHER REVENUE / INCOME</p> <p>Other revenue, which can not be classified under the above headings, includes dividends, discounts, and rebates. Reimbursements and recoveries should be separated by note to ensure the correct calculation of ratios.</p> <p>EXPENSES</p> <p>EMPLOYEE COSTS</p> <p>All costs associated with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences safety expenses, medical examinations, fringe benefit tax, etc.</p> <p>MATERIALS AND CONTRACTS</p> <p>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.</p> <p>UTILITIES (GAS, ELECTRICITY, WATER, ETC.)</p> <p>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.</p> <p>INSURANCE</p> <p>All insurance other than worker's compensation and health benefit insurance included as a cost of employment.</p> <p>LOSS ON ASSET DISPOSAL</p> <p>Loss on the disposal of fixed assets includes loss on disposal of long term investments.</p> <p>DEPRECIATION ON NON-CURRENT ASSETS</p> <p>Depreciation and amortisation expense raised on all classes of assets.</p> <p>INTEREST EXPENSES</p> <p>Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.</p> <p>OTHER EXPENDITURE</p> <p>Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.</p>

SHIRE OF NGAANYATJARRAKU
STATEMENT OF COMPREHENSIVE INCOME
BY PROGRAM
FOR THE YEAR ENDED 30 JUNE 2021

	NOTE	2020/21 Budget	2019/20 Actual	2019/20 Budget
Revenue	1,8,9(a),11(a),11(b)	\$	\$	\$
Governance		2,000	65,806	27,500
General purpose funding		1,804,833	3,450,614	1,955,233
Law, order, public safety		416	416	416
Health		1,400	1,426	400
Education and welfare		48,000	204,195	155,000
Housing		95,590	147,854	135,000
Community amenities		71,265	95,734	105,736
Recreation and culture		230,000	241,158	280,000
Transport		2,071,257	2,305,433	1,558,401
Economic services		800	1,150	34,000
		4,325,561	6,513,786	4,251,686
Expenses excluding finance costs	4(a),5,11(c),(e),(f)			
Governance		(136,531)	(168,904)	(204,255)
General purpose funding		0	(250)	0
Law, order, public safety		(11,970)	(6,151)	(7,547)
Health		(253,488)	(294,318)	(365,805)
Education and welfare		(43,230)	(400,756)	(439,302)
Housing		(266,875)	(338,166)	(420,585)
Community amenities		(600,213)	(602,538)	(879,116)
Recreation and culture		(774,516)	(616,445)	(839,685)
Transport		(4,967,025)	(3,131,342)	(2,651,255)
Economic services		(261,176)	(76,488)	(163,098)
Other property and services		0	0	1,500
		(7,315,024)	(5,635,358)	(5,969,148)
Finance costs	,11(d)			
Governance		(500)	(342)	0
Other property and services		0	0	(1,500)
		(500)	(342)	(1,500)
Subtotal		(2,989,963)	878,086	(1,718,962)
Non-operating grants, subsidies and contributions	9(b)	3,408,055	2,755,744	3,368,563
Profit on disposal of assets	4(b)	1,000	20,630	0
(Loss) on disposal of assets	4(b)	(23,500)	(57,282)	(66,400)
		3,385,555	2,719,092	3,302,163
Net result		395,592	3,597,178	1,583,201
Other comprehensive income				
Changes on revaluation of non-current assets		0	0	0
Total other comprehensive income		0	0	0
Total comprehensive income		395,592	3,597,178	1,583,201

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

KEY TERMS AND DEFINITIONS - REPORTING PROGRAMS

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

OBJECTIVE

ACTIVITIES

GOVERNANCE

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

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

GENERAL PURPOSE FUNDING

To collect revenue to allow for the provision of services.

Rates, general purpose government grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY

To provide services to help ensure safer and an 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 and Wanarn.

EDUCATION AND WELFARE

To provide services to children and youth.

Maintenance of playgroup centre (early years learning) at Warburton.

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 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.

SHIRE OF NGAANYATJARRAKU
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2021

	NOTE	2020/21 Budget \$	2019/20 Actual \$	2019/20 Budget \$
CASH FLOWS FROM OPERATING ACTIVITIES				
Receipts				
Rates		197,656	256,749	277,174
Operating grants, subsidies and contributions		3,250,147	5,924,654	3,373,461
Fees and charges		416,055	488,860	485,136
Interest earnings		52,150	59,789	50,000
Goods and services tax		330,422	606,359	281,252
Other revenue		92,416	99,031	65,915
		4,338,846	7,435,442	4,532,938
Payments				
Employee costs		(2,172,956)	(1,677,284)	(1,999,022)
Materials and contracts		(3,304,215)	(2,487,400)	(2,936,231)
Utility charges		(71,993)	(47,146)	(103,560)
Interest expenses		(500)	(342)	(1,500)
Insurance expenses		(168,121)	(153,038)	(148,993)
Goods and services tax		(330,422)	(271,073)	(281,252)
Other expenditure		(96,079)	(66,960)	(88,978)
		(6,144,286)	(4,703,243)	(5,559,536)
Net cash provided by (used in) operating activities	3	(1,805,440)	2,732,199	(1,026,598)
CASH FLOWS FROM INVESTING ACTIVITIES				
Payments for purchase of property, plant & equipment	4(a)	(337,150)	(119,610)	(174,000)
Payments for construction of infrastructure	4(a)	(4,162,605)	(3,540,021)	(3,965,943)
Non-operating grants, subsidies and contributions		3,408,055	2,755,744	3,368,563
Proceeds from sale of plant and equipment	4(b)	60,000	137,256	52,100
Net cash provided by (used in) investing activities		(1,031,700)	(766,631)	(719,280)
Net increase (decrease) in cash held		(2,837,140)	1,965,568	(1,745,878)
Cash at beginning of year		6,903,500	4,937,932	4,937,932
Cash and cash equivalents at the end of the year	3	4,066,360	6,903,500	3,192,054

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

SHIRE OF NGAANYATJARRAKU
RATE SETTING STATEMENT
FOR THE YEAR ENDED 30 JUNE 2021

	NOTE	2020/21 Budget	2019/20 Actual	2019/20 Budget
		\$	\$	\$
OPERATING ACTIVITIES				
Net current assets at start of financial year - surplus/(deficit)		2,997,140	2,851,350	2,593,533
Revenue from operating activities (excluding rates)		2,997,140	2,851,350	2,593,533
Governance		2,000	65,806	27,500
General purpose funding		1,607,177	3,189,032	1,678,059
Law, order, public safety		416	416	416
Health		1,400	1,426	400
Education and welfare		48,000	204,195	155,000
Housing		95,590	147,854	135,000
Community amenities		71,265	95,734	105,736
Recreation and culture		230,000	241,158	280,000
Transport		2,072,257	2,326,063	1,558,401
Economic services		800	1,150	34,000
		4,128,905	6,272,834	3,974,512
Expenditure from operating activities				
Governance		(159,031)	(169,246)	(204,255)
General purpose funding		0	(250)	0
Law, order, public safety		(11,970)	(6,151)	(7,547)
Health		(253,488)	(294,318)	(365,805)
Education and welfare		(43,230)	(400,756)	(439,302)
Housing		(266,875)	(338,166)	(420,585)
Community amenities		(600,213)	(602,538)	(879,116)
Recreation and culture		(774,516)	(616,445)	(839,685)
Transport		(4,968,525)	(3,188,624)	(2,717,655)
Economic services		(261,176)	(76,488)	(163,098)
		(7,339,024)	(5,692,982)	(6,037,048)
Non-cash amounts excluded from operating activities	2 (a)(i)	1,207,023	1,865,923	971,450
Amount attributable to operating activities		994,044	5,297,125	1,502,447
INVESTING ACTIVITIES				
Non-operating grants, subsidies and contributions	9(b)	3,408,055	2,755,744	3,368,563
Purchase property, plant and equipment	4(a)	(337,150)	(119,610)	(174,000)
Purchase and construction of infrastructure	4(a)	(4,162,605)	(3,540,021)	(3,965,943)
Proceeds from disposal of assets	4(b)	60,000	137,256	52,100
Amount attributable to investing activities		(1,031,700)	(766,631)	(719,280)
FINANCING ACTIVITIES				
Transfers to cash backed reserves (restricted assets)	7(a)	(160,000)	(1,794,936)	(1,060,341)
Amount attributable to financing activities		(160,000)	(1,794,936)	(1,060,341)
Budgeted deficiency before general rates		(197,656)	2,735,558	(277,174)
Estimated amount to be raised from general rates	1	197,656	261,582	277,174
Net current assets at end of financial year - surplus/(deficit)	2 (a)(iii)	0	2,997,140	0

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

SHIRE OF NGAANYATJARRAKU
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FOR THE YEAR ENDED 30 JUNE 2021

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1. RATES AND SERVICE CHARGES

(a) Rating Information

RATE TYPE	Rate in	Number of properties	Rateable value	2020/21 Budgeted rate revenue	2020/21 Budgeted interim rates	2020/21 Budgeted back rates	2020/21 Budgeted total revenue	2019/20 Actual total revenue	2019/20 Budget total revenue
	\$		\$	\$	\$	\$	\$	\$	\$
Differential general rate or general rate									
Unimproved valuations									
	0.21000	30	936,076	196,576	0	100	196,676	229,319	211,557
Sub-Totals		30	936,076	196,576	0	100	196,676	229,319	211,557
	Minimum								
Minimum payment									
	\$								
Unimproved valuations									
	245	4		980	0	0	980	0	735
Sub-Totals		4	0	980	0	0	980	0	735
		34	936,076	197,556	0	100	197,656	229,319	212,292
Total amount raised from general rates							197,656	229,319	212,292
Ex-gratia rates							0	32,263	64,882
Total rates							197,656	261,582	277,174

All land (other than exempt land) in the Shire of Ngaanyatjarraku is rated according to its Unimproved Value (UV) in the Shire of Ngaanyatjarraku.

