



Shire of Ngaanyatjaraku
ON A JOURNEY

ORDINARY MEETING OF COUNCIL

ATTACHMENTS

Tjulyuru Cultural and Civic Centre

Warburton Community

24 July 2019

at

1.00 pm



Shire of Ngaanyatjaraku
ON A JOURNEY

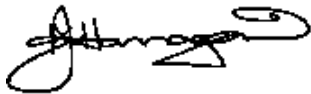
**ORDINARY MEETING OF COUNCIL
MINUTES**

**Tjulyuru Cultural and Civic Centre
Warburton Community**

**26 June 2019
at
1.15 pm
after the Audit Committee Meeting**

SHIRE OF NGAANYATJARRAKU
ORDINARY MEETING OF COUNCIL

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



Acting Chief Executive Officer

Date: 26-6-2019

These minutes were confirmed by Council as a true and correct record of proceedings of the Meeting of Council held on the 26 June 2019.

Presiding Member: _____ Date:.....

1.	DECLARATION OF OPENING.....	4
2.	ANNOUNCEMENT OF VISITORS.....	4
3.	ATTENDANCE	4
3.1	PRESENT.....	4
3.2	APOLOGIES.....	4
3.3	APPROVED LEAVE OF ABSENCE.....	4
4.	PUBLIC QUESTION TIME	4
4.1	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	4
4.2	PUBLIC QUESTION TIME	4
5.	APPLICATIONS FOR LEAVE OF ABSENCE	4
6.	DECLARATION BY MEMBERS.....	4
6.1	DUE CONSIDERATION BY COUNCILLORS TO THE AGENDA	4
6.2	DECLARATIONS OF INTEREST	5
7.	ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION	6
8.	PETITIONS, DEPUTATIONS, PRESENTATIONS.....	6
8.1	PETITIONS.....	6
8.2	DEPUTATIONS	6
8.3	PRESENTATIONS	6
9.	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS.....	8
9.1	ORDINARY MEETING OF COUNCIL	8
9.2	AUDIT COMMITTEE MEETING.....	8
10.	CEO REPORTS.....	9
10.1	REVIEW OF 2017/18 ANNUAL FINANCIAL STATEMENTS, INDEPENDENT AUDIT REPORT AND MANAGEMENT REPORT	9
10.2	ANNUAL REPORT 2017/18 AND AGM OF ELECTORS	12
10.3	PROGRESS ON THE IMPLEMENTATION OF COUNCIL RESOLUTIONS	15
10.4	ADMINISTRATIVE COMPLIANCE WITH THE LGA 1995.....	17
10.5	ATTENDANCE BY TELEPHONE CR THOMAS.....	19
10.6	ORGANISATION STRUCTURE.....	21
10.7	AMENDMENT TO DELEGATIONS REGISTER	23
10.8	CORPORATE BUSINESS PLAN ACTIONS	25
11.	DEPUTY CEO & DCS REPORTS	27
11.1	PAYMENTS LISTING.....	27
11.2	COUNCIL INVESTMENTS.....	29
11.3	MONTHLY STATEMENT OF FINANCIAL ACTIVITY	32
11.4	PROPOSED SCHEDULE OF FEES AND CHARGES 2019/20	35
11.5	REVERSAL OF PENALTY INTEREST - SUNDRY DEBTORS – RATES	37
11.6	EQUAL EMPLOYMENT OPPORTUNITY MANAGEMENT PLAN 2019-2022	39
11.7	DRAFT DISABILITY ACCESS AND INCLUSION PLAN 2019-2022	41
12.	EHO & BUILDING SERVICES REPORTS	43
12.1	ACTION REPORT – EHO / BUILDING SERVICES.....	43
13.	EARLY YEARS PROGRAM REPORTS.....	44
14.	RECREATION SERVICES	44
15.	NEW BUSINESS OF AN URGENT NATURE AS ADMITTED BY DECISION.....	44
16.	CONFIDENTIAL MATTERS.....	44
16.1	REVIEW OF WASTE SERVICES	44
17.	NEXT MEETING.....	45
18.	CLOSURE OF MEETING	45

1. DECLARATION OF OPENING

The Presiding Member declared the meeting open at 1.15 pm.

2. ANNOUNCEMENT OF VISITORS

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

3. ATTENDANCE

3.1 PRESENT

Elected Members:	President Deputy President Councillor Councillor Councillor Councillor	D McLean P Thomas (by telephone) A Bates J Frazer L West D Frazer
Staff:	Kevin Hannagan Kerry Fisher	Acting Chief Executive Officer Director Corporate Services
Guests:		
Members of Public:	There were no members of the public in attendance at the commencement of the meeting.	

3.2 APOLOGIES

Cr. A Jones

3.3 APPROVED LEAVE OF ABSENCE

4. PUBLIC QUESTION TIME

4.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4.2 PUBLIC QUESTION TIME

5. APPLICATIONS FOR LEAVE OF ABSENCE

6. DECLARATION BY MEMBERS

6.1 DUE CONSIDERATION BY COUNCILLORS TO THE AGENDA

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

6.2 DECLARATIONS OF INTEREST

Councillors to Note

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

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

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

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

NOTES ON DECLARING INTERESTS (FOR YOUR GUIDANCE)

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

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

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

Declarations of Interest provided:

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

--	--	--

7. ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

The Shire President tabled the following update on the complaint to the Australian Human Rights Commission as follows:

Announcement by President without Discussion

Shire of Ngaanyatjaraku
Ordinary Meeting 26th of June 2019.

Update

The Shire of Ngaanyatjaraku has made a complaint to Australian Human Rights Commission that the Commonwealth Community Development Program is in breach of the Race Discrimination Act of 1975.

The Complaint was made under Sec 10. of the RDA. A complaint under Sec.10 requires the complainant to enter in to mediation to resolve the matter.

The AHRC appointed The Hon Robert French QC AM to mediate the Complaint. The mediation took place over a period of two years.

Mr French terminated the mediation and advised the AHRC.

The AHRC terminated the Complaint.

The Complaint has been made out as a Statement of Claim. The Statement of Claim is being proofed by Mr Brett Walker QC.

The finalised Statement of Claim will be filed in the Federal Court by mid- July 2019 to be listed for hearing.

The Hon Robert S French AC

Suite 2, Level 13
Allendale Square
77 St George's Terrace
Perth WA 6000

T: +61 8 92212803
E: sulcsj@bigpond.com

24 April 2019

Mr Chin Tan
Race Discrimination Commissioner
Australian Human Rights Commission
Level 3, 175 Pitt Street
Sydney NSW 2000

Dear Mr Tan

Re: Shire of Ngaanyatjarraku and Others v The Commonwealth of Australia

On 7 September 2016 the Shire of Ngaanyatjarraku and a number of other complainants lodged an application with the Australian Human Rights Commission contending that the Commonwealth's Community Development Program (CDP) is racially discriminatory. After discussion with the Australian Human Rights Commission it was agreed that the parties would enter into an external mediation process. I was appointed as Mediator under a Mediation Agreement entered into in May 2017.

Pursuant to the Mediation Agreement the complainants and their representatives attended a meeting with the Commonwealth on 18 and 19 July 2017 at Warburton in my presence as Mediator. During the mediation the complainants, other Indigenous CDP participants and community leaders provided information of their experiences with CDP.

There has since that time been a number of teleconferences at which I presided as Mediator and exchange of correspondence between the parties in an endeavour to resolve the dispute. Regrettably it has not been possible for the parties to reach agreement and at a teleconference held today I formally terminated the mediation. As I understand it the matter is now back in the hands of the Australian Human Rights Commission.

Yours sincerely,

Robert S French AC

- 8. PETITIONS, DEPUTATIONS, PRESENTATIONS**
- 8.1 PETITIONS**
- 8.2 DEPUTATIONS**

8.3 PRESENTATIONS

9. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

9.1 MINUTES OF ORDINARY MEETING OF COUNCIL (ATT 9.1)

Officers Recommendation and Council Resolution

Moved: Cr L West Seconded: Cr A Bates

That the Unconfirmed Minutes of the Ordinary Meeting of Council held on 22 May 2019 at the Council Chambers, Tjulyuru Cultural and Civic Centre, Warburton Community (ATTACHMENT 9.1) be confirmed as a true and accurate record.

Carried: 6/0

9.2 MINUTES OF AUDIT COMMITTEE MEETING HELD 26 June 2019 (Tabled)

Officers Recommendation and Council Resolution

Moved: Cr A Bates Seconded: Cr D Frazer

That Council:

- 1. Notes the Unconfirmed Minutes of Audit Committee Meeting held on Wednesday 26 June 2019 at the Council Chambers, Tjulyuru Cultural and Civic Centre, Warburton Community (To be tabled); and**
- 2. Adopts the Recommendations from the Audit Committee.**

Carried: 6/0

10. CEO REPORTS

10.1 REVIEW OF 2017/18 ANNUAL FINANCIAL STATEMENTS, INDEPENDENT AUDIT REPORT AND MANAGEMENT REPORT

FILE REFERENCE:	FM.02
AUTHOR'S NAME AND POSITION:	Kevin Hannagan Acting Chief Executive Officer
DATE REPORT WRITTEN:	3 June 2019
DISCLOSURE OF FINANCIAL INTEREST:	The author has no financial, proximity or impartiality interests in the proposal.

Summary

The Auditors conducted the Annual Financial Audit for 2017/18 during March 2019 to May 2019.

This report discusses outcomes of the Audit including the Independent Auditors Report and Management Letter and recommends that Council accept the Independent Auditors Report, Management Letter and Annual Financial Report and actions contained in this report in respect of the audit conducted.

Background

The following reports have been presented by the Auditors for the year ended 30 June 2018:

- Independent Auditors Report to the Electors of the Shire of Ngaanyatjarraku (Auditor's Report);
- Management Report for the year ended 30 June 2018 (Management Report); and
- Annual Financial Report 2017/18.

Comment

In accordance with Section 7.12A of the Local Government Act 1995, a local government is to meet with the auditor of the local government at least once in every year.

Shire officers have made a recommendation below for the Council to meet with the Auditor by telephone.

Material matters raised by the Auditor are similar in nature to matters raised in the 2016/17 Audit considered by Council at its February 2019 meeting. As such those matters have been substantially progressed and are commented along with other matters from the Management Report as follows:

Own Source revenue coverage ratio

Given the level of disability of the shire due to population, size and geographical location it is difficult to raise to the Shires Ratio of 10% to that of the benchmark ratio of 40%, requiring a 400% increase. The Shire will consider a 20% increase in rubbish collection fees in its 2019/20 Budget.

Lack of controls for making Creditor and Payroll payments

In February 2019 changes were made to the Westpac Bank online signatory process requiring two officers to authorize payments.

Employee records

All staff employment arrangements have been reviewed and Classification Levels independently reviewed by WALGA. Letters will now be sent to each employee confirming their employment arrangements. This is expected to be completed by end of June 2019.

Leave forms

The Shire does have leave forms in place for use by staff and this is adhered to. The Audit comment is in relation to the former CEO not completing leave forms signed off by the President.

Isolation Leave

The end of year liability calculation process has been amended by the Shire's BPMS provider to be more accurate. A review of all employee entitlements and packages has also been undertaken and since October 2018 the Shire's Isolation Leave entitlement ceased and is not available to employees since that date. All officers now on employment contracts also do not have access to this entitlement.

Depreciation

The Shires BPMS provider is making amendments to the asset register and depreciation rates to align with the Shires adopted depreciation rates.

Statutory Environment

Local Government Act 1995

7.12AD. Reporting on a financial audit

- (1) The auditor must prepare and sign a report on a financial audit.*
- (2) The auditor must give the report to —*
 - (a) the mayor, president or chairperson of the local government; and*
 - (b) the CEO of the local government; and*
 - (c) the Minister.*

7.12A. Duties of local government with respect to audits

- (1) A local government is to do everything in its power to —*
 - (a) assist the auditor of the local government to conduct an audit and carry out the auditor's other duties under this Act in respect of the local government; and*
 - (b) ensure that audits are conducted successfully and expeditiously.*
- (2) Without limiting the generality of subsection (1), a local government is to meet with the auditor of the local government at least once in every year.*
- (3) A local government must —*
 - (aa) examine an audit report received by the local government; and*
 - (a) determine if any matters raised by the audit report, require action to be taken by the local government; and*
 - (b) ensure that appropriate action is taken in respect of those matters.*
- (4) A local government must —*
 - (a) prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and*
 - (b) give a copy of that report to the Minister within 3 months after the audit report is received by the local government.*
- (5) Within 14 days after a local government gives a report to the Minister under subsection (4)(b), the CEO must publish a copy of the report on the local government's official website.*

Financial Implications

The Shire has made a Budget Allocation for this Audit in its 2018/19 Adopted 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 Ngaanyatjarraku'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, other than contained in the Recommendation.

Policy Implications

There are no known policy implications for this matter.

Attachments

Attachment 10.1 (a) – Cover letter from Auditor, Independent Auditors Report and Management Report

Attachment 10.1 (b) – Annual Financial Statements 2017/18

Voting Requirement

Simple Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr D Frazer Seconded: Cr A Bates

That Council meet with Mr. David Tomasi, Auditor by teleconference call and request Shire Officers present to telephone him. The Auditor will then address the Council on the 2017/18 Audit Reports.

Carried: 6/0

Auditor, D Tomasi joined the meeting by telephone and gave the Council a summation of his Audit Report for 2017/18.

Officers Recommendation and Council Resolution

Moved: Cr A Bates Seconded: Cr D Frazer

That Council:

- 1. Accepts the Independent Auditors Report, Management Letter and Annual Financial Report and actions contained in the reports in respect of the 2017/18 audit conducted;**
- 2. Notes progress made on addressing material matters raised in the Audit Report and other matters in the Management Report.**
- 3. Acknowledges the work of the Acting Chief Executive Officer and the Director Corporate Services in progressing and resolving issues raised in the current and previous Audits.**

Carried: 6/0

10.2 ANNUAL REPORT 2017/18 AND AGM OF ELECTORS

FILE REFERENCE:	CS.13
AUTHOR'S NAME AND POSITION:	Kevin Hannagan Acting Chief Executive Officer
DATE REPORT WRITTEN:	3 June 2019
DISCLOSURE OF FINANCIAL INTEREST:	The author has no financial, proximity or impartiality interests in the proposal.

Summary

The Local Government Act 1995 ("the Act") requires that Council accepts the draft Annual Report for 2017/18, including the Financial and Auditor's Report, no later than 31 December or within two months of the Auditor's Report becoming available if that is not received prior to 31 December of that FYE.

Council is also required to select a date, time and venue for the Annual General Meeting of Electors.

Background

Under section 5.53 of the Act, the Shire is required to prepare an Annual Report for each financial year. The report is to contain:

- A report from the Shire President and the Chief Executive Officer;
- An overview of the Plan for the Future, including any major initiatives that are proposed to commence or continue in the next financial year;
- The Financial Report;
- Prescribed information in relation to payments made to employees;
- The Auditor Report;
- A report under section 29(2) of the Disability Services Act 1993;
- Entries made under section 5.121 during the financial year in the register of complaints; and
- Any other prescribed information.

Copies of the Annual Report for 2017/18 will be placed on the Shire's website when adopted.

Council is also requested to give consideration to determining the date, time and location of the Annual General Meeting (AGM). The meeting must be held within 56 days from the date Council accepts the Annual Report and Financial Statements. If Council accepts the Annual Report at this meeting the latest possible date for the AGM is Tuesday, 20 August 2019.

Copies will be provided to Councilors and tabled at the meeting and will also be publicly available at the Shire Office Reception or on request 3 days prior to the meeting.

Comment

It is recommended the Annual Report be considered by the electors of the Shire at an AGM to be held on the 24 July 2019 commencing at 1.00 pm prior to the Ordinary Meeting of Council in Warburton.