The general rates detailed for the 2020/21 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also considering the extent of any increase in rating over the level adopted in the previous year.

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

1. RATES AND SERVICE CHARGES (CONTINUED)

(b) Interest Charges and Instalments - Rates and Service Charges

The following instalment options are available to ratepayers for the payment of rates and service charges.

Instalment options	Date due	Instalment plan admin charge	Instalment plan interest rate	Unpaid rates interest rates
		\$	%	%
Option one				
One payment	6/10/2020	0	0.0%	8.0%
Option two				
Instalment one	6/10/2020	0	0.0%	8.0%
Instalment two	8/12/2020	0	0.0%	8.0%
Option three				
Instalment one	6/10/2020	0	0.0%	8.0%
Instalment two	8/12/2020	0	0.0%	8.0%
Instalment three	9/02/2021	0	0.0%	8.0%
Instalment four	9/04/2021	0	0.0%	8.0%

(c) Specified Area Rate

The Shire did not raise specified area rates for the year ended 30 June 2021.

(d) Service Charges

The Shire did not raise service charges for the year ended 30 June 2021.

(e) Waivers or concessions

The Shire does not anticipate any waivers or concessions for the year ended 30 June 2021.

2 (a). NET CURRENT ASSETS

Items excluded from calculation of budgeted deficiency

When calculating the budget deficiency for the purpose of Section 6.2 (2)(c) of the *Local Government Act 1995* the following amounts have been excluded as provided by *Local Government (Financial Management) Regulation 32* which will not fund the budgeted expenditure.

(i) Operating activities excluded from budgeted deficiency

The following non-cash revenue or expenditure has been excluded from operating activities within the Rate Setting Statement.

Adjustments to operating activities

	Note	2020/21 Budget 30 June 2021	2019/20 Actual 30 June 2020	2019/20 Budget 30 June 2020
		\$	\$	\$
Less: Profit on asset disposals	4(b)	(1,000)	(20,630)	0
Less: Movement in contract liabilities associated with restricted cash		(317,137)	317,137	0
Add: Loss on disposal of assets	4(b)	23,500	57,282	66,400
Add: Depreciation on assets	5	1,501,660	1,512,134	905,050
Non cash amounts excluded from operating activities		1,207,023	1,865,923	971,450

(ii) Current assets and liabilities excluded from budgeted deficiency

The following current assets and liabilities have been excluded from the net current assets used in the Rate Setting Statement.

Adjustments to net current assets

Less: Cash - restricted reserves	3	(3,998,873)	(3,838,873)	(3,104,278)
- Investment Local Government House Trust Units		0	0	(35,034)
Add: Current liabilities not expected to be cleared at end of year				
- Current portion of contract liability held in reserve		0	317,137	0
- Employee benefit provisions		172,862	172,862	0
Total adjustments to net current assets		(3,826,011)	(3,348,874)	(3,139,312)

2 (a). NET CURRENT ASSETS (CONTINUED)

EXPLANATION OF DIFFERENCE IN NET CURRENT ASSETS AND SURPLUS/(DEFICIT)

	Note	2020/21 Budget 30 June 2021 \$	2019/20 Actual 30 June 2020 \$	2019/20 Budget 30 June 2020 \$
(iii) Composition of estimated net current assets				
Current assets				
Cash and cash equivalents- unrestricted	3	67,487	2,747,490	87,776
Cash and cash equivalents - restricted				
Cash backed reserves	3	3,998,873	3,838,873	3,104,278
Unspent grants, subsidies and contributions	9	0	317,137	0
Receivables		65,617	65,617	380,091
Inventories		50,497	50,497	71,223
		4,182,474	7,019,614	3,643,368
Less: current liabilities				
Trade and other payables		(183,601)	(183,601)	(246,233)
Contract liabilities		0	(317,137)	0
Provisions		(172,862)	(172,862)	(257,823)
		(356,463)	(673,600)	(504,056)
Net current assets		3,826,011	6,346,014	3,139,312
Less: Total adjustments to net current assets	2 (a)(ii)	(3,826,011)	(3,348,874)	(3,139,312)
Closing funding surplus / (deficit)		0	2,997,140	0

2 (b). NET CURRENT ASSETS (CONTINUED)

SIGNIFICANT ACCOUNTING POLICIES

CURRENT AND NON-CURRENT CLASSIFICATION

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

TRADE AND OTHER PAYABLES

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year that are unpaid and arise when the Shire of Ngaanyatjarraku 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.

CONTRACT ASSETS

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

PROVISIONS

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

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

INVENTORIES

General

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

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

Superannuation

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

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

LEASE LIABILITIES

The present value of future lease payments not paid at the reporting date discounted using the incremental borrowing rate where the implicit interest rate in the lease is not readily determined.

TRADE AND OTHER RECEIVABLES

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

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

EMPLOYEE BENEFITS

Short-term employee benefits

Provision is made for the Shire of Ngaanyatjarraku'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 of Ngaanyatjarraku's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position. The Shire of Ngaanyatjarraku's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

CONTRACT LIABILITIES

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

3. RECONCILIATION OF CASH

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

	Note	2020/21 Budget	2019/20 Actual	2019/20 Budget
		\$	\$	\$
Cash at bank and on hand		4,066,360	6,903,500	3,192,054
		4,066,360	6,903,500	3,192,054
- Unrestricted cash and cash equivalents		67,487	2,747,490	87,776
- Restricted cash and cash equivalents		3,998,873	4,156,010	3,104,278
		4,066,360	6,903,500	3,192,054
The following restrictions have been imposed by regulation or other externally imposed requirements on cash and cash equivalents:				
Employee entitlement reserve		309,822	309,822	304,650
Asset replacement, acquisition & development reserve		3,522,013	3,522,013	2,792,708
Cultural centre reserve		87,038	7,038	6,920
Strategic reserve		80,000	0	0
Unspent grants, subsidies and contributions	9	0	317,137	0
		3,998,873	4,156,010	3,104,278
Reconciliation of net cash provided by operating activities to net result				
Net result		395,592	3,597,178	1,583,201
Depreciation	5	1,501,660	1,512,134	905,050
(Profit)/loss on sale of asset	4(b)	22,500	36,652	66,400
(Increase)/decrease in receivables		0	279,434	0
(Increase)/decrease in inventories		0	20,726	0
Increase/(decrease) in payables		0	(18,744)	(212,686)
Increase/(decrease) in contract liabilities		(317,137)	60,563	(256,574)
Change in accounting policies transferred to retained earnings		0	0	256,574
Non-operating grants, subsidies and contributions		(3,408,055)	(2,755,744)	(3,368,563)
Net cash from operating activities		(1,805,440)	2,732,199	(1,026,598)

SIGNIFICANT ACCOUNTING POLICES

CASH AND CASH EQUIVALENTS

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are shown as short term borrowings in current liabilities in Note 2 - Net Current Assets.

FINANCIAL ASSETS AT AMORTISED COST

The Shire 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.

4. FIXED ASSETS

(a) Acquisition of Assets

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

	Reporting program						
	Governance	Health	Recreation and culture	Transport	2020/21 Budget total	2019/20 Actual total	2019/20 Budget total
Asset class	\$	\$	\$	\$	\$	\$	\$
<i>Property, Plant and Equipment</i>							
Buildings - non-specialised	0	0	20,000	33,150	53,150	73,843	47,000
Furniture and equipment	0	0	0	0	0	0	0
Plant and equipment	132,000	76,000	0	76,000	284,000	45,767	127,000
	132,000	76,000	20,000	109,150	337,150	119,610	174,000
<i>Infrastructure</i>							
Infrastructure - roads	0	0	0	4,157,605	4,157,605	3,513,965	3,905,943
Infrastructure - recreation	0	0	5,000	0	5,000	26,056	25,000
Infrastructure - other	0	0	0	0	0	0	35,000
	0	0	5,000	4,157,605	4,162,605	3,540,021	3,965,943
Total acquisitions	132,000	76,000	25,000	4,266,755	4,499,755	3,659,631	4,139,943

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

SIGNIFICANT ACCOUNTING POLICIES

RECOGNITION OF ASSETS

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

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

4. FIXED ASSETS

(b) Disposals of Assets

The following assets are budgeted to be disposed of during the year.

	2020/21 Budget Net Book Value	2020/21 Budget Sale Proceeds	2020/21 Budget Profit	2020/21 Budget Loss	2019/20 Actual Net Book Value	2019/20 Actual Sale Proceeds	2019/20 Actual Profit	2019/20 Actual Loss	2019/20 Budget Net Book Value	2019/20 Budget Sale Proceeds	2019/20 Budget Profit	2019/20 Budget Loss
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
By Program												
Governance	44,000	22,000	0	(22,000)	0	0	0	0		0	0	0
Transport	38,500	38,000	1,000	(1,500)	173,908	137,256	20,630	(57,282)	118,500	52,100	0	(66,400)
	82,500	60,000	1,000	(23,500)	173,908	137,256	20,630	(57,282)	118,500	52,100	0	(66,400)
By Class												
<u>Property, Plant and Equipment</u>												
Plant and equipment	82,500	60,000	1,000	(23,500)	173,908	137,256	20,630	(57,282)	118,500	52,100		(66,400)
	82,500	60,000	1,000	(23,500)	173,908	137,256	20,630	(57,282)	118,500	52,100	0	(66,400)

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

SIGNIFICANT ACCOUNTING POLICIES

GAINS AND LOSSES ON DISPOSAL

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

5. ASSET DEPRECIATION

By Program

Governance
Law, order, public safety
Health
Education and welfare
Housing
Community amenities
Recreation and culture
Transport

By Class

Buildings - non-specialised
Furniture and equipment
Plant and equipment
Infrastructure - roads
Infrastructure - recreation

2020/21 Budget	2019/20 Actual	2019/20 Budget
\$	\$	\$
29,484	29,484	21,000
1,821	1,821	2,000
15,472	15,472	33,000
25,610	36,084	42,700
91,607	91,607	80,000
31,844	31,844	45,000
49,735	49,735	31,100
1,256,087	1,256,087	650,250
1,501,660	1,512,134	905,050
151,607	151,607	104,147
10,389	10,389	3,974
100,411	110,885	106,628
1,237,033	1,237,033	690,301
2,220	2,220	
1,501,660	1,512,134	905,050

SIGNIFICANT ACCOUNTING POLICIES

DEPRECIATION

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

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

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

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

Buildings - non-specialised	50 years
Furniture and equipment	4 years
Plant and equipment	5 years
Infrastructure - roads	0 - 32 years
Infrastructure - recreation	50 years

AMORTISATION

The depreciable amount of all intangible assets with a finite useful life, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held for use.

The assets residual value of intangible assets is considered to be zero and useful live and amortisation method are reviewed at the end of each financial year.

Amortisation is included within Depreciation on non-current assets in the Statement of Comprehensive Income.

6. INFORMATION ON BORROWINGS

(a) Borrowing repayments

The Shire has not budgeted to have any borrowings for the year ended 30 June 2021 and did not have or budget to have any borrowings for the year ended 30 June 2020

(b) New borrowings - 2020/21

The Shire does not intend to undertake any new borrowings for the year ended 30 June 2021

(c) Unspent borrowings

The Shire had no unspent borrowing funds as at 30 June 2020 nor is it expected to have unspent borrowing funds as at 30 June 2021.

(d) Credit Facilities

	2020/21 Budget	2019/20 Actual	2019/20 Budget
	\$	\$	\$
Undrawn borrowing facilities			
credit standby arrangements			
Bank overdraft limit	0	0	0
Bank overdraft at balance date	0	0	0
Credit card limit	15,000	10,000	8,000
Credit card balance at balance date	0	(1,889)	0
Total amount of credit unused	15,000	8,111	8,000

SIGNIFICANT ACCOUNTING POLICIES

BORROWING COSTS

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

7. CASH BACKED RESERVES

(a) Cash Backed Reserves - Movement

	2020/21 Budget Opening Balance	2020/21 Budget Transfer to	2020/21 Budget Transfer (from)	2020/21 Budget Closing Balance	2019/20 Actual Opening Balance	2019/20 Actual Transfer to	2019/20 Actual Transfer (from)	2019/20 Actual Closing Balance	2019/20 Budget Opening Balance	2019/20 Budget Transfer to	2019/20 Budget Transfer (from)	2019/20 Budget Closing Balance
(a) Employee entitlement reserve	\$ 309,822	\$ 0	\$ 0	\$ 309,822	\$ 304,650	\$ 5,172	\$ 0	\$ 309,822	\$ 304,650	\$ 0	\$ 0	\$ 304,650
(b) Asset replacement, acquisition & development reserve	3,522,013	0	0	3,522,013	1,732,367	1,789,646	0	3,522,013	1,732,367	1,060,341	0	2,792,708
(c) Cultural centre reserve	7,038	80,000	0	87,038	6,920	118	0	7,038	6,920	0	0	6,920
(d) Strategic reserve	0	80,000	0	80,000	0	0	0	0	0	0	0	0
	3,838,873	160,000	0	3,998,873	2,043,937	1,794,936	0	3,838,873	2,043,937	1,060,341	0	3,104,278

(b) Cash Backed Reserves - Purposes

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

Reserve name	Anticipated date of use	Purpose of the reserve
(a) Employee entitlement reserve	ongoing	To provide for the payment of employee entitlements.
(b) Asset replacement, acquisition & development reserve	ongoing	To provide and replace the necessary equipment, furniture, plant, buildings and infrastructure comprising of roads, drains, footpaths and recreational reserves.
(c) Cultural centre reserve	ongoing	To provide for the successful operation of the Cultural Centre as provided in clause 8.21 of the management deed between the Shire of Ngaanyatjaraku, Warburton Community Incorporated and the Ngaanyatjarra Council (Aboriginal Corporation), transfers to the reserve representing surplus funds from the day to day operations of the Cultural Centre after deducting costs incurred by the Shire.
(d) Strategic reserve	ongoing	To provide for the reduction of financial risk of unanticipated events in the occurrence of a natural disaster. To provide for strategic actions in support of identified activities that cannot be funded in the one budget period. To provide for the capacity to take-up unanticipated strategic opportunities.

8. FEES & CHARGES REVENUE

	2020/21 Budget	2019/20 Actual	2019/20 Budget
	\$	\$	\$
Governance	0	562	0
Health	400	260	400
Education and welfare	48,000	48,000	0
Housing	95,590	147,854	135,000
Community amenities	71,265	85,734	105,736
Recreation and culture	200,000	205,300	240,000
Economic services	800	1,150	4,000
	416,055	488,860	485,136

9. GRANT REVENUE

Unspent grants, subsidies and contributions liability						Grants, subsidies and contributions revenue		
	Liability 1 July 2020	Increase in Liability	Liability Reduction (As revenue)	Total Liability 30 June 2021	Current Liability 30 June 2021	2020/21 Budget	2019/20 Actual	2019/20 Budget
By Program:	\$	\$	\$	\$	\$	\$	\$	\$
(a) Operating grants, subsidies and contributions								
Governance	0	0	0	0	0	1,555,027	3,129,242	1,628,059
General purpose funding	0	0	0	0	0	2,000	2,094	2,500
Education and welfare	0	0	0	0	0	0	154,686	154,500
Community amenities	0	0	0	0	0	0	10,000	0
Recreation and culture	0	0	0	0	0	0	371	0
Transport	0	0	0	0	0	2,010,257	2,308,131	1,558,402
Economic services	0	0	0	0	0	0	0	30,000
	0	0	0	0	0	3,567,284	5,604,524	3,373,461
(b) Non-operating grants, subsidies and contributions								
Transport	317,137	0	(317,137)	0	0	3,408,055	2,755,744	3,368,563
	317,137	0	(317,137)	0	0	3,408,055	2,755,744	3,368,563
Total	317,137	0	(317,137)	0	0	6,975,339	8,360,268	6,742,024

(c) Unspent grants, subsidies and contributions were restricted as follows:

	Budget Closing Balance 30 June 2021	Actual Balance 30 June 2020
Unspent grants, subsidies and contributions	0	317,137
	0	317,137

10. REVENUE RECOGNITION

SIGNIFICANT ACCOUNTING POLICIES

Recognition of revenue is dependant on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue Category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns/Refunds/Warranties	Determination of transaction price	Allocating transaction price	Measuring obligations for returns	Revenue recognition
Rates	General Rates	Over time	Payment dates adopted by Council during the year	None	Adopted by council annually	When taxable event occurs	Not applicable	When rates notice is issued
Grant contracts with customers	Community events, minor facilities, research, design, planning evaluation and services	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Set by mutual agreement with the customer	Based on the progress of works to match performance obligations	Returns limited to repayment of transaction price of terms breached	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Grants, subsidies or contributions for the construction of non-financial assets	Construction or acquisition of recognisable non-financial assets to be controlled by the local government	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Set by mutual agreement with the customer	Based on the progress of works to match performance obligations	Returns limited to repayment of transaction price of terms breached	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Grants with no contract commitments	General appropriations and contributions with no reciprocal commitment	No obligations	Not applicable	Not applicable	Cash received	On receipt of funds	Not applicable	When assets are controlled
Licences/ Registrations/ Approvals	Building, planning, development and animal management, having the same nature as a licence regardless of naming.	Single point in time	Full payment prior to issue	None	Set by State legislation or limited by legislation to the cost of provision	Based on timing of issue of the associated rights	No refunds	On payment and issue of the licence, registration or approval
Other inspections	Regulatory Food, Health and Safety	Single point in time	Full payment prior to inspection	None	Set by State legislation or limited by legislation to the cost of provision	Applied fully on timing of inspection	Not applicable	Revenue recognised after inspection event occurs
Waste management collections	Kerbside collection service	Over time	Payment on an annual basis in advance	None	Adopted by council annually	Apportioned equally across the collection period	Not applicable	Output method based on regular weekly and fortnightly period as proportionate to collection service
Property hire and entry	Use of halls and facilities	Single point in time	In full in advance	Refund if event cancelled within 7 days	Adopted by council annually	Based on timing of entry to facility	Returns limited to repayment of transaction price	On entry or at conclusion of hire
Fees and charges for other goods and services	Cemetery services, library fees, reinstatements and private works	Single point in time	Payment in full in advance	None	Adopted by council annually	Applied fully based on timing of provision	Not applicable	Output method based on provision of service or completion of works
Sale of stock	Aviation fuel, kiosk and visitor centre stock	Single point in time	In full in advance, on 15 day credit	Refund for faulty goods	Adopted by council annually, set by mutual agreement	Applied fully based on timing of provision	Returns limited to repayment of transaction price	Output method based on goods
Commissions	Commissions on licencing and ticket sales	Over time	Payment in full on sale	None	Set by mutual agreement with the customer	On receipt of funds	Not applicable	When assets are controlled
Reimbursements	Insurance claims	Single point in time	Payment in arrears for claimable event	None	Set by mutual agreement with the customer	When claim is agreed	Not applicable	When claim is agreed