Statutory Environment

Local Government Act 1995

5.27. *Electors' general meetings*

(1) A general meeting of the electors of a district is to be held once every financial year.

(2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.

(3) The matters to be discussed at general electors' meetings are to be those prescribed.

5.29. *Convening electors' meetings*

(1) The CEO is to convene an electors' meeting by giving —

(a) at least 14 days' local public notice; and

(b) each council member at least 14 days' notice,
of the date, time, place and purpose of the meeting.

2) The local public notice referred to in subsection (1)(a) is to be treated as having commenced at the time of publication of the notice under section 1.7(1)(a) and is to continue by way of exhibition under section 1.7(1)(b) and (c) until the meeting has been held.

5.53. *Annual reports*

(1) The local government is to prepare an annual report for each financial year.

(2) The annual report is to contain —

5.54. *Acceptance of annual reports*

(1) Subject to subsection (2), the annual report for a financial year is to be accepted* by the local government no later than 31 December after that financial year.

* Absolute majority required.

Financial Implications

The financial implications are detailed in the Annual Financial Report.

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 now "Low" risk and can be managed by routine procedures and is unlikely to need specific application of resources.

Policy Implications

Not Applicable

Attachments

Attachment 10.2 – Annual Report 2017/18

Voting Requirement

Absolute Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr D Frazer Seconded: Cr J Frazer

That Council:

- 1. Accepts the 2017/18 Annual Report as per Attachment 10.2;**
- 2. Hold the Annual General Meeting of Electors on Wednesday 24 July 2019 commencing at 1.00 pm prior to the Ordinary Meeting of Council in Warburton; and**
- 3. Advertise the 2017/18 Annual Report and Annual General Meeting of Electors giving at least 14 days local public notice in accordance with section 5.29 of the Local Government Act 1995.**

Carried: 6/0

10.3 PROGRESS ON THE IMPLEMENTATION OF COUNCIL RESOLUTIONS

FILE REFERENCE:	GV.05
AUTHOR'S NAME AND POSITION:	Kevin Hannagan Acting Chief Executive Officer
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	12 June 2019
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

Wherever possible, Council decisions are implemented as soon as practicable after a Council meeting. However, there are projects or circumstances that mean some decisions take longer to action than others.

Ongoing monthly reports will show the status of Council Resolutions that have not been actioned.

Statutory Environment

Section 2.7 of the Local Government Act 1995 states:

“Role of council

(1) The council —

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

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

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

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

(b) determine the local government's policies.”

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

Financial Implications

There are no known financial implications for this matter.

Strategic Implications

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

Risk Management

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

Policy Implications

There are no known policy implications for this matter.

Attachments

Attachment 10.2 - Council Resolutions - Status Report

Voting Requirement

Simple Majority

Officers Recommendation and Council Resolution

Moved: Cr L West Seconded: Cr J Frazer

That Council notes the attached Council Resolutions – Status as at May 2019 (Attachment 10.2) and this report.

Carried: 6/0

10.4 ADMINISTRATIVE COMPLIANCE

FILE REFERENCE:	CS.06
AUTHOR'S NAME AND POSITION:	Kevin Hannagan Acting Chief Executive Officer
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	19 June 2019
DISCLOSURE OF INTERESTS:	The author has no financial, proximity or impartiality interest in the proposal.

Summary

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

Background

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

Comment

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

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

The adoption of the Annual Report 2017/18 and Audit for 2017/18 Financial Year End as per reports in this agenda will be the final matters in achieving compliance with the Local Government Act and associated Legislation. The ACEO will then focus on compliance with other Acts and Legislation such as the Disability Services Act and Equal Employment Opportunity that is also addressed in this agenda.

It is now proposed that the Compliance Calendar be updated for 'business as usual' tasks and perhaps report compliance with all legislation via regular updates to the Audit Committee. This will be the subject of a separate report to Council at a future date.

Statutory Environment

Local Government Act 1995, various sections

Local Government (Financial Management) Regulations 1996, various sections

Local Government (Audit) Regulations 1996, various sections

Local Government (Administration) Regulations 1996, various sections

Financial Implications

There should be no financial implications for the Shire as action being undertaken is now being performed by Shire staff and the Department are no longer using the Approved Advisers' services.

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 "High" risk and will require excellent controls, managed by senior management / executive and subject to monthly monitoring with specific application of resources.

Policy Implications

There are no known Policy implications for this matter.

Attachments

Attachment 10.2 - Compliance Action List

Voting Requirement

Simple Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr A Bates Seconded: Cr D Frazer

That Council notes the Compliance / Action Calendar as at 19 June 2019 (Attachment 10.2) and this Report.

Carried: 6/0

10.5 ATTENDANCE BY TELEPHONE CR THOMAS

FILE REFERENCE:	GV.00
AUTHOR'S NAME AND POSITION:	Kevin Hannagan Acting Chief Executive Officer
DATE REPORT WRITTEN:	12 May 2019
DISCLOSURE OF INTERESTS:	The author has no financial, proximity or impartiality interests in the proposal.

Summary

For Council to consider a request from Cr Thomas to attend the next Ordinary meeting of Council by telephone.

Background

Cr P Thomas has advised that he may not be able to attend the next ordinary meeting of Council in person and has requested Council approval to attend by telephone if necessary.

Comment

In accordance with Regulation 14A (2) Cr Thomas has attended by telephone for the August, November 2018, February and April 2019 meetings this financial year. This is a total of 4 of the 10 meetings held.

Statutory Environment

Local Government Act 1995

5.25. Regulations about council and committee meetings and committees

- (1) *Without limiting the generality of section 9.59, regulations may make provision in relation to —*
- (a) *the matters to be dealt with at ordinary or at special meetings of councils; and*
 - (b) *the functions of committees or types of committee; and*
 - (ba) *the holding of council or committee meetings by telephone, video conference or other electronic means;*

Local Government (Administration) Regulations 1996

14A. Attendance by telephone etc. (Act s. 5.25 (1) (ba))

- (1) *A person who is not physically present at a meeting of a council or committee is to be taken to be present at the meeting if —*
- (a) *the person is simultaneously in audio contact, by telephone or other means of instantaneous communication, with each other person present at the meeting; and*
 - (b) *the person is in a suitable place; and*
 - (c) *the council has approved* of the arrangement.*
- (2) *A council cannot give approval under sub-regulation (1)(c) if to do so would mean that at more than half of the meetings of the council, or committee, as the case may be, in that financial year, a person who was not physically present was taken to be present in accordance with this regulation.*

- (3) *A person referred to in this regulation is no longer to be taken to be present at a meeting if the person ceases to be in instantaneous communication with each other person present at the meeting.*
- (4) *In this regulation —*
suitable place *means a place that the council has approved* as a suitable place for the purpose of this regulation and that is located —*
- (a) *in a townsite or other residential area; and*
 - (b) *150 km or further from the place at which the meeting is to be held under regulation 12, measured along the shortest road route ordinarily used for travelling;*
- townsite** *has the same meaning given to that term in the Land Administration Act 1997 section 3(1).*

** Absolute majority required.*

[Regulation 14A inserted in Gazette 31 Mar 2005 p. 1031.]

Financial Implications

There are no known financial implications.

Strategic Implications

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

Risk Management

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

Policy Implications

There are no known policy implications for this matter.

Attachments

Not applicable

Voting Requirement

Absolute Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr J Frazer

Seconded: Cr D Frazer

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

Carried: 6/0

10.6 ORGANISATION STRUCTURE

FILE REFERENCE: PL.00

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

DATE REPORT WRITTEN: 1 June 2019

DISCLOSURE OF INTERESTS: The author has a financial interest in the proposal as the position of CEO is in the organisation structure.

Summary

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

Background

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

Comment

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

In response to issues identified in the Shire's Long Term Financial Plan related to the financial sustainability of the Shire restructuring of the Shire's operations have been undertaken to reduce costs. A summary of changes is:

- Combine the Deputy CEO and Director Corporate Services positions;
- Cessation of Environmental Health DoH program due to inadequate grant funding;
- Reduction in remote community rubbish services due to inadequate fees and charges;
- Reduction in remote community recreation services due to lack of grant funding;
- Cessation of Early Years services Warakurna and reduced service Blackstone / Jameson due to inadequate funding;
- Use of Shire staff for maintenance and mowing of staff housing / offices to reduce cost of using contractors;
- Creation of Casual Works Engineer to reduce cost associate with consultants; and
- Creation of Casual Building Maintenance Officer to reduce cost of using contractors.

It is now appropriate for Council to consider an organisation structure as a result of these changes to be reflected in the 2019/20 Annual Budget.

Statutory Environment

Local Government Act 1995

5.2. *Administration of local governments*

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

Financial Implications

The reduction in positions will contribute to the Shire's Long Term Financial Sustainability. The impact of these changes will not be known until the 2019/20 Budget is completed and the Long Term Financial Plan reviewed.

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

10.6 – Proposed Organisation Structure 2019/20

Voting Requirement

Simple Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr J Frazer Seconded: Cr D Frazer

That Council approves the attached Proposed Organisation Structure 2019/20 as an appropriate structure for administering the local government.

Carried: 6/0

10.7 AMENDMENT TO DELEGATIONS REGISTER

FILE REFERENCE:	CM.14
AUTHOR'S NAME AND POSITION:	Kevin Hannagan Acting Chief Executive Officer
DATE REPORT WRITTEN:	15 June 2019
DISCLOSURE OF INTERESTS:	The author has an impartiality interest in the proposal as the position of CEO is to be delegated an additional power.

Summary

For Council to consider an additional Power of Delegation to the Chief Executive Officer.

Background

The Shire's Delegation Register had a comprehensive review undertaken in 2017 in consultation with the Shire legal representative McLeods, Barristers and Solicitors.

Comment

It is proposed for Council to delegate power to write off debts to a maximum value of \$20.

From time to time small interest amounts may be charged to a debtors account even though the debt may have been paid. This can happen due to when the amount received is credited to the debtor account and when interest charges are raised prior.

Statutory Environment

Local Government Act 1995.

In particular:

The Local Government Act 1995

Section 5.42, Delegation of some powers and duties to CEO

- (1) *A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —*
 - (a) *this Act other than those referred to in section 5.43; or*
 - (b) *the Planning and Development Act 2005 section 214(2), (3) or (5).*

** Absolute majority required.*
- (2) *A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.*

Financial Implications

There are no known financial implications.

Strategic Implications

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

Risk Management

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

Policy Implications

There are no known Policy implications for this matter.

Attachments

10.7 – Proposed new delegation 1.1.16 Power to Write Off Debts

Voting Requirement

Absolute Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr P Thomas

Seconded: Cr A Bates

That Council amends its' Delegation Register (Oct 2018) to include a new delegation to delegate authority to the Chief Executive Officer, or person Acting in that capacity from time to time, to write off debts up to a value of \$20.00 pursuant to the Local Government Act 1995, Section 5.42 as per Attachment 10.7.

Carried: 6/0

10.8 CORPORATE BUSINESS PLAN ACTIONS

FILE REFERENCE:	CM.13
AUTHOR'S NAME AND POSITION:	Kevin Hannagan Acting Chief Executive Officer
DATE REPORT WRITTEN:	15 June 2019
DISCLOSURE OF INTERESTS:	The author has no financial, proximity or impartiality interests in the proposal.

Summary

For Council to consider a progress report on implementation of the Corporate Business Plan Actions contained in the Integrated Strategic Plan 2018-2028.

Background

In November 2018 the Shire adopted its new, integrated strategic plan, combining both the Shire's Strategic Community Plan and Corporate Business Plan into one simple, easily understood document that is scale appropriate for the Shire of Ngaanyatjarraku. It also helps key stakeholders including State and Federal Government agencies and other community partners such as Ngaanyatjarra Council, understand what the Shire does and importantly what it doesn't do.

Comment

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

Statutory Environment

Local Government Act 1995

5.56. *Planning for the future*

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

Local Government (Administration) Regulations 1996

19DA. *Corporate business plans, requirements for (Act section 5.56)*

- (1) *A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) *A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.*
- (3) *A corporate business plan for a district is to —*
 - (a) *set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and*
 - (b) *govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and*
 - (c) *develop and integrate matters relating to resources, including asset management, workforce planning and long term financial planning.*
- (4) *A local government is to review the current corporate business plan for its district every year.*
- (5) *A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.*

(6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine whether or not to adopt the plan or the modifications.*

Financial Implications

The Shire must consider Actions contained within its Corporate Business Plan before adopting the 2019 / 20 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 Ngaanyatjarraku's Risk Management Framework, Risk Assessment Matrix. The perceived level of risk is "Low" 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

10.8 – Corporate Business Plan Actions – Progress Report

Voting Requirement

Simple Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr D Frazer

Seconded: Cr J Frazer

That Council notes the Corporate Business Plan Actions – Progress Report update as per Attachment 10.8.

Carried: 6/0

11. DEPUTY CEO & DCS REPORTS

11.1 PAYMENTS LISTING, MAY 2019

FILE REFERENCE:	FM.07
AUTHOR'S NAME AND POSITION:	Kevin Hannagan Deputy Chief Executive Officer
AUTHORISING OFFICER AND POSITION:	Kevin Hannagan Acting Chief Executive Officer
DATE REPORT WRITTEN:	15 June 2019
DISCLOSURE OF INTERESTS:	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.

Summary

For Council to confirm the payment of accounts listed in the 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.

Cr D Frazer left the chamber at 1.52pm

Officers Recommendation and Council Resolution

Moved: Cr A Bates Seconded: Cr J Frazer

That Council receives the Payment Listing, May 2019 totaling payments of \$1,275,354.89 as per Attachment 11.1.

Carried: 5/0

11.2 COUNCIL INVESTMENTS AS AT 18 JUNE 2019

FILE REFERENCE:	FM.04
AUTHOR'S NAME AND POSITION:	Kevin Hannagan Deputy Chief Executive Officer
AUTHORISING OFFICER AND POSITION:	Kevin Hannagan Acting Chief Executive Officer
DATE REPORT WRITTEN:	18 June 2019
DISCLOSURE OF INTERESTS:	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.

Summary

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

Background

To invest the Shire of Ngaanyatjarraku 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.

As discussed at last Council Meeting, Shire staff have now sought quotations from three banks for investment of additional funds. The NAB provided the best alternative and the rate of 2.22% for 3 months was secured before interest rates were lowered by the Reserve Bank of Australia.

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

Policy Implications

Corporate Policy CS2.7 Investments.

Attachments

Attachment 11.2 – Westpac and NAB screen prints of Municipal and Investment Accounts

Voting Requirement

Simple Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr P Thomas

Seconded: Cr J Frazer

That the report on Council Investments as at 18 June 2019 be received.

Carried: 5/0

11.3 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED MAY 2019

FILE REFERENCE:	FM.10
AUTHOR'S NAME AND POSITION:	Kerry Fisher Director Corporate Services
AUTHORISING OFFICER AND POSITION:	Kevin Hannagan Acting Chief Executive Officer
DATE REPORT WRITTEN:	17 June 2019
DISCLOSURE OF INTERESTS:	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.

Summary

For Council to receive the monthly financial report.

Background

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

Council has resolved that details and explanations of the material variances reflected on the Statement of Financial Activity are provided as required by Local Government (Financial Management) Regulation 34(1) (d). The attached statements include details of variances between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold of 10% (refer last page of statements). These materiality levels have been applied in the preparation of this report.

Comment

Comments in relation to budget to actual variances are included as notes (last page) in the Financial 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. Adjustments to the Adopted Budget have now been made in the Mid-Year Budget Review for permanent differences. Generally, the Budget is on-track.

Statutory Environment

Local Government Act 1995

6.4. Financial report

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

Local Government (Financial Management) Regulations 1996.

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

- (1A) In this regulation —

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

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

Financial Implications

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

Strategic Implications

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

Risk Management

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

Policy Implications

No policy implications apply in the preparation of the report.

Attachments

Attachment 11 - Monthly Financial Report

Voting Requirement

Simple Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr J Frazer Seconded: Cr A Bates

That Council receives the monthly financial report for May 2019.

Carried: 5/0

11.4 PROPOSED SCHEDULE OF FEES AND CHARGES 2019/20

FILE REFERENCE:	FM.09
AUTHOR'S NAME AND POSITION:	Kevin Hannagan Acting Chief Executive Officer
AUTHORISING OFFICER AND POSITION:	Kevin Hannagan Acting Chief Executive Officer
DATE REPORT WRITTEN:	5 June 2019
DISCLOSURE OF INTERESTS:	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.

Summary

The Shires proposed Fees and Charges are presented to Council for consideration for the Financial Year 2019/20. The proposal is required to be advertised prior to effect. It is proposed the new Fees and Charges will become effective from the start of the 2019/20 financial year (1 July 2019), dependent upon advertising requirements.

Background

A local government may impose and recover a fee or charge for goods or services it provides. The proposed Fees and Charges have been collated and compiled in consultation with Coordinators responsible for providing the relevant services to the community and where possible ensuring appropriate levels of income/cost recovery are generated for the Shire.

Comment

The proposed Fees and Charges 2019/20 include the following assumptions and changes:

- An increase of 3% has been applied to most services to reflect CPI;
- Rubbish services have been increased 20% as indicated in prior reports to Council associated with Long Term Financial Sustainability;
- Any legislated changes to Statutory Charges; and
- Community Resource Centre, Warburton increased 5% to recoup capital expenditure for caging of offices due to continued high cost of break-ins.

Proposed changes are hilited in blue.

Statutory Environment

Local Government Act 1995:

Section 6.16 sets out the Councils power to impose and recover fees and charges including what fees and charges can be imposed i.e. use of facilities, providing services etc. It also states Fees and Charges are to be imposed when adopting the Annual Budget but may be imposed during the financial year as well as amended from time to time during the financial year.

Section 6.17 addresses the level of funding to be set including consideration of costs to the local government based on such considerations as the importance of the service and the price at which the goods and services could be provided by an alternative provider.

Section 6.19 states that once adopted the Shire must give local public notice of its intention to do so and the date from which it is proposed the fees and charges will be imposed.

Section 1.7 requires a public notice to be given in a newspaper circulating in the district, exhibited on public notice boards at the local government's administration office.

Financial Implications

It is expected that the proposed changes will have minimal effect on the Shires Financial Ratios or Long Term Financial Sustainability given the small Fees and Charges base that the Shire has.

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

No policy implications apply in the preparation of the report.

Attachments

Attachment 11.4 – Proposed Fees and Charges 2019/20.

Voting Requirement

Absolute Majority Required.

Cr D Frazer returned to the chamber at 1.58pm

Officers Recommendation and Council Resolution

Moved: Cr D Frazer Seconded: Cr A Bates

That Council:

- 1. Pursuant to section 6.16 of the Local Government Act 1995 adopt the Fees & Charges Schedule as per Attachment 11.4 and give local public notice of the changes with effect from the date of that notice.**
- 2. Pursuant to section 67 of the Waste Avoidance and Resources Recovery Act 2007, adopt the charges for the removal of domestic and commercial waste as referenced in Attachment 11.4.**

Carried: 6/0

11.5 REVERSAL OF PENALTY INTEREST - SUNDRY DEBTORS – RATES

FILE REFERENCE:	FM.08
AUTHOR'S NAME AND POSITION:	Kerry Fisher Director Corporate Services
AUTHORISING OFFICER AND POSITION:	Kevin Hannagan Acting Chief Executive Officer
DATE REPORT WRITTEN:	2 June 2019
DISCLOSURE OF FINANCIAL INTEREST:	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.

Summary

For Council to consider the reversal of penalty interest for rate debtor Redstone Resources on two of their mining tenements.

Background

Shire officers are now following up on outstanding debtors to ensure timely payment of debts to the Shire.

Comment

A review of the outstanding rate debtors was undertaken subsequent to the final notices being issued. Two assessments were discovered to be outstanding relating to previous years, totaling \$23,222.76. On contact with Redstone Resources the tenement holder, it appears to be an oversight on their behalf, seemingly due to address changes. An immediate payment was received for a total of \$21,119.18. The request to reverse penalty interest for the current portion 2018/19 is sought.

Statutory Environment

Local Government Act 1995

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

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

** Absolute majority required.*

Financial Implications

The reversal of interest to the rate debtors will result in lesser interest revenue to the Shire for the 2018/19 Financial Year of \$2,102.95.

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

Policy Implications

No policy implications apply in the preparation of the report.

Attachments

Not Applicable

Voting Requirement

Simple Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr A Bates Seconded: Cr P Thomas

That Council approves the reversal of 2018/19 penalty interest Redstone Resources:

- **A1727 \$1,780.38; and**
- **A2802 \$322.57.**

Carried: 6/0

11.6 EQUAL EMPLOYMENT OPPORTUNITY MANAGEMENT PLAN 2019-2022

FILE REFERENCE:	PL.09
AUTHOR'S NAME AND POSITION:	Kevin Hannagan Acting Chief Executive Officer
AUTHORISING OFFICER AND POSITION:	Kevin Hannagan Acting Chief Executive Officer
DATE REPORT WRITTEN:	14 June 2019
DISCLOSURE OF FINANCIAL INTEREST:	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.

Summary

For Council to consider an overview of the Shire's requirements under the Equal Opportunity Act 1984 and provide the opportunity for Council to adopt an Equal Employment Opportunity Management Plan to assist the Shire in achieving compliance.

Background

In accordance with Section 145(1) and 145(2) of the Equal Opportunity Act 1984 there is a requirement for the Shire Administration to develop an Equal Employment Opportunity Management Plan (EEOMP) outlining goals and strategies in key areas to eliminate discrimination in the workplace.

Comment

The creation, adoption and implementation of the EEOMP aims to ensure that the Shire not only meet its regulatory requirements, but also the executive's vision to actively support and commit to a workplace free from inequality, discrimination (including against those with disabilities), bullying, harassment and prejudice.

In ensuring that the Shire's culture is reflective of the commitments in the plan, it is also considered that this will have positive impacts on employment relations matters such as morale, employee effectiveness, recruitment and turnover.

Statutory Environment

Equal Opportunity Act 1984.

'145. Preparation and implementation of management plans

(1) Each authority shall prepare and implement an equal opportunity management plan in order to achieve the objects of this Part.

(2) The management plan of an authority shall include provisions relating to —

(a) the devising of policies and programmes by which the objects of this Part are to be achieved;

(b) the communication of those policies and programmes to persons within the authority;

(c) the collection and recording of appropriate information;

(d) the review of personnel practices within the authority (including recruitment techniques, selection criteria, training and staff development programmes, promotion and transfer policies and patterns, and conditions of service) with a view to the identification of any discriminatory practices;

(e) the setting of goals or targets, where these may reasonably be determined, against which the success of the management plan in achieving the objects of this Part may be assessed;

(f) the means, other than those referred to in paragraph (e), of evaluating the policies and programmes referred to in paragraph (a);

(g) the revision and amendment of the management plan; and

(h) the appointment of persons within the authority to implement the provisions referred to in paragraphs (a) to (g)."

Financial Implications

Financial implications from the adoption and implementation of the EEOMP are thought to be minor in nature and mainly attributed to training requirements. As such, any relevant costs would be considered through the adoption of the annual budget which includes relevant training general ledger accounts.

Strategic Implications

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

Risk Management

Without this EEOMP the Shire does not adhere to the requirements outlined in the Equal Opportunity Act 1984. This non-compliance may contribute towards possible financial, reputational and compliance risk for the Shire.

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

Policy Implications

The Council's decision will provide direction for relevant Shire Operational Directives and Procedures to ensure that the Shire addresses their requirements as provided for in the EEOMP and Equal Opportunity Act 1984.

Attachments

Attachment 11.6 – Equal Employment Opportunity Management Plan 2019-2021

Voting Requirement

Simple Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr P Thomas

Seconded: Cr L West

That Council adopts the Equal Employment Opportunity Management Plan 2019-2021 as per Attachment 11.6 of this report.

Carried: 6/0

11.7 DRAFT DISABILITY ACCESS AND INCLUSION PLAN 2019-2022

FILE REFERENCE:	PL.09
AUTHOR'S NAME AND POSITION:	Kevin Hannagan Acting Chief Executive Officer
AUTHORISING OFFICER AND POSITION:	Kevin Hannagan Acting Chief Executive Officer
DATE REPORT WRITTEN:	15 June 2019
DISCLOSURE OF FINANCIAL INTEREST:	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.

Summary

For Council to consider the draft Shire of Ngaanyatjarraku, Disability and Inclusion Plan (DAIP) 2019-2022 and seek approval to use the draft as the basis for public consultation.

Background

The Disability Services Act 1993 requires local authorities to produce a Disability Access and Inclusion Plan (DAIP). These plans must be lodged with the Disability Services Commission for 5-year periods. The current Shire of Ngaanyatjarraku DAIP expired in 2017. This DAIP will assist the Shire in achieving compliance with the Disability Services Act 1993.

Comment

The current Disability Access and Inclusion Plan 2012-2017 has been reviewed and updated to produce a consultation draft Disability Access and Inclusion Plan 2019-2022, which is attached to this agenda.

Since the current DAIP was last reviewed, Schedule 2 of the Disability Services Regulations 2004 has been amended to include a seventh requirement; namely, a means of reducing barriers to people with disability obtaining and maintaining employment. Consequently, this additional requirement has been provided for within the new draft.

There is a legislative requirement to undertake a consultation process before adopting the new DAIP, and the minimum is to invite public submissions. As the Shire does not have the resources for a more extensive consultation process, it is proposed to invite public submissions on the new draft DAIP closing on 30 July so that the new DAIP can be adopted at the August Council meeting.

It is also proposed to invite a submission from NG Health as the local institution that has the most dealings with and knowledge of local persons with disabilities.

It is recommended that a DAIP implementation plan be subsequently devised. The purpose of a DAIP implementation plan is to provide a plan that can be readily amended from time to time in response to the Shire's changing programs and operating environment. Although a DAIP can be reviewed and amended at any time, there is a statutory process for doing this whereas there is no statutory process required for the review and amendment of a DAIP implementation plan.

Statutory Environment

Disability Services Act 1993

Disability Services Regulations 2004

Financial Implications

The cost of giving public notice of the draft plan and inviting submissions can be accommodated within the current budget.

Strategic Implications

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

Risk Management

Without this DAIP the Shire does not adhere to the requirements outlined in the Disability Services Act 1993. This non-compliance may contribute towards possible financial, reputational and compliance risk for the Shire.

This item has been evaluated against the Shire of Ngaanyatjarraku'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 11.7 – Draft, Disability Access & Inclusion Plan 2019-2022

Voting Requirement

Simple Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr D Frazer Seconded: Cr A Bates

That:

- 1. The draft Shire of Ngaanyatjarraku Disability Access and Inclusion Plan 2019- 2022 as per Attachment 11.7 be approved as the basis for inviting public submissions;**
- 2. Public submissions be invited, closing on 30 July 2019;**
- 3. NG Health also be invited to make a submission on the draft Shire of Ngaanyatjarraku Disability Access and Inclusion Plan 2019-2022; and**
- 4. A further report be presented to the August 2019 Ordinary Council Meeting, including any public submissions received.**

Carried: 6/0

12. EHO & BUILDING SERVICES REPORTS

12.1 ACTION REPORT – ENVIRONMENTAL HEALTH & BUILDING SERVICES

FILE REFERENCE: EM.00

AUTHOR'S NAME AND POSITION: Phil Swain
Principal EHO & Building Officer

AUTHORISING OFFICER AND POSITION: Kevin Hannagan
Acting Chief Executive Officer

DATE REPORT WRITTEN: 4 June 2019

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

Summary

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

Background

Not applicable

Comment

See attachment.

Statutory Environment

Not applicable

Financial Implications

No known financial implications for this matter.

Strategic Implications

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

Risk Management

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

Policy Implications

There are no known policy implications for this matter

Attachments

Attachment 12.1 – Action Report, EHO / Building Services

Voting Requirement

Simple Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr D Frazer Seconded: Cr J Frazer

That Council receives the Action Report, EHO / Building Services for May 2019.

Carried: 6/0

13. EARLY YEARS PROGRAM REPORTS

14. RECREATION SERVICES REPORTS

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

Voting Requirement

Simple Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr A Bates Seconded: Cr J Frazer

That Council:

I. That Council admits urgent business Confidential Reports:

- a) 15.1 CEO Recruitment**
- b) 15.2 Deputy CEO TOIL**

II. Resolve that:

- a) 15.1 CEO Recruitment**
- b) 15.2 Deputy CEO TOIL**

Reports as attached are confidential in accordance with s5.23 (2) the Local Government Act because it deals with matters affecting s5.23 (2):

- (a) a matter affecting an employee or employees;**
- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and**
- (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting;**

III. Close the meeting to the public at 2.10pm pursuant to sub section 5.23 (2)(a) of the Local Government Act 1995.

Carried: 6/0

The Acting Chief Executive Officer left the chamber at 2.10 pm. (Note: Director Corporate Services to remain and take any minutes.)

Council considered the urgent new business confidential reports 'in camera'.

Voting Requirement

Simple Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr A Bates Seconded: Cr P Thomas

That Council re-open the meeting to the public at 2.15 pm

Carried: 6/0

The Acting Chief Executive Officer returned to the chamber at 2.15 pm.

The Presiding Member advised of Council's decision for the urgent new business Confidential Items as follows.

15.1 CEO RECRUITMENT

FILE REFERENCE: PL.00

AUTHORS NAME AND POSITION Kerry Fisher
Director Corporate Services

AUTHORISING OFFICER NAME AND POSITION: Kevin Hannagan
Acting Chief Executive Officer

DATE REPORT WRITTEN: 25 June 2019

DISCLOSURE OF INTERESTS: The authorising officer has a financial interest in the proposal as he is Acting CEO and is an applicant for the position.

Officers Recommendation (as advised by President and Deputy President) and Council Resolution

Moved: Cr P Thomas Seconded: Cr A Bates

That Council:

- 1. appoint Mr. Kevin J Hannagan as its Chief Executive Officer;**
- 2. approve the attached Contract of Employment;**
- 3. authorise the President to approve the following matters in accordance with the Contract of Employment:**
 - a) 6.3 Professional development;**
 - b) 8 Expenses – 1 (b) Reimbursement;**
 - c) 8 Expenses – 2 (b) Credit Card Use;**
 - d) 9.1 Approval for leave**
 - e) 9.7 Study leave**
 - f) Fortnightly, daily attendance sheet, and**
- 4. authorise the President and Director Corporate Services to Execute (Sign and Seal) the Contract of Employment.**

Carried: 6/0

15.2 DEPUTY CEO TOIL

FILE REFERENCE: PL.00

AUTHORS NAME AND POSITION Kevin Hannagan
Deputy Chief Executive Officer

AUTHORISING OFFICER AND POSITION: Kevin Hannagan
Acting Chief Executive Officer

DATE REPORT WRITTEN: 2 June 2019

DISCLOSURE OF FINANCIAL INTEREST: The author and authorising officer have a financial interest as he is the subject of the report.

Officers Recommendation and Council Resolution

Moved: Cr D Frazer Seconded: Cr A Bates

That Council approves the Deputy Chief Executive Officers Time off in Lieu balance as at Pay Period End 26 to be converted to Annual Leave balance.