11. OTHER INFORMATION

	2020/21 Budget	2019/20 Actual	2019/20 Budget
The net result includes as revenues	\$	\$	\$
(a) Interest earnings			
Investments			
- Reserve funds	40,000	27,637	25,000
- Other funds	12,150	32,152	25,000
	52,150	59,789	50,000
(b) Other revenue			
Reimbursements and recoveries	31,416	(1,573)	65,915
Other	61,000	100,604	0
	92,416	99,031	65,915
The net result includes as expenses			
(c) Auditors remuneration			
Audit services	38,000	24,160	23,000
	38,000	24,160	23,000
(d) Interest expenses (finance costs)			
Other	500	342	1,500
	500	342	1,500
(e) Elected members remuneration			
Meeting fees	26,250	16,300	22,300
Mayor/President's allowance	6,000	4,000	4,000
Deputy Mayor/President's allowance	1,500	927	1,000
Travelling expenses	3,000	550	8,500
	36,750	21,777	35,800
(f) Write offs			
Fees and charges	0	46,095	0
	0	46,095	0

12. TRUST FUNDS

Funds held at balance date over which the local government has no control and which are not included in the financial statements are as follows:

Detail	Balance 30 June 2020	Estimated amounts received	Estimated amounts paid	Estimated balance 30 June 2021
	\$	\$	\$	\$
Nomination fees	0	80	(80)	0
	0	80	(80)	0

13. SIGNIFICANT ACCOUNTING POLICIES - OTHER
INFORMATION

GOODS AND SERVICES TAX (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

CRITICAL ACCOUNTING ESTIMATES

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

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

ROUNDING OFF FIGURES

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

COMPARATIVE FIGURES

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

BUDGET COMPARATIVE FIGURES

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

SHIRE OF NGAANYATJARRAKU
SCHEDULE OF FEES AND CHARGES 2020/2021
(unchanged from 2019/2020)

	A/c Number	2019/2020 (GST excl) \$	GST	Fees Inclusive of GST	2020/2021 (GST excl) \$	GST	Fees Inclusive of GST
<u>Photocopying (per copy)</u>							
- A4 (Shire supplied paper)	42392	\$0.18	\$0.02	\$0.20	\$0.18	\$0.02	\$0.20
- A4 (customer supplied paper)	42392	\$0.09	\$0.01	\$0.10	\$0.09	\$0.01	\$0.10
- A3 (Shire supplied paper)	42392	\$0.27	\$0.03	\$0.30	\$0.27	\$0.03	\$0.30
- A3 (customer supplied paper)	42392	\$0.14	\$0.01	\$0.15	\$0.14	\$0.01	\$0.15
<u>Laminating (per page)</u>							
- A4	42392	\$0.91	\$0.09	\$1.00	\$0.91	\$0.09	\$1.00
- A3	42392	\$1.82	\$0.18	\$2.00	\$1.82	\$0.18	\$2.00
<u>Facsimile transmission (per page)</u>							
- Outgoing	42392	\$0.91	\$0.09	\$1.00	\$0.91	\$0.09	\$1.00
- Incoming	42392	\$0.45	\$0.05	\$0.50	\$0.45	\$0.05	\$0.50
<u>Meeting Room Hire</u>							
Meeting Room Hire (per hour - up to 3 hours)	116329	\$60.00	\$6.00	\$66.00	\$60.00	\$6.00	\$66.00
Meeting Room Hire (per day)	116329	\$250.00	\$25.00	\$275.00	\$250.00	\$25.00	\$275.00
Cleaning charges (per hour – min 1 hour)	116329	\$75.00	\$7.50	\$82.50	\$75.00	\$7.50	\$82.50
		(Number of days hire x daily rate)			(Number of days hire x daily rate)		
Meeting room hire (2 days or more hire)	116329						
<u>Rates</u>							
General Minimum rate	30197	\$245.00	GST Free	\$245.00	\$245.00	GST Free	\$245.00
General Rate - Unimproved Value	30197	\$0.21	GST Free	\$0.21	\$0.21	GST Free	\$0.21
<u>Rubbish Charges – All applicable communities</u>							
Rubbish removal/site maintenance - Household	101410	\$348.00	GST Free	\$348.00	\$348.00	GST Free	\$348.00
Rubbish removal/site maintenance - Commercial	101410	\$1,320.00	GST Free	\$1,320.00	\$1,320.00	GST Free	\$1,320.00
<u>Sale of local Indigenous Artwork / Artefacts</u>							
Mark-up on purchase price – local	116319	33%	10%	46.3%	33%	10%	46.3%
Mark-up on purchase price – other galleries	116319	0%	10%	10.0%	0%	10%	10.0%
Commission on artwork / artefacts	116326	0%	10%	10%	0%	10%	10%
		Small \$248.73 Medium 367.70 Large \$713.82	10%	Small \$273.60 Medium 404.47 Large \$785.20	Small \$248.73 Medium 367.70 Large \$713.82	10%	Small \$273.60 Medium 404.47 Large \$785.20
<u>Rental – Office / Housing</u>							
Warburton Community Resource Centre - as per rental agreement	111036						
Duplex Unit (or as per existing contract)	42605	\$421.36	10%	\$463.50	\$421.36	10%	\$463.50
House (or as per existing contract)	42605	\$566.50	10%	\$623.15	\$566.50	10%	\$623.15

	A/c Number	2019/2020 (GST excl) \$	GST	Fees Inclusive of GST	2020/2021 (GST excl) \$	GST	Fees Inclusive of GST
Building & Regulatory Services							
Building Permit Application Fees:							
<i>Uncertified Residential</i> - 0.32% of estimated value of construction (incl. GST) minimum \$97.70	133410	Minimum \$97.70	GST Free	Minimum \$105	Minimum \$97.70	GST Free	Minimum \$105
<i>Certified Residential</i> - 0.19% of estimated value of construction (incl. GST) minimum \$97.70	133410	Minimum \$97.70	GST Free	Minimum \$105	Minimum \$97.70	GST Free	Minimum \$105
<i>Commercial / Industrial</i> - 0.09% of estimated value of construction (incl. GST) minimum \$97.70	133410	Minimum \$97.70	GST Free	Minimum \$105	Minimum \$97.70	GST Free	Minimum \$105
<i>BCITF Levy</i> - 0.2% of estimated value of construction (incl. GST) - [only applies to estimated values over \$20,000] minimum of \$200	133489	Minimum \$200	GST Free	Minimum \$200	Minimum \$200	GST Free	Minimum \$200
<i>Building Services Levy</i> - \$61.65 for works values below \$45,000 and 0.137% for works valued over \$45,000 (building or demolition)	133400	Minimum \$61.65	GST Free	Minimum \$61.65	Minimum \$61.65	GST Free	Minimum \$61.65
<i>Demolition Permit</i> (for a Class 1 or Class 10 building or incidental structure)	133410	Minimum \$97.70	GST Free	Minimum \$105	Minimum \$97.70	GST Free	Minimum \$105
<i>Application to extend the time during which a building or demolition permit has effect</i>	133410	Minimum \$97.70	GST Free	Minimum \$105	Minimum \$97.70	GST Free	Minimum \$105
Application for Occupancy Permits, Building Approval Certificates:							
<i>Occupancy Permit for a completed building</i>	133410	\$97.70	GST Free	\$105	\$97.70	GST Free	\$105
<i>Temporary Occupancy Permit for an incomplete building</i>	133410	\$97.70	GST Free	\$105	\$97.70	GST Free	\$105
<i>Replacement of an Occupancy Permit for permanent change of the building's use or classification</i>	133410	\$97.70	GST Free	\$105	\$97.70	GST Free	\$105
<i>Occupancy Permit for unauthorised work</i> - 0.18% of estimated value of construction	133410	Minimum \$97.70	GST Free	Minimum \$105	Minimum \$97.70	GST Free	Minimum \$105
<i>Building Approval Certificate for unauthorised work</i> - 0.38% of estimated value of construction	133410	Minimum \$97.70	GST Free	Minimum \$105	Minimum \$97.70	GST Free	Minimum \$105
<i>Occupancy Permit for an existing building</i>	133410	\$97.70	GST Free	\$105	\$97.70	GST Free	\$105
<i>Building Approval Certificate for an existing building where unauthorised work has not been done</i>	133410	\$97.70	GST Free	\$105	\$97.70	GST Free	\$105
<i>Application to extend the time during which an Occupancy Permit or Building Approval Certificate has effect</i>	133410	\$97.70	GST Free	\$105	\$97.70	GST Free	\$105
<i>Application to inspect and obtain a copy of building records</i>	133410	\$100 each	GST Free	\$100 each	\$100 each	GST Free	\$100 each
<i>Application to install battery smoke detectors, dwellings (from 1 October 2018)</i>	133410	\$179.40 per dwelling	GST Free	\$179.40 per dwelling	\$179.40 per dwelling	GST Free	\$179.40 per dwelling
<i>General Inspections</i>	133410	\$120 per hour	GST Free	\$120 per hour	\$120 per hour	GST Free	\$120 per hour
Fees for construction or installation of an apparatus for the treatment of sewerage:							
Local Government Septic Tank Application fee	103450	\$118.00	GST Free	\$118.00	\$118.00	GST Free	\$118.00
Department of Health Fee - DoH Application referral Only	103450	\$66.00	GST Free	\$66.00	\$66.00	GST Free	\$66.00
Local Government Report	103450	\$118.00	GST Free	\$118.00	\$118.00	GST Free	\$118.00
Food Act Fees (Section 140) - pro rata on proclamation							
Registration/Notification under Food Act 2008	74380	\$60.00	GST Free	\$60.00	\$60.00	GST Free	\$60.00
<i>Caravan Park licence/registration fee</i> \$6 per bay, \$200 minimum	74381	Minimum \$200.00	GST Free	Minimum \$200.00	Minimum \$200.00	GST Free	Minimum \$200.00

Payment listing July (20/21)				
Chq/EFT	Date	Name	Description	Amount
EFT3069	3/07/2020	WARBURTON ROADHOUSE	Warburton Roadhouse account for June 2020	3,947.42
EFT3070	3/07/2020	MILLY (WARBURTON) STORE	Milly Store invoices for June 2020	204.51
EFT3071	3/07/2020	Site Fleet Services	80k km service on Landcruiser KBC591L	1,441.35
EFT3072	3/07/2020	PATJARR COMMUNITY INC	Accommodation for EHO	140.00
EFT3073	3/07/2020	MCLEODS	Legal advice - disqualification Councillor non-attendance	232.41
EFT3074	3/07/2020	AUSTRALIA POST	Postage charges for June 2020	28.50
EFT3075	3/07/2020	KEY FACTORS PTY LTD (BREAKAWAY)	Hire of plant and equipment for construction work on the Jameson Bypass	110,775.50
EFT3076	3/07/2020	PATJARR STORE	Diesel for EHO Navara 1EKV323	260.00
EFT3077	3/07/2020	PERFECT COMPUTER SOLUTIONS PTY LTD	IT services & disaster recovery management June 2020	425.00
EFT3078	3/07/2020	ITVISION AUSTRALIA PTY LTD	Assistance with 3 parallel pay runs	1,650.00
EFT3079	3/07/2020	Philip Swain	Contract services - Environmental Health June 2020	13,051.98
EFT3080	3/07/2020	MOORE STEPHENS (WA) Pty Ltd	Maintain selected registers and Planning and delivery risk management services 4th Qtr 2019/20	8,512.90
EFT3081	10/07/2020	LEONORA MOTOR INN	Accommodation for EHO	145.00
EFT3082	10/07/2020	SUCCESS PRINT	20 x Shire Purchase Order books printed and delivered	596.00
EFT3083	10/07/2020	TJUKAYIRLA ROADHOUSE	Diesel for EHO Landcruiser KBC591L	217.00
EFT3084	10/07/2020	Council Direct	Ad for Director of Governance and Corporate online	220.00
EFT3085	10/07/2020	KEY FACTORS PTY LTD (BREAKAWAY)	Hire of plant and equipment for construction work on the Jameson Bypass	110,064.90
EFT3086	10/07/2020	CITY OF LIGHTS VIDEO & MULTIMEDIA PRODUCTIONS	Hosting of Shire Website 1/7/20 - 31/12/2020	528.00
EFT3087	10/07/2020	ITVISION AUSTRALIA PTY LTD	Renew SynergySoft and Universe annual license fees 1/7/20 - 30/6/21	21,642.50
EFT3088	10/07/2020	RAMM Software Pty Ltd	RAMM annual support and maintenance fee + Rental of pocket RAMM software 20/21 F/Y	8,417.04
EFT3089	10/07/2020	LAVERTON SUPPLIES MOTORS	Diesel for EHO Landcruiser KBC591L	78.17
EFT3090	10/07/2020	NATS	Fertiliser for Shire office lawn	173.25
EFT3091	10/07/2020	LANDGATE	Mining tenement schedule M2020/6	39.80
EFT3092	10/07/2020	Life Apparel Co Pty Ltd	Balance of payment for work uniform	435.43
EFT3093	10/07/2020	Kott Gunning Lawyers	Legal advice - GVROC storage and management facility	5,407.60
EFT3094	10/07/2020	NGAANYATJARRA Services (ELEC a/c)	Electricity account for May - June 2020	4,422.79
EFT3095	10/07/2020	KEY FACTORS PTY LTD (BREAKAWAY)	Hire of graders for the formation and improvement of the Warburton to Blackstone Road	4,622.20
EFT3096	10/07/2020	Australian Local Government Job Directory	Job advertisement for Sport and Rec Officer	247.50
EFT3097	10/07/2020	Department of Mines, Industry Regulation and Safety	Building Services levy remittance 1/1/20 - 30/6/20	169.95
EFT3098	17/07/2020	NATS	Barn door window for 1EYW816	305.02
EFT3099	17/07/2020	SUCCESS PRINT	Business cards for EHBO	145.00
EFT3100	17/07/2020	LOCAL GOVERNMENT MANAGERS AUSTRALIA	2020/21 Bronze Local Government membership	1,081.00
EFT3101	17/07/2020	KEY FACTORS PTY LTD (BREAKAWAY)	Hire of plant and equipment for construction work on the Jameson Bypass	103,382.40
EFT3102	17/07/2020	OUTBACK HIGHWAY DEVELOPMENT COUNCIL INC.	OHDC inc membership 2020/21	27,500.00
EFT3103	17/07/2020	MACRI PARTNERS	Provision of audit working papers in support of own source expenditure	550.00
EFT3104	17/07/2020	NATS	Freight on paintings Warburton to NATS	25.00
EFT3105	17/07/2020	ASK Waste Management Consultancy Services	Advice on WARR Act, DWER/EPA and REMS contract	1,672.00
EFT3106	20/07/2020	MCLEODS	Legal advice - disqualification Councillor non-attendance	755.06
EFT3107	24/07/2020	NGAANYATJARRA COUNCIL REGIONAL HOUSING PROGRAM - Repairs & Maintenance	Replace lock cylinder at Lot 104 LHS	362.70
EFT3108	24/07/2020	IT Vision User Group Inc	IT Vision User Group - membership subscription 2020/2021	748.00

EFT3109	24/07/2020	NATS	Freight on Alarm System from Perth to Warburton	170.50
EFT3110	24/07/2020	WARAKURNA ROADHOUSE	Diesel for Works Supervisor landcruiser 1EYW816	238.61
EFT3111	24/07/2020	One Music Australia	Music for Councils - rural - licence for 2020/2021	350.00
EFT3112	24/07/2020	Seminars Australia	Webinar on Salary Packaging 2020/21	550.00
EFT3113	24/07/2020	LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE	Analytical services 2020/2021	254.65
EFT3114	24/07/2020	KEY FACTORS PTY LTD (BREAKAWAY)	Hire of plant and equipment for construction work on the Jameson Bypass	115,259.10
EFT3115	24/07/2020	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	WALGA subscriptions 1 July 2020 to 30 June 2021	18,407.79
EFT3116	24/07/2020	PERFECT COMPUTER SOLUTIONS PTY LTD	IT support for EHBO and DCEO	297.50
EFT3117	24/07/2020	NGAANYATJARRA COUNCIL REGIONAL HOUSING PROGRAM - Repairs & Maintenance	Plumbing work at Lot 95 Jameson	451.00
EFT3118	29/07/2020	DAMIAN MCLEAN	Fees for OCM on 29 July 2020	400.00
EFT3119	29/07/2020	Julie Porter	Fees for OCM on 29 July 2020	200.00
EFT3120	29/07/2020	LALLA WEST	Fees for OCM on 29 July 2020	200.00
EFT3121	29/07/2020	JOYLENE FRAZER	Fees for OCM on 29 July 2020	200.00
EFT3122	29/07/2020	DEBRA FRAZER	Fees for OCM on 29 July 2020	200.00
EFT3123	31/07/2020	LEONORA MOTOR INN	Accommodation and meal for Works Engineer	181.00
EFT3124	31/07/2020	NATS	Freight on battery for shire servers NATS to Warburton	38.50
EFT3125	31/07/2020	WARAKURNA ROADHOUSE	Diesel for Works landcruiser 1EYW816	112.99
EFT3126	31/07/2020	Site Fleet Services	Replace tyre on rubbish trailer 1TLF317	112.43
EFT3127	31/07/2020	Maurice Walsh	Batteries for EHO Landcruiser KBC591L	559.96
EFT3128	31/07/2020	KEY FACTORS PTY LTD (BREAKAWAY)	Hire of plant and equipment for construction work on the Jameson Bypass	116,855.20
EFT3129	31/07/2020	LGIS	LGIS Property 1st of 2 instalments	103,237.04
EFT3130	31/07/2020	DEPT FOR PLANNING & INFRASTRUCTURE (DPI)	DoT agency payments 135874 - 135881	7,166.90
EFT3131	31/07/2020	PERFECT COMPUTER SOLUTIONS PTY LTD	Eaton 1.5KVA online UPS for Shire servers	2,892.50
EFT3132	31/07/2020	RAMM Software Pty Ltd	Pocket RAMM and peripherals	4,806.68
EFT3133	31/07/2020	LAVERTON SUPPLIES MOTORS	Diesel for W/E Landcruiser KBC591L	137.77
EFT3134	31/07/2020	LGIS BROKING	LGIS Marine Cargo	495.00
DD1585.1	1/07/2020	WESTPAC BANK	Bank fees for June 2020	46.00
DD1586.1	3/07/2020	COMMONWEALTH BANK OF AUSTRALIA	Merchant fee for CBA Eftpos Facility June 2020	15.78
DD1587.1	6/07/2020	PIVOTEL SATELLITE PTY LTD	Satellite phone charges for June 2020	180.00
PAY	8/07/2020	Payroll Direct Debit Of Net Pays	Payroll Direct Debit Of Net Pays	36,607.92
DD1592.1	8/07/2020	WA SUPER	Superannuation contributions	2,495.13
DD1592.2	8/07/2020	HOST PLUS	Superannuation contributions	194.30
DD1592.3	8/07/2020	VISION SUPER	Superannuation contributions	801.48
DD1592.4	8/07/2020	AUSTRALIAN SUPER	Superannuation contributions	41.48
DD1592.5	8/07/2020	Ther Trustee For Care Super	Superannuation contributions	210.69
DD1596.1	13/07/2020	TELSTRA CORPORATION LTD	Telstra account for June 2020	809.96
DD1603.1	17/07/2020	AUSTRALIAN COMMUNICATIONS AUTHORITY	Radiocommunications apparatus licence renewal	450.00
DD1606.1	14/07/2020	CEO Westpac Credit Card	CEO credit card payment June 2020	434.65
DD1606.2	14/07/2020	FAC Westpac Credit Card	FAC credit card payment June 2020	1,360.41
DD1606.3	14/07/2020	DCEO Westpac credit card	DCEO credit card payment June 2020	399.40
PAY	22/07/2020	Payroll Direct Debit Of Net Pays	Payroll Direct Debit Of Net Pays	32,814.24
DD1615.1	22/07/2020	WA SUPER	Superannuation contributions	2,493.14
DD1615.2	22/07/2020	HOST PLUS	Superannuation contributions	212.58
DD1615.3	22/07/2020	VISION SUPER	Superannuation contributions	801.48
DD1615.4	22/07/2020	AUSTRALIAN SUPER	Superannuation contributions	49.15
DD1615.5	22/07/2020	Ther Trustee For Care Super	Superannuation contributions	210.69
DD1629.1	28/07/2020	SHIRE OF NGAANYATJARRAKU	Fleet licence renewal for 2020/21	4,957.85
			Total	893,984.33