Carried: 6/0

16. CONFIDENTIAL MATTERS

16.1 REVIEW OF WASTE SERVICES

FILE REFERENCE: PL.00

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

DATE REPORT WRITTEN: 10 June 2019

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

Voting Requirement
Simple Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr P Thomas Seconded: Cr J Frazer

That Council:

- 1. Resolve that the Review of Waste Services Report as attached is confidential in accordance with s5.23 (2) the Local Government Act because it deals with:
(a) a matter affecting an employee or employees;**
- 2. Close the meeting to the public at 2.15pm pursuant to sub section 5.23 (2)(a) of the Local Government Act 1995.**

Carried: 6/0

There were no members of the public gallery to leave the meeting at 2.15 pm. (Note: Acting Chief Executive Officer and Director Corporate Services remained to take minutes.)

Voting Requirement
Simple Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr P Thomas Seconded: Cr D Frazer

That Council re-open the meeting to the public at 2.19 pm

Carried: 6/0

No members of the public gallery or staff members re-entered the room.

The Presiding Member advised of Council's decision for the Confidential Agenda Item as follows.

Officers Recommendation and Council Resolution

Moved: Cr A Bates Seconded: Cr P Thomas

That Council:

- 1. Requests the Acting Chief Executive Officer to write to Jameson, Blackstone and Wingelina Community Chairs and affected customers, copy NCAC advising that the Shire will formally cease rubbish services effective 31 August 2019;**
- 2. Commence the process in accordance with Section 3.58 of the Local Government Act 1995 to transfer ownership of the three Isuzu Rubbish Trucks to the respective communities for use in community rubbish collection services as outlined in this report;**
- 3. Authorise the Acting Chief Executive Officer to write off Sundry Debtors for;**
 - a) Debtor 93, Jameson Community \$11,540; and**
 - b) Debtor 150, Jameson Store \$1,100**

Carried: 6/0

17. NEXT MEETING

Scheduled for Wednesday, 24 July 2019 at the Tjulyuru Cultural and Civic Centre, Warburton Community commencing at 1:00 pm.

18. CLOSURE OF MEETING

There being no further business to discuss the Presiding Member closed the meeting at 2.20pm.



Shire of Ngaanyatjaraku

ON A JOURNEY

SPECIAL MEETING OF COUNCIL

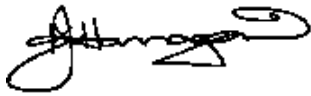
MINUTES

**Tjulyuru Cultural and Civic Centre
Warburton Community**

**29 May 2019
12.00 noon**

SHIRE OF NGAANYATJARRAKU
SPECIAL MEETING OF COUNCIL

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



Acting Chief Executive Officer

Date: 29-5-2019

These minutes were confirmed by Council as a true and correct record of proceedings of the Special Meeting of Council held on the 29 May 2019.

Presiding Member: _____ Date:.....

1.	DECLARATION OF OPENING.....	4
2.	ANNOUNCEMENT OF VISITORS.....	4
3.	ATTENDANCE	4
3.1	PRESENT	4
3.2	APOLOGIES.....	4
4.	PUBLIC QUESTION TIME.....	4
5.	DECLARATION BY MEMBERS.....	4
5.1	DUE CONSIDERATION BY COUNCILLORS TO THE AGENDA	4
5.2	DECLARATIONS OF INTEREST	4
6.	OFFICE OF THE CEO REPORTS.....	6
6.1	CEO RECRUITMENT PROCESS	6
7.	CONFIDENTIAL MATTERS	12
8.	CLOSURE OF MEETING	14

1. DECLARATION OF OPENING

The Presiding Member declared the meeting open at 12.09 pm.

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 D Frazer L West A Jones A Bates
Staff:	K Hannagan K Fisher	Acting Chief Executive Officer (by telephone) Director Corporate Services
Guests:		
Members of Public:	There were no members of the public in attendance at the commencement of the meeting.	

3.2 APOLOGIES

Cr. J Frazer

Cr. P Thomas

4. PUBLIC QUESTION TIME

5. DECLARATION BY MEMBERS

5.1 DUE CONSIDERATION BY COUNCILLORS TO THE AGENDA

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

5.2 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

6. OFFICE OF THE CEO REPORTS

6.1 CEO RECRUITMENT PROCESS

FILE REFERENCE:	PL.00
AUTHOR'S NAME AND POSITION:	Kevin Hannagan Acting Chief Executive Officer
DATE REPORT WRITTEN:	28 May 2019
DISCLOSURE OF INTERESTS:	The author has a financial interest in the proposal as Acting CEO and may be an applicant for the position.

Summary

This item seeks to authorise the recruitment process of a new Chief Executive Officer.

Background

At the May Ordinary Council meeting, Council resolved to commence the process for recruitment of a new Chief executive Officer.

Selecting and appointing a Chief Executive Officer (CEO) is one of the most important tasks elected members may undertake during their term of office. Choosing the right person is critical to the success of the council and the local government.

Comment

It is essential that correct processes are followed so that every opportunity is given to the candidates to put the appropriate information forward so the council can choose the person most suited to the position. It is important that elected members understand that when they appoint a CEO they are entering into a contractual relationship with the CEO.

The principles of merit and equity refer to the process of filling vacancies whereby a thorough assessment is made of the candidates' skills, knowledge and abilities against the work related requirements of the vacancy. The process must be open, competitive and free from bias, unlawful discrimination, nepotism or patronage.

"Suitably qualified" is not defined in the legislation but the intention is not limited to academic qualifications. Through the position description and selection criteria the council needs to ensure that processes are in place to appoint the person that best meets the qualities required in terms of academic qualifications, experience, skills and knowledge.

There are many steps in the recruitment process for a CEO including:

- development or review of the position description;
- development of selection criteria;
- drafting of the advertisement;
- preliminary assessment of the applications;
- final shortlisting;
- drafting of the questions for interview;
- coordinating interviews; and
- finalising the contract.

The Position Description, particularly the selection criteria and performance criteria (where it is included in the Position Description Form) should be reviewed prior to advertising. The

council should undertake this task. Council needs to determine what they want their CEO to do and whether the selection criteria will facilitate the appointment of a person with the appropriate set of skills.

A draft Position Description for Council consideration is in the attachment.

Selection criteria are generally classified as 'essential' or 'desirable'. Applicants who are able to satisfy all the essential criteria should be considered for interview. If an application does not fully address the essential selection criteria the applicant should not be considered for interview. However, on occasions an application may be received where the applicant has the skills and experience which indicate a capacity to satisfy the essential selection criteria even though it is not clearly elaborated in their address of the selection criteria in their application. In these circumstances the application may warrant further consideration.

Draft Selection Criteria for Council consideration is included in the Position Description.

Performance criteria are quantitative and/ or qualitative measures of performance. There are two broad categories of performance criteria; those that have general application and apply at all times and specific criteria that apply for a limited period of time.

In setting performance criteria, council will need to determine what it is they want their CEO to do over and above legislative requirements. Councils need to be realistic in terms of their expectations and provide appropriate resources to facilitate achievement of performance criteria.

Draft Performance Criteria for Council consideration is in the attachment.

It is proposed to appoint a Selection Panel to shortlist applicants for interview by full Council. Applicants should be shortlisted according to their capacity to address the relevant selection criteria. Where there is a large pool of applicants, the most competitive should be shortlisted for interview. It is the responsibility of the selection panel to determine how many applicants Council will interview. Their assessment must involve detailed consideration of the applications and may involve a preliminary interview. The Council should be provided with the full list of applicants, not just those recommended for short listing and interviews.

Draft Interview Questions will be developed for Council consideration prior to interviewing candidates and a Draft Employment Contract will be developed for Council consideration prior to appointment of the CEO.

It is a practice in local government that the full council be involved with the final interview and selection. This is perfectly understandable, as all members of council have to work closely with this person and trust them.

It is not necessary for all elected members to have the opportunity to ask a question. Often, it is best to allocate the questions to a small group of elected members (a maximum of 3 is ideal) which ensures consistency of approach.

A selection report should be prepared for consideration by council which documents the assessment of each applicant interviewed. The report should identify the most suitable applicant/s and include a recommendation for council to approve an offer of appointment. Following the decision of council to approve an offer to appoint, with the contract negotiations finalised and the preferred applicant accepting the offer of appointment, council is required to make the formal and final appointment of the CEO.

Statutory Environment

There are three sections of the Local Government Act 1995 (the Act) that have direct application to the appointment of a CEO. Section 5.36(2)(a) and (b) of the Act provides that a local government is not to employ a person to fill the position of CEO unless council believes that the person is suitably qualified for the position and is satisfied with the provisions of the proposed employment contract.

Section 5.39 contains provisions for the contracts of CEOs. Section 5.40 requires that all employees are to be selected in accordance with the principles of merit and equity.

In addition to the above provisions of the Act the Local Government (Administration) Regulations 1996, regulations 18A, 18B, 18C, 18E, 18F and 19A also deal with advertising, contracts, and the selection and appointment process.

Financial Implications

The Shire of Ngaanyatjarraku is classified as a Band 4 Local Government in accordance with the determinations of the Salaries and Wages Tribunal of Western Australian Local Government. Salary Range for a Band 4 CEO Position is a Total Remuneration Package (TRP) of \$128,226 - \$200,192. In addition, the Shire may provide housing and private use of a motor vehicle which is not included in the TRP. A Regional/Isolation Allowance may be payable as salary to the Chief Executive Officer of up to \$40,000.

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's Risk Management Framework, Risk Assessment Matrix. The perceived level of risk is "High" risk and can be managed by close monitoring by Council.

Policy Implications

Not Applicable.

Attachments

Attachment 6.1 – CEO Application Package

The Acting Chief Executive Officer having declared a conflict of interest left the meeting and exited the chamber at 12.11pm

Voting Requirement

Absolute Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr A Jones Seconded: Cr D Frazer

That Council:

- 1. Approves the selection and appointment process outlined in this report for recruitment of a new Chief Executive Officer;**
- 2. Approves the use of the attached (Att. 6.1) CEO Application Package;**
- 3. Appoints the President and Deputy President to undertake shortlisting of applicants for full Council interview; and**
- 4. Notes that Draft Interview Questions will be developed for Council consideration prior to interviewing candidates and a Draft Employment Contract will be developed for Council consideration prior to appointment of the new CEO.**

Carried: 5/0

The Acting Chief Executive Officer rejoined the meeting at 12.15pm

8. CLOSURE OF MEETING

There being no further business to discuss the Presiding Member closed the meeting at 12.16 pm.

Council Resolutions – Status

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

Meeting Date	Meeting Type	Report Number	Report Title
26 June 2019	OCM	11.7	DRAFT DISABILITY ACCESS AND INCLUSION PLAN 2019-2022

Resolution

That Council:	Status Update	% Complete
2. Public submissions be invited, closing on 30 July 2019;	Public submissions invited, await closing on 30 July 2019	70%
4. A further report be presented to the August 2019 Ordinary Council Meeting, including any public submissions received.	To be included in August agenda.	0%

Transfer of rubbish truck to Blackstone Community Council

Shire of Ngaanyatjarraku

Carlton Reid on behalf of Blackstone Community
Council



McLEODS

Barristers & Solicitors

Stirling Law Chambers | 220 Stirling Highway | CLAREMONT WA 6010

Tel: (08) 9383 3133 | Fax: (08) 9383 4935

Email: dnicholson@mcleods.com.au

Ref: DFN:NGAA:44581

Copyright notice

McLeods owns the copyright in this document and commercial use of the document without the permission of McLeods is prohibited.

Table of Contents

Copyright notice	i
Details	1
Agreed terms	2
1. Defined terms	2
2. Transfer of Vehicle	2
3. No Warranties	2
4. Latent defects	3
5. Handover of Vehicle	3
6. Risk	3
7. Liability for Vehicle costs	3
8. Completion and submission of notification of change of vehicle ownership	3
9. Costs	3
10. Severance	4
11. Further Assurances	4
12. Entire agreement	4
13. Variation and waiver	4
14. Governing law	4
15. Interpretation	4
Schedule	6
Signing page	7

Details

Parties

Shire of Ngaanyatjarraku

of Great Central Road Warburton Community, PMB 87
via Kalgoorlie, Western Australia
(**Transferor**)

Carlton Reid

on behalf of Blackstone Community Council
c/- Papulankutja Community Services Manager
Blackstone Community
(**Transferee**)

Recitals

- A The Transferor is owner of the vehicle described in **Item 1** of the Schedule (**Vehicle**).
- B The Transferor has agreed to transfer all rights, title and interest in the Vehicle to the Transferee absolutely, on the terms set out in this Deed.

Agreed terms

1. Defined terms

In this Deed:

Deed means this deed as supplemented, amended or varied from time to time;

Schedule means the schedule to this Deed;

Transfer Date means the date specified in **Item 2** of the Schedule;

Transfer Fee means the date specified in **Item 3** of the Schedule; and

Vehicle means the Vehicle described in **Item 1** of the Schedule;

2. Transfer of Vehicle

(1) In consideration of:

(a) the Transferee's undertakings as set out in this Deed; and

(b) the Transferee's payment of the Transfer Fee,

the Transferor transfers absolutely to the Transferee:

(c) all of its rights title in and ownership of the Vehicle, on the terms and conditions of this Deed; and

(d) any and all common law rights and statutory or common law remedies in relation to the Vehicle available to the Transferor at the Transfer Date,

with effect from the Transfer Date.

(2) The Transferee accepts the transfer from the Transferor of all rights, title and ownership of the Vehicle effective from the Transfer Date on the terms and conditions set out in this Deed.

3. No Warranties

(1) The Vehicle is transferred to the Transferee "as is".

(2) The Transferee acknowledges that it has made and relies upon its own enquiries and thorough inspection of the Vehicle and enters into this Deed solely in reliance upon such enquiries and inspection.

(3) The Transferee acknowledges and agrees that no warranty or representation has been given or made to the Transferee or anyone on the Transferee's behalf by the Transferor or any agent, employee or contractor of the Transferor, or any other person on the Transferor's behalf in relation to the Vehicle including but not limited to warranties or representations as to the condition or state of the Vehicle or the suitability of the Vehicle for any purpose.

(4) Any representation or warranty implied by virtue of any statute or otherwise will not apply to, or be implied in this Deed, and all such representations or warranties are excluded to the extent permitted by law.

- (5) The Transferor will not be liable under any circumstances to make any compensation to the Transferee as a consequence of any fault, defect or characteristic of the Vehicle.

4. Latent defects

The Transferee acknowledges that the Vehicle is sold subject to all defects (if any) latent or patent and whether or not they could or should have been recognisable upon an inspection by the Transferee.

5. Handover of Vehicle

On the Transfer Date, the Transferor will deliver to the Transferee physical possession and control of the Vehicle including but not limited to providing to the Transferee any keys or access devices to the Vehicle.

6. Risk

The parties acknowledge and agree that all risk and liability associated with the Vehicle passes to the Transferee on the Transfer Date.

7. Liability for Vehicle costs

On and from the Transfer Date, the Transferee shall be responsible for all costs in relation to the Vehicle, including but not limited to:

- (a) vehicle registration costs;
- (b) servicing costs; and
- (c) insurance of Vehicle.

8. Completion and submission of notification of change of vehicle ownership

- (1) The Parties shall complete a Notification of change of vehicle ownership Form MR9 or equivalent online form (**Notification Form**), on or before the Transfer Date.
- (2) Upon transfer of the Vehicle the Transferor shall:
 - (a) submit the Seller's copy of the Notification Form to the Department of Transport; and
 - (b) provide the Purchaser's copy to the Transferee.

9. Costs

- (1) Each party shall bear its own costs in relation to the preparation, drafting and execution of this Deed.
- (2) The Transferee is liable to pay any transfer duty applicable to transfer of the Vehicle under the *Duties Act 2008* or any other written law.

10. Severance

If any part of this Deed is, or becomes, void or unenforceable that part is or will be severed from this Deed to the intent that all parts that are not, or do not become, void or unenforceable remain in full force and effect and are unaffected by that severance.

11. Further Assurances

Each party must execute and deliver all such documents, instruments and writings and must do and must procure to be done all such acts and things as may be necessary or desirable to implement and give full effect to the provisions and purpose of this Deed.

12. Entire agreement

This Agreement represents the entire agreement between the parties with respect to its subject matter.

13. Variation and waiver

A provision of, or right created under, this deed may not be:

- (a) waived except in writing signed by the party granting the waiver; or
- (b) varied except in writing signed by the parties.

14. Governing law

This Agreement is governed by the law applicable in Western Australia.

15. Interpretation

In this Deed unless the contrary intention appears:

- (a) headings, underlines and numbering do not affect the interpretation or construction of this Deed;
- (b) words importing the singular include the plural and vice versa;
- (c) words importing a gender include any gender;
- (d) an expression importing a natural person includes any company, partnership, joint venture, association, corporation or other body corporate;
- (e) references to parts, clauses, parties, annexures, exhibits and schedules are references to parts and clauses of, and parties, annexures, exhibits and schedules to, this Deed;
- (f) a reference to any statute, regulation, proclamation, ordinance or local law includes all statutes, regulations, proclamations, ordinances or local law varying, consolidating or replacing them, and a reference to a statute includes all regulations, proclamations, ordinances and local laws issued under that statute;
- (g) no rule of construction shall apply to the disadvantage of a party on the basis that that party was responsible for the preparation of this Deed or any part of it; and
- (h) a reference to any thing (including any real property) or any amount is a reference to the whole and each part of it;

- (i) reference to the parties includes their personal representatives, successors and lawful assigns;
- (j) where a reference to a party includes more than one person the rights and obligations of those persons shall be joint and several; and
- (k) the Schedule and Annexures (if any) form part of this Deed.

Schedule

Item 1 Vehicle

Vehicle Description: 2009 ISUZU Tiptk

VIN No.: JAANPR75H87104354

Vehicle Registration: 1DHR911

Item 2 Transfer Date

1 September 2019

Item 3 Transfer Fee

One dollar (\$1) payable on demand

Transfer of rubbish truck to Jameson Community Council

Shire of Ngaanyatjarraku

Reggie Smith on behalf of Jameson Community
Council



McLEODS

Barristers & Solicitors

Stirling Law Chambers | 220 Stirling Highway | CLAREMONT WA 6010

Tel: (08) 9383 3133 | Fax: (08) 9383 4935

Email: dnicholson@mcleods.com.au

Ref: DFN:NGAA:44581

Copyright notice

McLeods owns the copyright in this document and commercial use of the document without the permission of McLeods is prohibited.

Table of Contents

Copyright notice	i
Details	1
Agreed terms	2
1. Defined terms	2
2. Transfer of Vehicle	2
3. No Warranties	2
4. Latent defects	3
5. Handover of Vehicle	3
6. Risk	3
7. Liability for Vehicle costs	3
8. Completion and submission of notification of change of vehicle ownership	3
9. Costs	3
10. Severance	4
11. Further Assurances	4
12. Entire agreement	4
13. Variation and waiver	4
14. Governing law	4
15. Interpretation	4
Schedule	6
Signing page	7

Details

Parties

Shire of Ngaanyatjarraku

of Great Central Road Warburton Community, PMB 87
via Kalgoorlie, Western Australia
(**Transferor**)

Reggie Smith

on behalf of Jameson Community Council
c/- Jameson Community Services Manager (CSM)
Jameson Community
(**Transferee**)

Recitals

- A The Transferor is owner of the vehicle described in **Item 1** of the Schedule (**Vehicle**).
- B The Transferor has agreed to transfer all rights, title and interest in the Vehicle to the Transferee absolutely, on the terms set out in this Deed.

Agreed terms

1. Defined terms

In this Deed:

Deed means this deed as supplemented, amended or varied from time to time;

Schedule means the schedule to this Deed;

Transfer Date means the date specified in **Item 2** of the Schedule;

Transfer Fee means the date specified in **Item 3** of the Schedule; and

Vehicle means the Vehicle described in **Item 1** of the Schedule;

2. Transfer of Vehicle

(1) In consideration of:

(a) the Transferee's undertakings as set out in this Deed; and

(b) the Transferee's payment of the Transfer Fee,

the Transferor transfers absolutely to the Transferee:

(c) all of its rights title in and ownership of the Vehicle, on the terms and conditions of this Deed; and

(d) any and all common law rights and statutory or common law remedies in relation to the Vehicle available to the Transferor at the Transfer Date,

with effect from the Transfer Date.

(2) The Transferee accepts the transfer from the Transferor of all rights, title and ownership of the Vehicle effective from the Transfer Date on the terms and conditions set out in this Deed.

3. No Warranties

(1) The Vehicle is transferred to the Transferee "as is".

(2) The Transferee acknowledges that it has made and relies upon its own enquiries and thorough inspection of the Vehicle and enters into this Deed solely in reliance upon such enquiries and inspection.

(3) The Transferee acknowledges and agrees that no warranty or representation has been given or made to the Transferee or anyone on the Transferee's behalf by the Transferor or any agent, employee or contractor of the Transferor, or any other person on the Transferor's behalf in relation to the Vehicle including but not limited to warranties or representations as to the condition or state of the Vehicle or the suitability of the Vehicle for any purpose.

(4) Any representation or warranty implied by virtue of any statute or otherwise will not apply to, or be implied in this Deed, and all such representations or warranties are excluded to the extent permitted by law.

- (5) The Transferor will not be liable under any circumstances to make any compensation to the Transferee as a consequence of any fault, defect or characteristic of the Vehicle.

4. Latent defects

The Transferee acknowledges that the Vehicle is sold subject to all defects (if any) latent or patent and whether or not they could or should have been recognisable upon an inspection by the Transferee.

5. Handover of Vehicle

On the Transfer Date, the Transferor will deliver to the Transferee physical possession and control of the Vehicle including but not limited to providing to the Transferee any keys or access devices to the Vehicle.

6. Risk

The parties acknowledge and agree that all risk and liability associated with the Vehicle passes to the Transferee on the Transfer Date.

7. Liability for Vehicle costs

On and from the Transfer Date, the Transferee shall be responsible for all costs in relation to the Vehicle, including but not limited to:

- (a) vehicle registration costs;
- (b) servicing costs; and
- (c) insurance of Vehicle.

8. Completion and submission of notification of change of vehicle ownership

- (1) The Parties shall complete a Notification of change of vehicle ownership Form MR9 or equivalent online form (**Notification Form**), on or before the Transfer Date.
- (2) Upon transfer of the Vehicle the Transferor shall:
 - (a) submit the Seller's copy of the Notification Form to the Department of Transport; and
 - (b) provide the Purchaser's copy to the Transferee.

9. Costs

- (1) Each party shall bear its own costs in relation to the preparation, drafting and execution of this Deed.
- (2) The Transferee is liable to pay any transfer duty applicable to transfer of the Vehicle under the *Duties Act 2008* or any other written law.

10. Severance

If any part of this Deed is, or becomes, void or unenforceable that part is or will be severed from this Deed to the intent that all parts that are not, or do not become, void or unenforceable remain in full force and effect and are unaffected by that severance.

11. Further Assurances

Each party must execute and deliver all such documents, instruments and writings and must do and must procure to be done all such acts and things as may be necessary or desirable to implement and give full effect to the provisions and purpose of this Deed.

12. Entire agreement

This Agreement represents the entire agreement between the parties with respect to its subject matter.

13. Variation and waiver

A provision of, or right created under, this deed may not be:

- (a) waived except in writing signed by the party granting the waiver; or
- (b) varied except in writing signed by the parties.

14. Governing law

This Agreement is governed by the law applicable in Western Australia.

15. Interpretation

In this Deed unless the contrary intention appears:

- (a) headings, underlines and numbering do not affect the interpretation or construction of this Deed;
- (b) words importing the singular include the plural and vice versa;
- (c) words importing a gender include any gender;
- (d) an expression importing a natural person includes any company, partnership, joint venture, association, corporation or other body corporate;
- (e) references to parts, clauses, parties, annexures, exhibits and schedules are references to parts and clauses of, and parties, annexures, exhibits and schedules to, this Deed;
- (f) a reference to any statute, regulation, proclamation, ordinance or local law includes all statutes, regulations, proclamations, ordinances or local law varying, consolidating or replacing them, and a reference to a statute includes all regulations, proclamations, ordinances and local laws issued under that statute;
- (g) no rule of construction shall apply to the disadvantage of a party on the basis that that party was responsible for the preparation of this Deed or any part of it; and
- (h) a reference to any thing (including any real property) or any amount is a reference to the whole and each part of it;

- (i) reference to the parties includes their personal representatives, successors and lawful assigns;
- (j) where a reference to a party includes more than one person the rights and obligations of those persons shall be joint and several; and
- (k) the Schedule and Annexures (if any) form part of this Deed.

Schedule

Item 1 Vehicle

Vehicle Description: 2010 ISUZU Tiptk

VIN No.: JAANPR75H87105205

Vehicle Registration: 1DIK691

Item 2 Transfer Date

1 September 2019

Item 3 Transfer Fee

One dollar (\$1) payable on demand

Signing page

EXECUTED as a deed on the day of

2019

THE COMMON SEAL of the **SHIRE OF NGAANYATJARRAKU** was hereunto affixed by authority of a resolution of the Council in the presence of -

Shire President

(Print Full Name)

Chief Executive Officer

(Print Full Name)

SIGNED by the said **REGGIE SMITH** (on)
behalf of Jameson Community Council) in)
the presence of:

WITNESS SIGN:

PRINT NAME:

ADDRESS:

OCCUPATION:

Transfer of rubbish truck to Wingellina Community Council

Shire of Ngaanyatjarraku

Chris Reid on behalf of Wingellina Community
Council



McLEODS

Barristers & Solicitors

Stirling Law Chambers | 220 Stirling Highway | CLAREMONT WA 6010

Tel: (08) 9383 3133 | Fax: (08) 9383 4935

Email: dnicholson@mcleods.com.au

Ref: DFN:NGAA:44581

Copyright notice

McLeods owns the copyright in this document and commercial use of the document without the permission of McLeods is prohibited.

Table of Contents

Copyright notice	i
Details	1
Agreed terms	2
1. Defined terms	2
2. Transfer of Vehicle	2
3. No Warranties	2
4. Latent defects	3
5. Handover of Vehicle	3
6. Risk	3
7. Liability for Vehicle costs	3
8. Completion and submission of notification of change of vehicle ownership	3
9. Costs	3
10. Severance	4
11. Further Assurances	4
12. Entire agreement	4
13. Variation and waiver	4
14. Governing law	4
15. Interpretation	4
Schedule	6
Signing page	7

Details

Parties

Shire of Ngaanyatjarraku

of Great Central Road Warburton Community, PMB 87
via Kalgoorlie, Western Australia
(**Transferor**)

Chris Reid

on behalf of Wingellina Community Council
c/- Wingellina Community Services Manager (CSM)
Wingellina Community
(**Transferee**)

Recitals

- A The Transferor is owner of the vehicle described in **Item 1** of the Schedule (**Vehicle**).
- B The Transferor has agreed to transfer all rights, title and interest in the Vehicle to the Transferee absolutely, on the terms set out in this Deed.

Agreed terms

1. Defined terms

In this Deed:

Deed means this deed as supplemented, amended or varied from time to time;

Schedule means the schedule to this Deed;

Transfer Date means the date specified in **Item 2** of the Schedule;

Transfer Fee means the date specified in **Item 3** of the Schedule; and

Vehicle means the Vehicle described in **Item 1** of the Schedule;

2. Transfer of Vehicle

(1) In consideration of:

(a) the Transferee's undertakings as set out in this Deed; and

(b) the Transferee's payment of the Transfer Fee,

the Transferor transfers absolutely to the Transferee:

(c) all of its rights title in and ownership of the Vehicle, on the terms and conditions of this Deed; and

(d) any and all common law rights and statutory or common law remedies in relation to the Vehicle available to the Transferor at the Transfer Date,

with effect from the Transfer Date.

(2) The Transferee accepts the transfer from the Transferor of all rights, title and ownership of the Vehicle effective from the Transfer Date on the terms and conditions set out in this Deed.

3. No Warranties

(1) The Vehicle is transferred to the Transferee "as is".

(2) The Transferee acknowledges that it has made and relies upon its own enquiries and thorough inspection of the Vehicle and enters into this Deed solely in reliance upon such enquiries and inspection.

(3) The Transferee acknowledges and agrees that no warranty or representation has been given or made to the Transferee or anyone on the Transferee's behalf by the Transferor or any agent, employee or contractor of the Transferor, or any other person on the Transferor's behalf in relation to the Vehicle including but not limited to warranties or representations as to the condition or state of the Vehicle or the suitability of the Vehicle for any purpose.

(4) Any representation or warranty implied by virtue of any statute or otherwise will not apply to, or be implied in this Deed, and all such representations or warranties are excluded to the extent permitted by law.

- (5) The Transferor will not be liable under any circumstances to make any compensation to the Transferee as a consequence of any fault, defect or characteristic of the Vehicle.

4. Latent defects

The Transferee acknowledges that the Vehicle is sold subject to all defects (if any) latent or patent and whether or not they could or should have been recognisable upon an inspection by the Transferee.

5. Handover of Vehicle

On the Transfer Date, the Transferor will deliver to the Transferee physical possession and control of the Vehicle including but not limited to providing to the Transferee any keys or access devices to the Vehicle.

6. Risk

The parties acknowledge and agree that all risk and liability associated with the Vehicle passes to the Transferee on the Transfer Date.

7. Liability for Vehicle costs

On and from the Transfer Date, the Transferee shall be responsible for all costs in relation to the Vehicle, including but not limited to:

- (a) vehicle registration costs;
- (b) servicing costs; and
- (c) insurance of Vehicle.

8. Completion and submission of notification of change of vehicle ownership

- (1) The Parties shall complete a Notification of change of vehicle ownership Form MR9 or equivalent online form (**Notification Form**), on or before the Transfer Date.
- (2) Upon transfer of the Vehicle the Transferor shall:
 - (a) submit the Seller's copy of the Notification Form to the Department of Transport; and
 - (b) provide the Purchaser's copy to the Transferee.

9. Costs

- (1) Each party shall bear its own costs in relation to the preparation, drafting and execution of this Deed.
- (2) The Transferee is liable to pay any transfer duty applicable to transfer of the Vehicle under the *Duties Act 2008* or any other written law.

10. Severance

If any part of this Deed is, or becomes, void or unenforceable that part is or will be severed from this Deed to the intent that all parts that are not, or do not become, void or unenforceable remain in full force and effect and are unaffected by that severance.

11. Further Assurances

Each party must execute and deliver all such documents, instruments and writings and must do and must procure to be done all such acts and things as may be necessary or desirable to implement and give full effect to the provisions and purpose of this Deed.

12. Entire agreement

This Agreement represents the entire agreement between the parties with respect to its subject matter.

13. Variation and waiver

A provision of, or right created under, this deed may not be:

- (a) waived except in writing signed by the party granting the waiver; or
- (b) varied except in writing signed by the parties.

14. Governing law

This Agreement is governed by the law applicable in Western Australia.

15. Interpretation

In this Deed unless the contrary intention appears:

- (a) headings, underlines and numbering do not affect the interpretation or construction of this Deed;
- (b) words importing the singular include the plural and vice versa;
- (c) words importing a gender include any gender;
- (d) an expression importing a natural person includes any company, partnership, joint venture, association, corporation or other body corporate;
- (e) references to parts, clauses, parties, annexures, exhibits and schedules are references to parts and clauses of, and parties, annexures, exhibits and schedules to, this Deed;
- (f) a reference to any statute, regulation, proclamation, ordinance or local law includes all statutes, regulations, proclamations, ordinances or local law varying, consolidating or replacing them, and a reference to a statute includes all regulations, proclamations, ordinances and local laws issued under that statute;
- (g) no rule of construction shall apply to the disadvantage of a party on the basis that that party was responsible for the preparation of this Deed or any part of it; and
- (h) a reference to any thing (including any real property) or any amount is a reference to the whole and each part of it;

- (i) reference to the parties includes their personal representatives, successors and lawful assigns;
- (j) where a reference to a party includes more than one person the rights and obligations of those persons shall be joint and several; and
- (k) the Schedule and Annexures (if any) form part of this Deed.