SHIRE OF NGAANYATJARRAKU - Business banking ▾

Approval

Notifications ▾

Sign Out

Overview Payments Service Administration Business Hub Products

Your accounts

Edit view ▾



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Government of **Western Australia**
Department of **Communities**

Attachment 11.3



Disability Access and Inclusion Plan (DAIP) Progress Report 2019–2020

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Introduction

Welcome to Disability Access and Inclusion Plan (DAIP) reporting for 2019-2020.

Collecting information about the extent of the effectiveness of DAIPs through a Progress Report is an important requirement of the Disability Services Act 1993. The information is used by the Minister for Disability Services to report to Parliament. Your contribution is greatly appreciated.

The format of the report this year reflects previous report feedback about the confidence, awareness and progress public authorities have made to access and inclusion. As you consider your responses, we are particularly interested in:

- The extent to which access and inclusion is effectively integrated into policies and practices
- The influence of access and inclusion measures on customers, clients, residents or communities.

Once you have approval from your organisation, please send your completed report to access@dsc.wa.gov.au.

Please complete your DAIP progress report by **Friday 31 July 2020**.

Help in completing your Progress Report is available by contacting the Access and Inclusion team:

Email: access@dsc.wa.gov.au

Phone: 08 9222 4580 or 08 6217 6263

Important notes

- Please answer all questions.
- Please include as much detail on key initiatives as possible to share the narrative about the initiative. This may include how the issue arose and the responsiveness required; who was involved or helped inform the activity; what the activity was and whether it was successful or not. You can add extra text boxes if needed.
- Activities reported should also consider those reported by agents and contractors on behalf of your organisation.
- Photographs are most welcome, they may be used in the Minister for Disability Services' yearly report on DAIPs. You can upload a photograph for each outcome area, or if you have a series of photographs for one outcome area, upload a document file with the photographs inside. NOTE that photos of people cannot be featured in the Minister's report without written permission from the person or their guardian. A sample permission form is [available](#).

Your details

Name of public authority: Shire of Ngaanyatjaraku

Name of contact person: Kerry Fisher

Phone number: 0450 040 049

Email: dceo@ngaanyatjaraku.wa.gov.au

Access and inclusion progress

1. General services and events

DAIP Outcome 1: People with disability have the same opportunities as other people to access the services of, and any events organised by, a public authority.

Ensuring all people can access your organisations public events and general services is fundamental to good customer service.

a. Did you commence or complete new activities, or make significant achievements to ongoing activities, in 2019-20? Yes (delete non-applicable)

b. If Yes, please describe one or more of these activities, sharing as much as possible about the purpose and the outcome of the activity.

We continue to consider people with disabilities to provide opportunity the same as other people to access our services.

c. Please attach any labelled photos and permission forms (where appropriate) to your email response.

2. Buildings and facilities

DAIP Outcome 2: People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.

This outcome area is about how your organisation has ensured and safeguarded accessibility in the planning, design, and improvement of built infrastructure.

a. Did you commence or complete new activities, or make significant achievements to ongoing activities, in 2019-20? Yes (delete non-applicable)

b. If Yes, please describe one or more of these activities, sharing as much as possible about the purpose and the outcome of the activity.

We have removed obstacles and improved the gradient for all people to access the office closer to the public toilets.

c. Please attach any labelled photos and permission forms (where appropriate) to your email response.

3. Information and Communication

DAIP Outcome 3: People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.

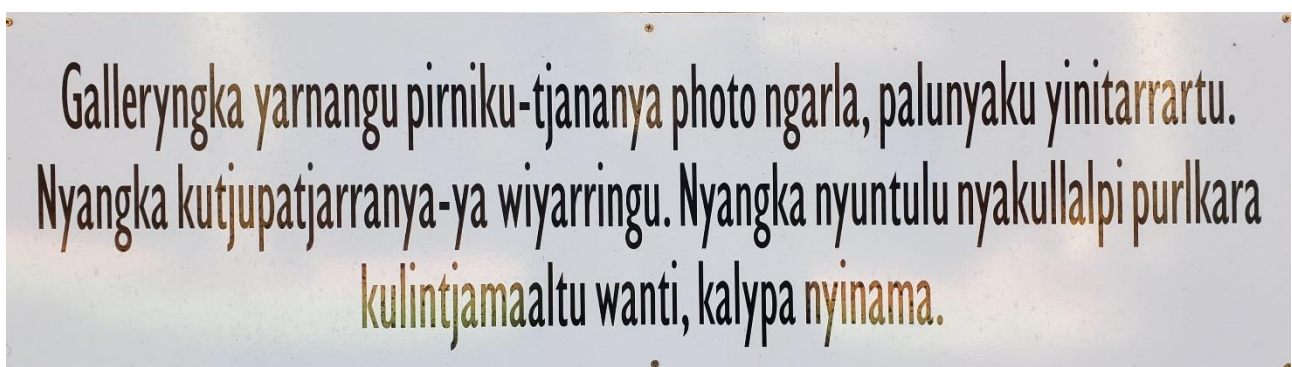
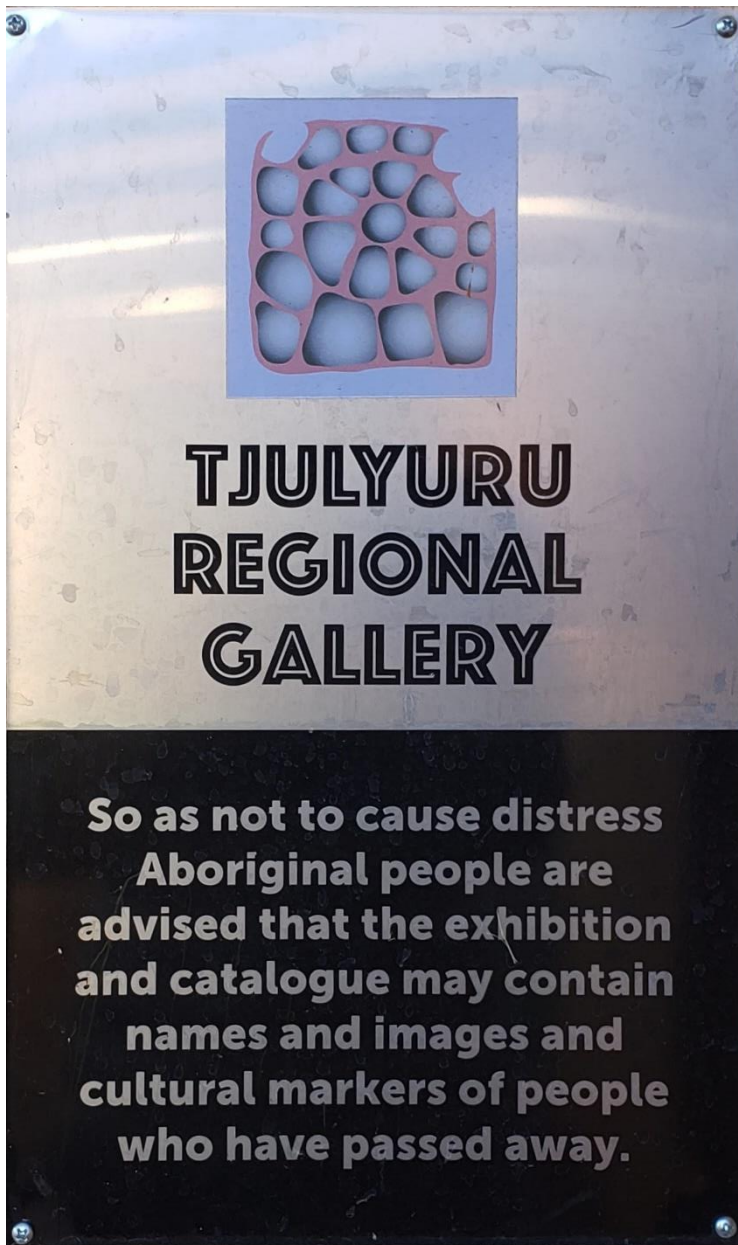
Good practice in this area involves considering your target audience: language and terminology; format; location and sensory access for physical signage; technology and customer service delivery.

a. Did you commence or complete new activities, or make significant achievements to ongoing activities, in 2019-20? Yes (delete non-applicable)

b. If Yes, please describe one or more of these activities, sharing as much as possible about the purpose and the outcome of the activity.