Schedule

Item 1 Vehicle

Vehicle Description: 2013 ISUZU Tiptk

VIN No.: JAANPR75HD7105183

Vehicle Registration: 1ELK198

Item 2 Transfer Date

1 September 2019

Item 3 Transfer Fee

One dollar (\$1) payable on demand

Outback Way Update for Shires 2019-20

- Roll out of \$400million of sealing across the Outback Way- continues, with the updated Investment strategy – as a rolling programme of works. Prior to the election the OHDC Inc provoked the allocation the \$160million of works- to ensure the funding could not be reallocated. Once the \$400million funding is spent there will be 900km to seal. The Coalition Government is keen to continue the flow of funding as required.
- The Outback Way is a budget line item in the federal budget- our project is not included in the road project funding- it is a stand alone project. Every year The Government needs to decide to provide funding or not. The current funding is to 2021-22, the OHDC Inc will be seeking to be in the 2021-22 Budget forward estimates, this campaign will start in July 2020.
- Successful Building Better Regions Grant for Outdoor Art Gallery at Atitjere (Harts Range) \$461,000. Project underway with Land tenure arrangements and billboard sites being identified and agreed to by communities on the Plenty Highway.
- Deputy Prime Minister Launches WA Funding in Laverton, and updated investment strategy.
- Outback Way sponsors Winton Vision Splendid Film Festival – 2019 & 2020.
- Quotes being sort from Deloitte, KPMG, Ernst Young for Stage 1 submission to Infrastructure Australia- to progress on to the priority list. Submission to Infrastructure Australia will be completed by November 2019.
- Website has had 50,000 visits since December 7000/mth. Facebook- 7800likes, and each post reach is averaging 11,000 people.
- Sean Scott- Online Photo journalist who has extensive social media following - covering the Outback Way in partnership with Outback Qld Tourism, Tourism CA and Australia's Golden Outback (WA) July 2019- and Outback Way Photo comp will run throughout July and Sean Scott will be the judge.
- New Travel Journal is being developed to replace the HEMA Guide book and Atlas- ready for 2020 Tourism season.
- All Logo's are being trademarked and trademarks have been renewed until 2029.
- In 2020 in depth relationships will be worked on collecting and collating data from pastoral properties, mines, tourism businesses along the Outback Way to deepen the business case for the Outback Way.
- Ongoing monitoring of the Investment Strategy and works being completed- so it is kept current.
- Outback Way AGM 3rd to 5th September Laverton WA.
- Sydney meetings with IA, Tourism Australia and Canberra visit to brief new MP's and Senators will take place - September 15th- 20th. We will also speak at the Roads and Traffic Conference in Melbourne that week as well.
- Ongoing partnerships and connections are being forged and maintained.
- The OHDC Inc is grateful for the ongoing support from all Councils along the Outback Way and with your support and the collaboration is maintaining the momentum and delivering a sealed road across Australia- connecting your community.

1000020 - Cash at Bank - Municipal GEN - May (18/19)				
Chq/EFT	Date	Name	Description	Amount
306	3/06/2019	COMMONWEALTH BANK OF AUSTRALIA	CBA Merchant & POS fees - May 2019	- 44.92
307	3/06/2019	PIVOTEL SATELLITE PTY LTD	Satphone charges Apr - May 2019	- 180.00
606	6/06/2019	TELSTRA CORPORATION LTD	Phone & data charges - May 2019	- 452.27
EFT2444	7/06/2019	LEONORA MOTOR INN	Accommodation for EHFSO M Cooke	- 135.00
EFT2445	7/06/2019	WARAKURNA ROADHOUSE	Diesel for Shire Rubbish Truck	- 50.00
EFT2446	7/06/2019	WARBURTON ROADHOUSE	Fuel for Shire plant and equipment Supplies for Shire meeting room Batteries E/H supplies Tyre repair and tubes Campfire at Roadhouse Key cutting fee	- 6,436.30
EFT2447	7/06/2019	MILLY (WARBURTON) STORE	Milk for Shire meeting room Items for the Early Years Supplies for youth program	- 621.69
EFT2448	7/06/2019	KEY FACTORS PTY LTD (BREAKAWAY)	Roadwork plant hire Jameson-Wanarn	- 198,574.20
EFT2449	7/06/2019	DEPT FOR PLANNING & INFRASTRUCTURE (DPI)	DoT Agency transactions 134895-135801	- 1,505.90
EFT2450	7/06/2019	PERFECT COMPUTER SOLUTIONS PTY LTD	Monthly fee for monitoring IT on site	- 85.00
EFT2451	7/06/2019	CHARTAIR PTY LTD	Flights for CEO K Hannagan	- 670.00
EFT2452	7/06/2019	ITVISION AUSTRALIA PTY LTD	Financial services for May-19	- 10,643.96
EFT2453	7/06/2019	MOORE STEPHENS (WA) Pty Ltd	Final billing for 2017/18 audit	- 15,400.00
EFT2454	7/06/2019	LAVERTON SUPPLIES WA	Diesel for KBC591L EHO	- 173.30
EFT2455	14/06/2019	WARAKURNA ROADHOUSE	Diesel for Shire Rubbish Truck	- 125.00
EFT2456	14/06/2019	BLACKSTONE ENTERPRISES (STORE)	Supplies for Playgroup	- 22.60
EFT2457	14/06/2019	MCLEODS	Transfer of waste service to Land Council	- 1,682.45
EFT2458	14/06/2019	KEY FACTORS PTY LTD (BREAKAWAY)	Roadwork plant hire Jameson-Wanarn	- 196,552.40
EFT2459	14/06/2019	PRESTON THOMAS	Private vehicle mileage ALGA conference	- 1,378.66
EFT2460	14/06/2019	EAGLE PETROLEUM (WA) PTY LTD	Diesel for 1EBO496 M Cooke	- 186.65
EFT2461	14/06/2019	NGAANYATJARRA COUNCIL REGIONAL HOUSING PROGRAM - Repairs & Maintenance	Replace door unit 9 CRC + Galv sheet	- 2,779.30
EFT2462	14/06/2019	CORE BUSINESS AUSTRALIA	Review of Youth Services Claim 5	- 19,855.00
EFT2463	14/06/2019	URBAN BOX RENOVATIONS	Labouring Cost for TA to assist Matt B	- 2,871.00
EFT2464	14/06/2019	PAXON GROUP	Preparation of financial statements April	- 1,815.00
EFT2465	14/06/2019	GREENFIELD TECHNICAL SERVICES	Provision of engineering services	- 11,209.00
EFT2466	21/06/2019	NATS	Repairs on old streetsweeper	- 2,033.00
EFT2467	21/06/2019	NGAANYATJARRA SERVICES (ABORIGINAL CORPORATION)	Repairs to Admin Prado 1DXW195	- 1,952.50
EFT2468	21/06/2019	LANDGATE	Consolidated Mining Tenement Roll	- 443.75
EFT2469	21/06/2019	WARAKURNA ROADHOUSE	Diesel for Shire Rubbish Truck	- 25.50
EFT2470	21/06/2019	BLACKSTONE ENTERPRISES (STORE)	Supplies for Playgroup	- 35.28
EFT2471	21/06/2019	MCLEODS	Transfer of waste service to Land Council	- 1,388.20
EFT2472	21/06/2019	KEY FACTORS PTY LTD (BREAKAWAY)	Roadwork plant hire Jameson-Wanarn	- 204,926.92
EFT2473	21/06/2019	NGAANYATJARRA HEALTH SERVICE (ABORIGINAL CORP)	First Aid course K Jones and E Ribeiro	- 400.00
EFT2474	21/06/2019	AUSTRALIAN COMMUNICATIONS AUTHORITY	Digital transmission licence renewal	- 450.00
EFT2475	21/06/2019	PRESTON THOMAS	Private vehicle mileage ALGA conference ALGA conference attendance fee	- 2,078.66
EFT2476	21/06/2019	ITVISION AUSTRALIA PTY LTD	Upgrade to SynergySoft May 2019	- 1,331.00
EFT2477	21/06/2019	URBAN BOX RENOVATIONS	Labouring cost for TA to assist Matt B Materials used in Staff accomm repairs	- 377.00
EFT2478	21/06/2019	MICHAEL COOKE	Taxi and meals whilst at E/H forum Air pump for 1EBO496	- 68.72
EFT2479	26/06/2019	A BATES	Ordinary Council Meeting fees for Council Meeting 26 June 2019	- 300.00
EFT2480	26/06/2019	DAMIAN MCLEAN	Ordinary Council Meeting fees for Council Meeting on 26 June 2019	- 2,500.00
EFT2481	26/06/2019	LALLA WEST	Ordinary Council Meeting fees for Council Meeting on 26 June 2019	- 300.00
EFT2482	26/06/2019	PRESTON THOMAS	Ordinary Council Meeting fees for Council Meeting on 26 June 2019	- 800.00

EFT2483	26/06/2019	JOYLENE FRAZER	Ordinary Council Meeting fees for Council Meeting on 26 June 2019	-	300.00
EFT2484	26/06/2019	DEBRA FRAZER	Ordinary Council Meeting fees for Council Meeting on 26 June 2019	-	300.00
EFT2485	28/06/2019	NATS	Materials for staff accomm/office/CRC	-	5,645.10
EFT2486	28/06/2019	WARAKURNA ROADHOUSE	Diesel for Shire Rubbish Truck	-	50.00
EFT2487	28/06/2019	WARRUNYINNA STORE	VAST box for Lot 255 Front Unit	-	580.00
EFT2488	28/06/2019	MCLEODS	Advice in regard to Employment issues	-	1,932.70
EFT2489	28/06/2019	NGAANYATJARRA Services (ELEC a/c)	Electricity Mar+Apr 2019	-	34,288.44
EFT2490	28/06/2019	KEY FACTORS PTY LTD (BREAKAWAY)	Roadwork plant hire Jameson-Wanarn	-	132,531.20
EFT2491	28/06/2019	DEPT FOR PLANNING & INFRASTRUCTURE (DPI)	DoT Agency transactions 135802-135808	-	2,262.95
EFT2492	28/06/2019	P.A. SEVERIN & CO	Fuel for IGT224 trip to pick up E Smith	-	448.11
EFT2493	28/06/2019	PERFECT COMPUTER SOLUTIONS PTY LTD	Monthly Fee for monitoring IT on site	-	85.00
EFT2494	28/06/2019	IBIS STYLES HOTEL KALGOORLIE	Accomm ACEO Kevin Hannagan	-	149.00
EFT2495	28/06/2019	CHARTAIR PTY LTD	Flights for CEO K Hannagan	-	722.90
EFT2496	28/06/2019	DIPLOMAT MOTEL	Accomm & meals rec Officer R Santana	-	260.00
EFT2497	28/06/2019	ITVISION AUSTRALIA PTY LTD	Monthly financial service June 2019	-	12,843.96
EFT2498	28/06/2019	PAXON GROUP	Financial services	-	13,728.00
EFT2499	28/06/2019	BUILDING COMMISSION	Buildling Services Levy Remittance for 1/1/19 to 23/6/19	-	2,240.96
EFT2500	28/06/2019	Laura Franco Salazar	Pool table cue tips for DIC Items for staff accommodation	-	321.00
EFT2501	28/06/2019	KERRY FISHER	Reimburse study 50% study fees	-	923.50
EFT2512	3/06/2019	WESTPAC BANK	Transaction fees - May 2019	-	30.50
EFT2513	4/06/2019	WESTPAC BANK	Credit Card Tran - DCEO K Hannagan	-	1,336.79
EFT2514	18/06/2019	WESTPAC BANK	Credit Card Trans - A/MCS G. Handy	-	2,332.32
DD1174.1	12/06/2019	WA SUPER	Payroll deductions	-	4,295.25
DD1174.2	12/06/2019	BT Super for Life	Superannuation contributions	-	131.91
DD1174.3	12/06/2019	HOST PLUS	Superannuation contributions	-	185.44
DD1174.4	12/06/2019	VISION SUPER	Superannuation contributions	-	866.40
DD1174.5	12/06/2019	HESTA	Superannuation contributions	-	231.24
DD1174.6	12/06/2019	BT SUPER	Superannuation contributions	-	126.81
DD1174.7	12/06/2019	SUNSUPER SOLUTIONS	Superannuation contributions	-	298.58
DD1183.1	26/06/2019	WA SUPER	Payroll deductions	-	8,638.11
DD1183.2	26/06/2019	BT Super for Life	Superannuation contributions	-	490.11
DD1183.3	26/06/2019	HOST PLUS	Superannuation contributions	-	217.55
DD1183.4	26/06/2019	VISION SUPER	Superannuation contributions	-	866.40
DD1183.5	26/06/2019	HESTA	Superannuation contributions	-	231.24
DD1183.6	26/06/2019	BT SUPER	Superannuation contributions	-	109.99
DD1183.7	26/06/2019	SUNSUPER SOLUTIONS	Superannuation contributions	-	51.93
				Total	- 922,913.52



SHIRE OF NGAANYATJARRAKU - Business banking

Approval

Notifications ⁵

Sign Out

- Overview
- Payments
- Services & preferences
- Administration
- Business Hub
- Products

Your accounts

Edit view



Transfer funds

Make a payment

Is your business set up for success? [Learn more](#)

<p>Westpac Business One Flexi 036-016 831911</p> <p>\$869,862.51</p>	<p>Westpac Business One 036-016 831946</p> <p>\$0.00</p>	<p>BusinessChoice Visa Everyday Credit Card xxxx xxxx xx18 5736</p> <p>-\$1,829.95 Available \$3,377.07</p>	<p>BusinessChoice Visa Everyday Credit Card xxxx xxxx xx90 9334</p> <p>-\$1,899.31 Available \$600.69</p>
<p>Term Deposit 035-101 424873</p> <p>\$1,000,000.00</p>	<p>Term Deposit 036-016 140221</p> <p>\$232,367.27</p>	<p>Term Deposit 036-016 167993</p> <p>\$6,920.47</p>	<p>Term Deposit 036-125 507918</p> <p>\$304,649.76</p>

ACCOUNT DETAILS

Account

Term Deposit #7576

086-712 307227576 ▾

Account basics

Term Deposit #7576

Product name	NAB TERM DEPOSIT
Account number	086-712 307227576
Lodgement date	31/05/2019
Maturity date	29/08/2019
Term	2 months, 29 days
Investment amount	\$950,000.00
Interest frequency	At maturity

Interest details

Interest rate	2.2200% p.a.
Total interest payable	\$5,200.28
Interest next due	29/08/2019



Shire of Ngaanyatjaraku
ON A JOURNEY

Shire of Ngaanyatjaraku
Monthly Financial report
For the Period Ending 30 June 2019

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Table of Contents

1	Statement of Financial Activity by Program	3
2	Statement of Financial Activity by Nature or Type.....	4
	Note 1 Significant Accounting Polices	5
	Note 2 Net Current Funding Position	9
	Note 3 Capital – Acquisitions, Funding and Disposal	10
	Note 4 Capital and Investments.....	12
	Note 5 Receivables.....	13
	Note 6 Payables	14
	Note 7 Cash Backed Reserves	15
	Note 8 Rating Information	16
	Note 9 Information on Borrowings	17
	Note 10 Grants and Contributions	18
	Note 11 Trust Funds	19
	Note 12 Material Variances.....	Error! Bookmark not defined.