Signage at the Gallery was installed to inform Ngaanyatjarra people in Language of the nature of the exhibition.

c. Please attach any labelled photos and permission forms (where appropriate) to your email response. Photos included.



4. Quality of service

DAIP Outcome 4: People with disability receive the same level and quality of service from the staff of a public authority as other people receive from the staff of that public authority.

This outcome area involves the safeguards and initiatives which ensure that your services and processes are consistent, inclusive or readily adjust to people's needs.

a. Did you commence or complete new activities, or make significant achievements to ongoing activities, in 2019-20? Yes (delete non-applicable)

b. If Yes, please describe one or more of these activities, sharing as much as possible about the purpose and the outcome of the activity.

The Shire of Ngaanyatjaraku continues to provide exceptional service in its interactions with all members of the public. Whether a tourist or someone local we can help.

c. Please attach any labelled photos and permission forms (where appropriate) to your email response.

5. Complaints and safeguarding

DAIP Outcome 5: People with disability have the same opportunities as other people to make complaints to a public authority.

Equitable complaints mechanisms can effectively receive and address complaints from all members of the community and play a fundamental role in making sure that services meet the needs of intended consumers.

a. Did you commence or complete new activities, or make significant achievements to ongoing activities, in 2019-20? Yes (delete non-applicable)

b. If Yes, please describe one or more of these activities, sharing as much as possible about the purpose and the outcome of the activity.

Mechanisms are in place for any person to make a complaint. We are currently looking to update our website to provide a Customer Access Request System online.

c. Please attach any labelled photos and permission forms (where appropriate) to your email response.

6. Consultation and engagement

DAIP Outcome 6: People with disability have the same opportunities as other people to participate in any public consultation by a public authority.

Good consultation and engagement strategies consider the ways in which all people are encouraged and supported to engage or participate with information, strategies or decision-making processes of an organisation. This in turn can provide public authorities with more inclusive outcomes and potentially awareness of different perspectives.

a. Did you commence or complete new activities, or make significant achievements to ongoing activities, in 2019-20? Yes (delete non-applicable)

b. If Yes, please describe one or more of these activities, sharing as much as possible about the purpose and the outcome of the activity.

All consultation and engagement activities that the Shire has conducted consider people with disabilities to ensure all members in the community can provide input for decision-making.

c. Please attach any labelled photos and permission forms (where appropriate) to your email response.

7. Employment, people and culture

DAIP Outcome 7: People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

This outcome is focused on your organisation's activity in directly employing people with disability; including considering the environment, culture and processes which support the maintenance of employment.

a. Did you commence or complete new activities, or make significant achievements to ongoing activities, in 2019-20? Yes (delete non-applicable)

b. If Yes, please describe one or more of these activities, sharing as much as possible about the purpose and the outcome of the activity.

In conjunction with the Warburton College a local student was given a Work Placement to provide training and experience in our Local Government Recreation and Sport Program. This has continued for the former student into some casual hours in the program after completion of the school year.

c. Please attach and share any photographs you have of the activities, and if there are people in your photo, please included signed permission.

8. Agents and Contractors

The Disability Services Act 1993 requires authorities to take practicable measures to implement DAIPs through agents and contractors. Engaging key agents and contractors about your DAIP helps to make sure that services delivered to the public on your organisation's behalf share the values and reputation associated with your commitment to access and inclusion.

a. Does your organisation have measures in place to influence your agents and contractors to act in accordance with your access and inclusion values? Yes

b. If Yes, please briefly describe your organisation's approach.

We have made updates to our Purchase Orders to direct suppliers to Policies on our website to ensure our Disability Access Inclusion Plan is available to them.

9. General feedback

If you have anything else you wish to share about your organisation's experiences, or general feedback or advocacy about access and inclusion, please include below.

The Shire of Ngaanyatjarraku is committed to ensuring all people have the opportunity to participate, and are considered in all policies and practices of the Shire.

Thank you for completing the 2019-2020 DAIP Progress Report.

ACTION SHEET

Environmental Health & Building Officer – Philip Swain/Maurice Walsh

Dates on Site: Nil

July 2020

Next site visit: TBC

Date	Subject	Action Taken
July	Food Safety Plans for Home and Community Care Kitchens	<p>The Food Safety Plan/s for Blackstone, Jameson, Warakurna and Warburton Home and Community Care Kitchens (HACCs) have been verified by Phil Swain.</p> <p>Food Safety Plans are required to be prepared for the abovementioned Food Businesses as they prepare and provide food to vulnerable persons in the community.</p> <p>The legislation relevant is the Food Act 2008 and the Food Regulations 2009 of Western Australia, and the Australian New Zealand Food Standards Code – Standard 3.3.1 which relates to the requirements for Food Safety Programs for Food Service to Vulnerable Persons, i.e. organizations preparing and providing food to vulnerable persons must have a working Food Safety Plan which must also be audited by an independent certified Food Safety Auditor. The Food Act 2008 of Western Australia provides penalties for non-compliance with the Food Standards Code and are:</p> <p style="text-align: right;">1) 22. <i>“Compliance with Food Standards Code</i></p> <p style="text-align: center;"><i>(1) A person must comply with any requirement imposed on the person by a provision of the Food Standards Code in relation to the conduct of a food business or to food intended for sale or food for sale.</i></p> <p><i>Penalty:</i></p> <p style="text-align: center;"><i>(a) for an individual — a fine of \$50 000;</i></p> <p style="text-align: center;"><i>(b) for a body corporate — a fine of \$250 000”.</i></p> <p>Ngaanyatjarra Health has acknowledged acceptance of the verified Food Safety Plan/s from Phil Swain and are in the process of implementing final recommendations for inclusion within the document/s.</p> <p>The Shire’s Environmental Health Officer will assist Ngaanyatjarra Health in implementing the required Food Safety Plan/s within the Blackstone, Jameson, Warakurna and Warburton Home and Community Care Kitchens (HACCs) in preparation for their first audits early in 2021.</p> <p>The purpose of the audits of each facility is to verify that the Food Safety Plans are been adhered to, i.e. complied with. Non-compliance with the requirements outlined within the relevant Food Safety Plan may result in fines being issued as highlighted above and the possibility of closure of the relevant Community Care Kitchen. If a Community Care Kitchen is required to close it cannot be re-opened without undergoing a further successful Food Safety Audit and to make matters worse more frequent audits are required to be undertaken. This adds to the overall expense of having to have additional audits carried out to comply with the legislation.</p> <p>Ngaanyatjarra Health incurs the cost of having the Community Care Kitchens (4) audited by the independent certified Food Safety Auditor.</p> <p>The Food Safety Audits are required to be undertaken every 12 months and a copy of the audits are/must be submitted to the Department of Health of Western Australia for approval.</p>

		Action: EHO to follow-up and assist Ngaanyatjarra Health and staff at the Home and Community Care Kitchens to prepare for the required food business audits to be carried out early in 2021.
July	Food Safety Audit Wanarn Aged Care	<p>The Wanarn Aged Care Facility was successfully audited April 2017 and was due to audited in 2020. However, due to COVID-19 this audit has been post-poned.</p> <p>The Shire's Environmental Health Officers inspected the Wanarn Aged Care Facility in June 2020 and found that the Food Safety Plan was not being adhered to or complied with and should an audit of the facility had been carried out it would have been found to be unsuccessful.</p> <p>Ngaanyatjarra Health have been advised accordingly and that the next audit of the facility will be early in 2021.</p> <p>Ngaanyatjarra Health incurs the cost of having the Wanarn Aged Care Facility audited by the independent certified Food Safety Auditor.</p> <p>Action: EHO to follow-up and assist Ngaanyatjarra Health and staff at the Wanarn Aged Care Facility to prepare for the required food business audit to be carried out early in 2021.</p>
July	Warburton Work Camp	<p>Corrective Services has advised the Shire that it is investigating the defective on-site effluent disposal system at the Warburton Work Camp.</p> <p>Action: EHO to re-inspect the facility and confirm works completed in August 2020.</p>
Pending	Jameson Store – Improvement Notice	<p>The Jameson Store has yet to be inspected.</p> <p>Action: EHO to inspect and confirm works completed August 2020.</p>
Pending	Container Deposit Scheme – for WA	<p>The Warburton Roadhouse has been granted approval from the Department of Water and Environmental Regulation to be a collection point for empty containers and will commence the service in November 2020.</p> <p>Action: EHO to follow up investigating other collection options for Warakurna.</p>
Pending	Murdoch University – Veterinary Team Visit	<p>Murdoch University has advised that due to COVID-19 their remote surgeries programme has been suspended for the remainder of 2020.</p> <p>Action: EHO to liaise with NG Health regarding dog programme as required. NG Health to arrange future visits and organise future scheduling of the team and vet visits.</p>
Pending	Department of Communities Request to utilise Battery Powered Smoke Detectors in all Community Housing	<p>The Department of Communities had written to the Shire requesting a blanket approval to utilise battery powered smoke detectors in all Community Housing within the Shire. Whilst under the building legislation the Shire can approve the use of these detectors in some circumstance there is serious doubt about the validity of issuing approvals in the way the Department of Communities has requested. The Shire wrote to the Building Commission earlier this year and has received a response advising that whilst the Commission cannot give legal advice, they can recommend an alternative approach to the approvals that compels the Department of Communities to seek a Fire Engineers Report and a Certificate of Design Compliance from a qualified Building Surveyor, as an “alternative building solution for fire safety”. Whilst the Shire will still issue the approval the alternative solution being deemed compliant by independent professionals, subject to conditions, should substantially reduce the liability that the Shire may be assuming if these approvals are granted. I have written to the Department of Communities suggesting the alternative outlined by the Building Commission and received an interim response suggesting that the Shire should approve the use as other Shires have done so. I have written most recently to the Department outlining that applications on this basis will not be approved and the avenue remains open for the Department to pursue approvals as an “alternative building solution”.</p> <p>Action: CEO & EHBO still awaiting further response from the Department of Communities regarding this matter.</p> <p>This matter to be included in the preparation of Shire's pending Public Health Plan.</p>
Pending	Soap Distribution Communities	<p>Due to the COVID-19 pandemic the Shire has been requested to assist with soap distribution, previously made available through the Squeaky Clean Kids</p>