1 Statement of Financial Activity by Program

Statutory Reporting Program							
For the Period Ended 30 June 2019							
	Note	Revised Budget	YTD Budget (a)	YTD Actual (b)	Variance \$ (b)-(a)	Variance % (b)-(a)/(a)	Variance
Operating Revenue		\$	\$	\$	\$	%	
Governance		3,000	3,000	2,474	(526)	-18%	
General Purpose Funding - Rates		255,759	255,759	264,110	8,351	3%	
General Purpose Funding - Other		1,621,337	1,621,337	3,245,753	1,624,416	100%	▲
Law, Order, Public Safety		420	420	408	(12)	-3%	
Health		105,200	105,200	108,107	2,907	3%	
Education and Welfare		283,000	283,000	313,372	30,372	11%	▲
Housing		20,000	20,000	22,209	2,209	11%	
Community Amenities		105,000	105,000	110,973	5,973	6%	
Recreation and Culture		236,307	236,307	276,299	39,992	17%	▲
Transport		1,344,049	1,344,049	2,079,570	735,521	55%	▲
Economic Services		10,000	10,000	14,275	4,275	43%	
Other Property and Services		127,143	127,143	128,308	1,165	1%	
Total Operating Revenue		4,111,215	4,111,215	6,565,858	2,454,643		
Operating Expense							
Governance		(242,203)	(242,203)	164,592	406,795	-168%	▼
General Purpose Funding - Rates		(32,016)	(32,016)	(39,130)	(7,114)	22%	
General Purpose Funding - Other		0	0	0	0		
Law, Order, Public Safety		(76,031)	(76,031)	(64,941)	11,090	-15%	
Health		(473,745)	(473,745)	(439,800)	33,945	-7%	
Education and Welfare		(958,917)	(958,917)	(740,322)	218,595	-23%	▼
Housing		(336,166)	(336,166)	(290,294)	45,872	-14%	▼
Community Amenities		(519,465)	(519,465)	(476,065)	43,400	-8%	
Recreation and Culture		(1,017,182)	(1,017,182)	(910,337)	106,845	-11%	▼
Transport		(3,236,962)	(3,236,962)	(2,791,985)	444,977	-14%	▼
Economic Services		(128,128)	(128,128)	(145,091)	(16,963)	13%	
Other Property and Services		2,004	2,004	(123,941)	(125,945)	-6285%	▼
Total Operating Expenditure		(7,018,811)	(7,018,811)	(5,857,314)	1,161,497		
Funding Balance Adjustments							
Add back Depreciation		1,366,389	1,366,389	929,832	(436,557)	-32%	▼
Adjust (Profit)/Loss on Disposal		0	0	(36,871)	(36,871)	100%	▲
Net Cash from Operations		(1,541,207)	(1,541,207)	1,601,505	3,142,712		
Capital Revenues							
Grants, Subsidies and Contributions		5,187,675	5,187,675	4,154,937	(1,032,738)	-20%	▼
Proceeds from Disposal of Assets	3	0	0	249,698	249,698	100%	▲
Total Capital Revenues		5,187,675	5,187,675	4,404,635	(783,040)		
Capital Expenses							
Land & Buildings	3	(92,000)	(92,000)	(63,512)	28,488	-31%	▼
Furniture and Equipment	3	(5,000)	(5,000)	0	5,000	-100%	
Plant & Equipment	3	(36,209)	(36,209)	(63,791)	(27,582)	76%	▲
Infrastructure - Roads	3	(5,494,775)	(5,494,775)	(4,779,220)	715,555	-13%	▼
Total Capital Expenditure		(5,627,984)	(5,627,984)	(4,906,522)	721,462		
Net Cash from Capital Activities		(440,309)	(440,309)	(501,887)	(61,578)		
Financing							
Transfer from Reserves	7	625,253	625,253	619,116	(6,137)	-1%	
Transfer to Reserves	7	(1,817,778)	(1,817,778)	(309,720)	1,508,058	-83%	
Net Cash from Financing Activities		(1,192,525)	(1,192,525)	309,396	1,501,921		
Net Operations, Capital & Financing		(3,174,041)	(3,174,041)	1,409,014	4,583,055		
Opening Funding Surplus (Deficit)	2	3,174,041	3,174,041	3,063,927	(110,114)		
Closing Funding Surplus (Deficit)	2	0	0	4,472,940	4,472,940		

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data greater than \$20,000 and as per the adopted materiality threshold of 10%.

Refer to the attached Explanation of Material Variances Statement for an explanation of the reasons for the variance.

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

2 Statement of Financial Activity by Nature or Type

By Nature or Type					
For the Period Ended 30 June 2019					
	Note	Revised Budget	YTD Budget (a)	YTD Actual (b)	Variance \$ (b)-(a)
Operating Revenue		\$	\$	\$	\$
Rates		255,759	255,759	264,110	8,351
Operating Grants, Subsidies and Contributions		3,298,891	3,298,891	5,783,141	2,484,250
Fees & Charges		332,840	332,840	368,364	35,524
Interest Earnings		31,497	31,497	28,363	(3,134)
Other Revenue		65,085	65,085	85,009	19,924
Profit on Disposal of Assets		0	0	36,871	36,871
Total Operating Revenue		3,984,072	3,984,072	6,565,858	2,581,786
Operating Expense					
Employee Costs		(2,674,143)	(2,674,143)	(2,307,100)	367,043
Material and Contracts		(2,520,505)	(2,520,505)	(2,355,579)	164,926
Utility Charges (Electricity, Gas, Water etc.)		(95,000)	(95,000)	(50,469)	44,531
Depreciation on Non-current Assets		(1,366,389)	(1,366,389)	(929,832)	436,557
Insurance Expense		(127,300)	(127,300)	(128,954)	(1,654)
Other Expenditure		(108,331)	(108,331)	(85,381)	22,950
Loss on Asset Disposal		0	0		0
Total Operating Expenditure		(6,891,668)	(6,891,668)	(5,857,314)	1,034,354
Funding Balance Adjustments					
Add back Depreciation		1,366,389	1,366,389	929,832	(436,557)
Adjust (Profit)/Loss on Disposal		0	0	(36,871)	(36,871)
Net Cash from Operations		(1,541,207)	(1,541,207)	1,601,505	3,142,712
Capital Revenues					
Grants, Subsidies and Contributions		5,187,675	5,187,675	4,154,937	(1,032,738)
Proceeds from Disposal of Assets	3	0	0	249,698	249,698
Total Capital Revenues		5,187,675	5,187,675	4,404,635	(783,040)
Capital Expenses					
Land & Buildings	3	(92,000)	(92,000)	(63,512)	28,488
Furniture and Equipment	3	(5,000)	(5,000)	0	5,000
Plant & Equipment	3	(36,209)	(36,209)	(63,791)	(27,582)
Infrastructure - Roads	3	(5,494,775)	(5,494,775)	(4,779,220)	715,555
Total Capital Expenditure		(5,627,984)	(5,627,984)	(4,906,522)	721,462
Net Cash from Capital Activities		(440,309)	(440,309)	(501,887)	(61,578)
Financing					
Transfer from Reserves	7	625,253	625,253	619,116	(6,137)
Transfer to Reserves	7	(1,817,778)	(1,817,778)	(309,720)	1,508,058
Net Cash from Financing Activities		(1,192,525)	(1,192,525)	309,396	1,501,921
Net Operations, Capital & Financing		(3,174,041)	(3,174,041)	1,409,014	4,583,055
Opening Funding Surplus (Deficit)	2	3,174,041	3,174,041	3,063,927	(110,114)
Closing Funding Surplus (Deficit)	2	0	0	4,472,940	4,472,940

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

Note 1 Significant Accounting Policies

(a) Basis of Accounting

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected noncurrent assets, financial assets and liabilities.

Critical Accounting Estimates

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

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 11.

(c) Rounding Off Figures

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

(d) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

(e) Goods and Services Tax

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows

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

(f) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and 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 reported as short term borrowings in current liabilities in the statement of financial position.

(g) 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.

(h) Inventories

General

Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land Held for Resale

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed. Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point. Land held for sale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

(i) Fixed Assets

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

different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

(j) Depreciation of Non-Current Assets

All non-current assets having a limited useful life (excluding freehold land) are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets. Assets are depreciated from the date of acquisition or, in respect of internally constructed assets, from the time the asset is completed and held ready for use.

Items are depreciated over their useful lived on a reducing balance basis as follows:

Asset	% per annum
Land & Building	2.00%
Furniture & Equipment	25.00%
Plant & Equipment	17.50%
Infrastructure, Formation	0%
Infrastructure, Pavement	4.32%
Infrastructure, Seal	4.30%
Infrastructure, Kerb	4.94%
Infrastructure, Drainage	3.16%
Infrastructure, Recreation	2.00%

(k) Trade and Other Payables

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

(l) Employee Benefits

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, isolation leave, wages and salaries and are calculated as follows:

(i) *Wages, Salaries, Annual Leave, Long Service Leave and Isolation Leave (Short-term Benefits)*

The provision for employees' benefits to wages, salaries, annual leave, long service leave and isolation leave expected to be settled within 12 months represents the amount the Shire has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Shire expects to pay and includes related on-costs.

(ii) *Annual Leave and Long Service Leave (Long-term Benefits)*

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of

services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

(m) Interest-bearing Loans and Borrowings

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

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.

(n) Provisions

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses. Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

(o) 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 Council's operational cycle. In the case of liabilities where Council 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 resale where it is held as non-current based on Council's intentions to release for sale.

(p) Nature or Type Classifications

Rates

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

Operating Grants, Subsidies and Contributions

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

Non-Operating Grants, Subsidies and Contributions

Amounts received specifically for the acquisition, construction of new or the upgrading of noncurrent assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations. **Profit on Asset Disposal**

Profit on the disposal of assets including gains on the disposal of long term investments.

Losses are disclosed under the expenditure classifications.

Fees and Charges

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

Service Charges

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

Interest Earnings

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

Other Revenue / Income

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

Employee Costs

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

Materials and Contracts

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications,

hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

Utilities (Gas, Electricity, Water, etc.)

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

Insurance

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

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

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

Other expenditure

Statutory fees, taxes, provision for bad debts, member's fees or levies including WA Fire Brigade Levy and State taxes. Donations and subsidies made to community groups.

(q) Program Classifications (Function/Activity)

Governance

Objective:

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

Activities:

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

General Purpose Funding

Objective:

To collect revenue to allow for the provision of services.

Activities:

Rates, general purpose government grants and interest revenue.

Law, Order, Public Safety

Objective:

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

Activities:

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

Health

Objective:

To provide an operational framework for environmental and community health.

Activities:

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

Education and Welfare

Objective:

To provide services to children and youth.

Activities:

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

Housing

Objective:

To provide and maintain staff housing.

Activities:

Provision and maintenance of staff housing.

Community Amenities

Objective:

To provide services required by the community.

Activities:

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

Recreation and Culture

Objective:

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

Activities:

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

Transport

Objective:

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

Activities:

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

Economic Services

Objective:

To help promote the shire and its economic wellbeing.

Activities:

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

Other Property and Services

Objective:

To monitor and control council's overheads operating accounts.

Activities:

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

Note 2 Net Current Funding Position

For the Period Ended 30 June 2019			
Net Current Assets	Note	30 Jun 2018	YTD 30 Jun 2019
		\$	\$
Current Assets			
Cash Municipal	4	2,317,255	4,398,002
Cash Reserves	4	853,334	543,937
Receivables - Rates	5	41,494	332
Receivables - Other	5	1,470,480	431,922
Investments		35,034	35,034
Inventories		72,199	72,199
		4,789,796	5,481,426
Less: Current Liabilities			
Payables	6	(501,768)	(171,692)
Provisions		(335,733)	(257,823)
Less: Investments		(35,034)	(35,034)
Less: Cash Reserves	7	(853,334)	(543,937)
Net Current Funding Position		3,063,927	4,472,940

Note 3 Capital – Acquisitions, Funding and Disposal

For the Period Ended 30 June 2019						
Summary Capital Acquisitions	YTD Actual New/Upgrade (a)	YTD Actual Renewal Expenditure (b)	Revised Budget	YTD Budget (d)	YTD Actual Total (c)=(a)+(b)	Variance (c)-(d)
	\$	\$	\$	\$	\$	\$
Land & Buildings	0	(63,512)	(92,000)	(92,000)	(63,512)	28,488
Furniture & Equipment	0	0	(5,000)	(5,000)	0	5,000
Plant & Equipment	0	(63,791)	(36,209)	(36,209)	(63,791)	(27,582)
Infrastructure - Roads	0	(4,779,220)	(5,494,775)	(5,494,775)	(4,779,220)	715,555
Capital Expenditure Totals	0	(4,906,522)	(5,627,984)	(5,627,984)	(4,906,522)	721,462
Capital Acquisitions Funded By						
Capital Grants and Contributions			5,187,675	5,187,675	4,154,937	
Other (Disposals & C/Fwd)			0	0	249,698	
Council Contribution - Operations			440,309	440,309	501,887	
Capital Funding Total			5,627,984	5,627,984	4,906,522	
Capital Acquisitions	YTD Actual New/Upgrade	YTD Actual Renewal Expenditure	Revised Budget	YTD Budget	YTD Actual Total	Variance (Over)/Under
Land & Building						
EYLC Fencing		0	26,000	26,000	0	26,000
Security upgrade staff housing		36,645	41,000	41,000	36,645	4,355
Early Years LC Fencing		26,867	0	0	26,867	(26,867)
Warbruton Oval Shade Structure		0	25,000	25,000	0	25,000
Land & Building Total	0	63,512	92,000	92,000	63,512	28,488
Furniture & Equipment						
Office Equipment		0	5,000	5,000	0	5,000
Furniture & Equipment Total	0	0	5,000	5,000	0	5,000
Plant & Equipment						
Purchase of Vehicle - Toyota PC		63,791	36,209	36,209	63,791	(27,582)
Plant & Equipment Purchases		9,827	0	0	9,827	(9,827)
Plant & Equipment Total	0	73,618	36,209	36,209	73,618	(37,409)
Infrastructure - Roads						
Great Central Road - MRWA Major		69,418	4,111,775	4,111,775	69,418	4,042,357
Giles Mulga Park RRG		583,859	915,000	915,000	583,859	331,141
Jameson Wanam		3,610,311	0	0	3,610,311	(3,610,311)
Warburton Blackstone Road RRG		505,804	468,000	468,000	505,804	(37,804)
Infrastructure Total	0	4,769,392	5,494,775	5,494,775	4,769,392	725,383
Grand Total	0	4,906,522	5,627,984	5,627,984	4,906,522	721,462

Note 3 Capital - Acquisitions, Funding and Disposal cont.

For the Period Ended 30 June 2019								
Assets Disposed								
Cost	Accum Depr	Proceeds	Profit (Loss)	Description Disposed Asset	Revised Budget Profit/(Loss)	Actual Profit/(Loss)	Variance	Comments
\$	\$	\$	\$	\$	\$	\$	\$	
Furniture and Equipment								
80,782	77,917	0	(2,865)	Obsolete items to write off	0	(2,865)	(2,865)	
80,782	77,917	0	(2,865)		0	(2,865)	(2,865)	
Plant & Equipment								
275,673	253,295	61,376	38,999	Sale of Sweeper	0	38,999	38,999	
61,286	47,890	27,954	14,558	Sale of MV 1DMW389	0	14,558	14,558	
56,958	9,493	73,409	25,944	Sale of MV 1GDF014	0	25,944	25,944	
56,918	27,402	36,316	6,800	Sale of MV 1EZJ460	0	6,800	6,800	
51,950	43,358	23,920	15,328	Sale of MV 1DGQ100	0	15,328	15,328	
45,899	22,100	26,723	2,923	Sale of MV 1GIQ350	0	2,923	2,923	
313,784	248,969	0	(64,816)	Obsolete items to write off	0	(64,816)	(64,816)	
862,469	652,506	249,698	39,736		0	39,736	39,736	
943,250	730,423	249,698	36,871		0	36,871	36,871	

Note 4 Capital and Investments

For the Period Ended 30 June 2019								
Bank Accounts	Municipal	Reserves	Trust	Investments	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$	\$	\$	\$	
(a) Cash Deposits								
Municipal Account	4,395,502				4,395,502	Westpac	Variable	Business
Cash Advance	2,500				2,500			
Trust								
(b) Term Deposit								
Reserves		543,937			543,937	Westpac		
Total	4,398,002	543,937	0	0	4,941,940			

Note 5 Receivables

For the Period Ended 30 June 2019									
Receivables - Rates and other Rates Receivable	YTD 30 Jun 2019	30 Jun 2018	Receivables - General	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$		\$	\$	\$	\$	\$	\$
Opening Arrears Previous Years	41,494	230,941	Receivables - General	0	214,401	10,016	0	45,662	270,079
Levied This Year	264,110	237,825	Balances per Trial Balance						
Other Rate Charges	0		Sundry Debtors						161,842
Less Collections to date	(305,272)	(230,407)	Receivables - Other						
Equal Current Outstanding	332	238,359	Accruals						
Net Rates Collectable	332	238,359	Total Receivables General Outstanding						431,922
% Collected	100%	49%	Amounts shown above include GST (where applicable)						

Note 6 Payables

For the Period Ended 30 June 2019						
Payables	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - General		112,183	163	0	0	112,346
Balances per Trial Balance						
Sundry Payables						112,346
Payables - Other						
Payroll Payables						0
ATO Liability						55,314
Accrued Expenses						0
Other						4,031
Total Payables - Other						59,345
					Total Payables	171,692
Amounts shown above include GST (where applicable)						

Note 7 Cash Backed Reserves

For the Period Ended 30 June 2019										
Reserves	Opening Balance	Revised Budget Interest Earned	Actual Interest Earned	Revised Budget Transfers In (+)	Actual Transfers In (+)	Revised Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer out Reference	Revised Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Asset Replacement/Acquisition Reserve	846,604	31,000	4,879	1,817,778	0	(625,253)	(619,116)	0	2,070,129	232,367
Cultural Centre Reserve	6,730	497	191	0	0	0	0	0	7,227	6,920
Employee Entitlement Reserve	0	0	4,650	0	300,000	0	0	0	0	304,650
	853,334	31,497	9,720	1,817,778	300,000	(625,253)	(619,116)	0	2,077,356	543,937

Note 8 Rating Information

For the Period Ended 30 June 2019											
Rate	Rate In	Number of Properties	Rateable Value	YTD Actual				Revised Budget			
				Rate Revenue	Interim Rates	Back Rates	Total Revenue	Rate Revenue	Interim Rate	Back Rate	Total Revenue
General Rate	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
UV General Rate	0.210000	34	908,944	264,110	0	0	264,110	190,877	0	0	190,877
Sub-Totals		34	908,944	264,110	0	0	264,110	190,877	0	0	190,877
Mininum Payments	Mininum \$										
UV General Rate	245	0	0	0	0	0	0	0	0	0	0
Sub-Totals		0	0	0	0	0	0	0	0	0	0
Total		34	908,944	264,110	0	0	264,110	190,877	0	0	190,877
Discounts on Rates							0				0
Amounts from General Rates							264,110				190,877
Ex-Gratia Rates							0				64,882
							264,110				255,759

Note 9 Information on Borrowings

(a) Debenture Repayments

The Shire does not have any borrowings.

(b) New Debentures

There were not new debentures as at reporting date.

(c) Unspent Debentures

The Shire had no unspent debenture funds as at reporting date.

(d) Overdraft

The shire does not currently have any overdraft facilities set-up.

Note 10 Grants and Contributions

For the Period Ended 30 June 2019								
Grants	Grant Provider	2018-19 Revised Budget	2018-19 Revised Budget		Variations Additions/(Deletions)		Recoup Status	
			Operating	Capital	Operating	Capital	Received	Not Received
	\$	\$	\$	\$	\$	\$	\$	\$
General Purpose Funding								
General Grants (Untied)	WALGGC	1,588,340	1,588,340				3,216,647	0
Governance								
Licensing Commission	DoT	2,500	2,500				2,474	26
Health								
Grant-Environmental Health Program WA Health Dept	DoH	105,000	105,000				108,107	0
Education and Welfare								
Grant - DCD		279,000	279,000				309,000	0
Grant - Youth Program		0	0				0	0
Community Amenities								
FAHCSIA - NJCP	FAHSCIA	0	0				7,500	0
Recreation and Culture								
Contributions Bus Hire		0	0				0	0
Contributions and Reimbursements Other	Various	0	0				550	0
Transport								
Grants - Direct	MRWA	141,205	141,205				141,205	0
Grant-Strategic Funds-Outback Way/GCR	MRWA	540,000	540,000				554,000	0
Fed, Roads Grant (untied)	MRWA	315,204	315,204				702,604	0
Govt Grant - Road to Recovery	Dept of Infrastructure	3,507,669		3,507,669			3,531,359	0
Govt Grants - Special Purpose	MRWA	986,000		986,000			922,000	64,000
Govt Grant - Outback Highway		694,006		694,006			59,228	634,778
Govt Grants - Special Purpose		327,641	327,641				287,241	40,400
Other Property and Services								
Reimbursements	Various	0	0				36,277	0
Reimbursements - Workers Compensation	Various	0	0				59,870	0
Advertising Rebates	Various	0	0				17	0
		8,486,565	3,298,890	5,187,675	0	0	9,938,078	739,204

Note 11 Trust Funds

There are no funds held at balance date over which the Shire has no control.

Note 12 Material Variances

SHIRE OF NGAANYATJARRAKU NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY For the Period Ended 30 June 2019

Details and explanations of the material variances reflected on the Statement of Financial Activity are provided below as required by Local Government (Financial Management) Regulation 34(1) (d). pq Indicates a variance between Year to Date (YTD) Budget and YTD Actual data greater than \$20,000 and as per the adopted materiality threshold of 10%.

Reporting Program	Variance	Variance	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
Operating Revenues					
Governance	(526)	-18%			
General Purpose Funding - Rates	8,351	3%			
General Purpose Funding - Other	1,624,416	100%	▲	Permanent	Early receipt of FAGS 2019/20
Law, Order, Public Safety	(12)	-3%			
Health	2,907	3%			
Education and Welfare	30,372	11%	▲	Permanent	Adjustment to income from Playgroup WA required
Housing	2,209	11%			
Community amenities	5,973	6%			
Recreation and Culture	39,992	17%	▲	Permanent	Additional rental income at Community Resource Centre
Transport	735,521	55%	▲	Permanent	Early receipt of FAGS
Economic Services	4,275	43%			
Other Property and Services	1,165	1%			
Operating Expense					
Governance	406,795	-168%	▼	Permanent	Overall administration expenditure was down
General Purpose Funding - Rates	(7,114)	22%			
General Purpose Funding - Other	-	0%			
Law, Order, Public Safety	11,090	-15%			
Health	33,945	-7%			
Education and Welfare	218,595	-23%	▼	Permanent	Statting and related costs contribute to the majority of this variance EOY adjustments to depreciation and accrued expenses yet to be completed
Housing	45,872	-14%	▼	Timing	
Community Amenities	43,400	-8%			
Recreation and Culture	106,845	-11%	▼	Permanent	Statting and related costs are the biggest contributor, gallery and office maint. also down EOY adjustments yet to be completed
Transport	444,977	-14%	▼	Timing	
Economic Services	(16,963)	13%			
Other Property and Services	(125,945)	-6285%	▼	Timing	EOY adjustments yet to be completed
Funding Balance Adjustments					
Add back Depreciation	(436,557)	-32%	▼	Timing	EOY adjustments yet to be completed
Adjust (Profit)/Loss on Disposal	(36,871)	100%	▲	Permanent	Sale proceeds yet to be realised
Capital Revenues					
Grants, Subsidies and Contributions	(1,032,738)	-20%	▼	Timing	EOY adjustments yet to be completed
Proceeds from Disposal of Assets	249,698	100%	▲	Permanent	Additional vehicle sales
Capital Expenses					
Land & Buildings	28,488	-31%	▼	Permanent	To be considered in 19/20 budget process
Furniture & Equipment	5,000	-100%			
Plant & Equipment	(27,582)	76%	▲	Permanent	
Infrastructure - Roads	715,555	-13%	▼	Timing	EOY transactions still to be processed
Financing					
Transfer from Reserves	(6,137)	-1%			
Transfer to Reserves	1,508,058	-83%		Timing	EOY transfers to be made

**SHIRE OF NGAANYATJARRAKU
SCHEDULE OF FEES AND CHARGES 2019/2020**

	A/c Number	2018/2019 (GST excl) \$	GST	Fees Inclusive of GST	2019/2020 (GST excl) \$	GST	Fees Inclusive of GST
<u>Photocopying (per copy)</u>							
- A4 (Shire supplied paper)	42392	\$0.18	\$0.02	\$0.20	\$0.18	\$0.02	\$0.20
- A4 (customer supplied paper)	42392	\$0.09	\$0.01	\$0.10	\$0.09	\$0.01	\$0.10
- A3 (Shire supplied paper)	42392	\$0.27	\$0.03	\$0.30	\$0.27	\$0.03	\$0.30
- A3 (customer supplied paper)	42392	\$0.14	\$0.01	\$0.15	\$0.14	\$0.01	\$0.15
<u>Laminating (per page)</u>							
- A4	42392	\$0.91	\$0.09	\$1.00	\$0.91	\$0.09	\$1.00
- A3	42392	\$1.82	\$0.18	\$2.00	\$1.82	\$0.18	\$2.00
<u>Facsimile transmission (per page)</u>							
- Outgoing	42392	\$0.91	\$0.09	\$1.00	\$0.91	\$0.09	\$1.00
- Incoming	42392	\$0.45	\$0.05	\$0.50	\$0.45	\$0.05	\$0.50
<u>Meeting Room Hire</u>							
Meeting Room Hire (per hour - up to 3 hours)	116329	\$60.00	\$6.00	\$66.00	\$60.00	\$6.00	\$66.00
Meeting Room Hire (per day)	116329	\$250.00	\$25.00	\$275.00	\$250.00	\$25.00	\$275.00
Cleaning charges (per hour – min 1 hour)	116329	\$75.00	\$7.50	\$82.50	\$75.00	\$7.50	\$82.50
Meeting room hire (2 days or more hire)	116329	Days x rate		Days x rate	(Number of days hire x daily rate)		
<u>Plant Hire</u>							
Caterpillar 920 Front End Loader (per hour)	141240	\$85.00	\$8.50	\$93.50	\$85.00	\$8.50	\$93.50
Toyota Dyna 6500 Tip Truck (per hour)	141240	\$65.00	\$6.50	\$71.50	\$65.00	\$6.50	\$71.50
<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	\$0.22	GST Free	\$0.22
<u>Rubbish Charges – All applicable communities</u>							
Rubbish removal/site maintenance - Household	101410	\$290.00	GST Free	\$290.00	\$348.00	GST Free	\$348.00
Rubbish removal/site maintenance - Commercial	101410	\$1,100.00	GST Free	\$1,100.00	\$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	10%	10%	21.0%	0%	10%	10.0%
<u>Rental – Office / Housing</u>							
Warburton Community Resource Centre - as per rental agreement	111036	Small \$236.90 Medium 350.20 Large \$679.80	10%	Small \$260.60 Medium 385.22 Large \$747.80	Small \$248.73 Medium 367.70 Large \$713.82	10%	Small \$273.60 Medium 404.47 Large \$785.20
Duplex Unit (or as per existing contract)	42605	\$409.10	10%	\$450.00	\$421.36	10%	\$463.50
House (or as per existing contract)	42605	\$550.00	10%	\$605.00	\$566.50	10%	\$623.15



	A/c Number	2018/2019 (GST excl) \$	GST	Fees Inclusive of GST	2019/2020 (GST excl) \$	GST	Fees Inclusive of GST
Building & Regulatory Services							
Building Permit Application Fees:							
Uncertified Residential - 0.32% of estimated value of construction (incl. GST) minimum \$97.70	133410	Minimum \$97.70	GST Free	Minimum \$97.70	Minimum \$97.70	GST Free	Minimum \$97.70
Certified Residential - 0.19% of estimated value of construction (incl. GST) minimum \$97.70	133410	Minimum \$97.70	GST Free	Minimum \$97.70	Minimum \$97.70	GST Free	Minimum \$97.70
Commercial / Industrial - 0.09% of estimated value of construction (incl. GST) minimum \$97.70	133410	Minimum \$97.70	GST Free	Minimum \$97.70	Minimum \$97.70	GST Free	Minimum \$97.70
BCITF Levy - 0.2% of estimated value of construction (incl. GST) – [*only applies to estimated values over \$20,000] minimum of \$200	133489	Minimum \$200	GST Free	Minimum \$200	Minimum \$200	GST Free	Minimum \$200
Building Services Levy - \$61.65 for works values below \$45,000 and 0.137% for works valued over \$45,000 (building or demolition)	133400	Minimum \$61.65	GST Free	Minimum \$61.65	Minimum \$61.65	GST Free	Minimum \$61.65
Demolition Permit (for a Class 1 or Class 10 building or incidental structure)	133410	Minimum \$97.70	GST Free	Minimum \$97.70	Minimum \$97.70	GST Free	Minimum \$97.70
Application to extend the time during which a building or demolition permit has effect	133410	Minimum \$97.70	GST Free	Minimum \$97.70	Minimum \$97.70	GST Free	Minimum \$97.70
Application for Occupancy Permits, Building Approval Certificates:							
Occupancy Permit for a completed building	133410	\$97.70	GST Free	\$97.70	\$97.70	GST Free	\$97.70
Temporary Occupancy Permit for an incomplete building	133410	\$97.70	GST Free	\$97.70	\$97.70	GST Free	\$97.70
Replacement of an Occupancy Permit for permanent change of the building's use or classification	133410	\$97.70	GST Free	\$97.70	\$97.70	GST Free	\$97.70
Occupancy Permit for unauthorised work – 0.18% of estimated value of construction	133410	Minimum \$97.70	GST Free	Minimum \$97.70	Minimum \$97.70	GST Free	Minimum \$97.70
Building Approval Certificate for unauthorised work – 0.38% of estimated value of construction	133410	Minimum \$97.70	GST Free	Minimum \$97.70	Minimum \$97.70	GST Free	Minimum \$97.70
Occupancy Permit for an existing building	133410	\$97.70	GST Free	\$97.70	\$97.70	GST Free	\$97.70
Building Approval Certificate for an existing building where unauthorised work has not been done	133410	\$97.70	GST Free	\$97.70	\$97.70	GST Free	\$97.70
Application to extend the time during which an Occupancy Permit or Building Approval Certificate has effect	133410	\$97.70	GST Free	\$97.70	\$97.70	GST Free	\$97.70
Application to inspect and obtain a copy of building records	133410	\$96.00 each	GST Free	\$96.00 each	\$100 each	GST Free	\$100 each
Application to install battery smoke detectors, dwellings (from 1 October 2018)	133410				\$179.40 per dwelling	GST Free	\$179.40 per dwelling
General inspections	133410	\$118.00 per hour	GST Free	\$118.00 per hour	\$120 per hour	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	\$61.00	GST Free	\$61.00	\$66.00	GST Free	\$66.00
Local Government Report	103450	\$110.00	GST Free	\$110.00	\$118.00	GST Free	\$118.00
Food Act Fees (Section 140) – pro rata on proclamation							
Registration/Notification under Food Act 2008	74380	\$50.00	GST Free	\$50.00	\$60.00	GST Free	\$60.00
Caravan Park licence/registration fee \$6 per bay, \$200 minimum	74381	\$200.00	GST Free	\$200.00	Minimum \$200.00	GST Free	Minimum \$200.00