		<p>Programme. NG Health has been assisting with the distribution within the communities.</p> <p>Action: EHO to continue to liaise with CDA's and NG Health regarding soap distribution.</p>
Pending	Issue of Occupancy Certifications for Buildings approved under the 2011 Building Act and the 2012 Regulations	<p>The Warburton NG Council Store was constructed without toilet facilities and has since added office space within the stores. A Building Permit has been issued to NCAMS to install a toilet adjacent to the warehouse, at the rear of the caretakers dwelling on the lot. Once completed the Shire will be able to issue a final Occupancy Permit for the warehouse.</p> <p>Action: EHBO to liaise with NCAMS and arrange the issue of the final OP at the Warburton Warehouse when the works are completed.</p>
Pending	New Government Housing Lots 64 & 65 Kurrparu Loop Mantamaru –	<p>I have issued septic installation approvals for two (2) new dwellings in Mantamaru (Jameson) and the houses are now under construction.</p> <p>Action: EHBO to approve the septic tank installations when completed.</p>
Pending	Community Layout Plan Amendment - Shire Depot Storage Facility	<p>It was previously determined that the safest location for Shire storage area is the area behind the Shire dwellings adjacent to the Roadhouse. This area has been rezoned in the Community Layout Plan for Warburton. The modifications encompass the existing Shire Office/Gallery and the area behind the existing residential to "Community Purposes" and an area of "Industrial" zoning to enable the secure storage facility to be established. The establishment of the new storage depot can now proceed and the BMO is progressing the fence construction and earthworks. The CEO has also requested the evaluation and costings for the existing sea containers to be utilized to establish a shade structure and storage facility on the lot.</p> <p>Action: BO to liaise with BMO to finalise fence construction and earthworks.</p>
Pending	Community Shade Structure - Warburton	<p>The structure has been partially installed near the football field with the "gabion" wall (stoned filled metal caged wall) is yet to be completed.</p> <p>Action: BO to liaise with BMO staff to facilitate filling of the gabion wall in the shade structure.</p>
Pending	Shire's Public Health Plan	<p>The Shire's Public Health Plan is currently being prepared as required by the Public Health Act 2016.</p> <p>Action: EHO to prepare the Shire's Public Health Plan.</p>
Pending	Tjukurla/Wanarn Waste Issues Rubbish Bin Infrastructure	<p>Rubbish bins/lids and brackets needed in Tjukurla. Ngaanyatjarra Health have not been able to install the infrastructure.</p> <p>Rubbish bin infrastructure in Wanarn is unsuitable. I will continue to liaise with the Shire Engineer and the Works Supervisor to make some alterations to the sites when equipment allows.</p> <p>Action: EHO to liaise with Shire Engineer regarding the potential for the provision of rubbish bins/lids in Tjukurla and the removal and replacement of the 240 Litre wheelie bins in Wanarn with more suitable rubbish bins/lids. EHO to liaise with the Chief Executive Officer regarding the Shire's waste management budget regarding the rubbish bins infrastructure.</p>
Pending	Blackstone Store – Improvement Notice	<p>The status of the Improvement Notice pending required works to kitchen being completed.</p> <p>Action: EHO to verify status of required works being undertaken and completed.</p>
Pending	Swimming Pool Sampling and Procedures	<p>I have liaised with Ngaanyatjarra Health regarding the operating of the swimming pools (3) in the Shire during the next swimming season. I will request Ngaanyatjarra Health ensure that the necessary training is provided to the operators and it provides updated manuals for staff for the operation of the community pools.</p> <p>Action: EHO to liaise with Ngaanyatjarra Health to ensure that swimming pool managers are provided with the necessary training and with updated manuals to operate the facilities this summer.</p>
Pending	Waste Oil Transportation	<p>A large amount of waste oil is currently stored in 200 litre drums in the Shire. Most waste oil is from the power stations.</p> <p>Action: EHO to monitor waste oil removal from communities.</p>

Pending	Building Permit Shade Structure – Lot 93 Thirteenth St Wanarn - Respite Centre	A Building Permit has for a shade structure to be installed adjacent to the new respite centre in Wanarn. Action: BO awaiting completion notification.
Pending	Car Body Removal – Communities	There are approximately 2000 vehicle bodies in stockpiles at Warburton, Jameson, Blackstone Wingellina, Warakurna and Wanarn. It is hoped that Simsmetal can remove vehicles if transport can be obtained at a viable price. Simsmetal are proposing a cooperative grant application to the Waste Authority later this year to compensate for transport costs. Action: EHO to liaise with Simsmetal regarding progress of the grant application.

ACTION SHEET

Works Engineer – Peter Kerp

Dates on Site: 25th July –31st July 2020
Next site visit: 7th September – 11th September 2020

Date	Subject	Action Taken
July 2020	Jameson Wanarn Road	<p>Road crew commencing new gravel sheeting project Jameson Wanarn Road SLK 2.70 – SLK 4.20 and then following onto SLK 22.28 – SLK 29.50 Gravel sheeting at both locations anticipated completion 5th September 2020</p> <p>ACTION Works Officer will undertake regular site visits to Jameson Wanarn construction site</p>
July 2020	Jameson Southern Bypass Road	<p>Site visit to Jameson Southern Bypass Road SLK 126.55 – SLK 129.55. Vegetation Clearing Permit granted by Department of Water and Environment Regulation (DWER) for construction of Jameson Bypass Road. The proposed bypass works include construction of 3 new sections of road close to the Jameson (Mantamaru) community:</p> <ul style="list-style-type: none"> ● the proposed Southern Bypass road connecting Warburton through to Blackstone. ● access from the bypass to the western end of the community. ● access from the bypass to the community power generator site and airstrip. <p>The Clearing Permit contains a condition that restricts the clearing width to 20 metres in the area supporting conservation of significant flora species. Assessed road signage requirements and quantity with purchase order placed with sign supplier</p> <p>ACTION Southern Bypass and associated access roads construction completed 31 July 2020 Complete unit rate analysis of construction costs Jameson Southern Bypass Recorded GPS readings on all 3 sections with vegetation clearing width falling within GPS co-ordinates provided in the Clearing Permit Plan 8571/2b 2. Road signage acquired from sign supplier for installation as time permits and labour resources available</p>
July 2020	Fulton Hogan SLK Meter App	<p>SLK meter is an app developed by Fulton Hogan that provides linear location on Western Australia's Local and</p>

		<p>State Government road network using the common reference system SLK (Straight Line Kilometres)</p> <p>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.</p> <p>Getting accurate SLK along the centrelines of all the Shire's arterial roads, viz; Great Central Road, Blackstone Warburton Road, Giles Mulga 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. The Local Government Grants Commission also uses data from the MRWA IRIS system to determine each local governments annual roads funding grant.</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>ACTION</p> <p>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.</p>
July 2020	MetroCount Traffic Reports RAMM Import	<p>The Shire operates 3 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 3 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. This data is also mandatory data to be supplied to MRWA when making annual RRG funding applications.</p> <p>The traffic counts stored in RAMM are also 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>ACTION - ongoing</p> <p>Works Engineer to progressively transfer/import MetroCount traffic summary reports into RAMM to ensure correct traffic data is provided to MRWA at regular intervals</p>
July 2020	<p>Drainage Design Issues Warburton Construction Great Central Road MRWA</p>	<p>WML Consulting Engineers have requested Shire comments about any past flooding events, approximate dates (year / month – so that WML can match with rainfall records) and the locations (in the vicinity of Warburton). Of particular use to the designers would be any description of the maximum depth of water that crossed the road (at a particular location – e.g. the concrete floodway) and over what length of the road that particular event resulted in water over the road. Whilst not as important, an indication of how long (hours) the main water flow was crossing the road for was also handy. Information provided by Shire officers will form part of the WML Catchment and Drainage report which is a pre-requisite of the Main Roads design process.</p> <p>Decisions on the use of culverts vs floodways (or a combination of both) will ultimately be made by Main Roads after assessing the drainage reports and the likely durations of road closures during certain storm events (for different drainage design options).</p> <p>ACTION</p> <p>Information provided to WML Consulting Engineers based on rainfall events from BOM site at Warburton Airport and additional details provided by Shire officers and residents of Warburton</p>