



Shire of Ngaanyatjaraku

ON A JOURNEY

ORDINARY MEETING OF COUNCIL

ATTACHMENTS

Tjulyuru Cultural and Civic Centre

Warburton Community

27 March 2019

Following the AGM of Electors Meeting

at

1.00 pm



Shire of Ngaanyatjaraku
ON A JOURNEY

ORDINARY MEETING OF COUNCIL

UNCONFIRMED MINUTES

**Tjulyuru Cultural and Civic Centre
Warburton Community**

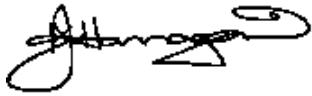
27 February 2019

at

1.00 pm

SHIRE OF NGAANYATJARRAKU
ORDINARY MEETING OF COUNCIL

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



Date: 27-2-2018

Acting Chief Executive Officer

These minutes were confirmed by Council as a true and correct record of proceedings of the Meeting of Council held on the 27 February 2019.

Presiding Member: _____ Date:.....

DISCLAIMER

The resolutions contained in these Minutes are subject to confirmation by the Council and endorsement by the Council. The Shire of Ngaanyatjarraku warns that anyone who has any application lodged with Council must obtain and should only rely on written confirmation of the outcomes of the application following the Council meeting, and any conditions attaching to the decision made by the Council in respect of the application. No responsibility whatsoever is implied or accepted by the Shire of Ngaanyatjarraku for any act, omission or statement or intimation occurring during a Council meeting.

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1. DECLARATION OF OPENING

The Presiding Member declared the meeting open at 1.09 pm.

2. ANNOUNCEMENT OF VISITORS

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

3. ATTENDANCE

3.1 PRESENT

Elected Members:	President Deputy President Councillor Councillor Councillor Councillor	D McLean P Thomas (by telephone) A Bates J Frazer L West A Jones
Staff:	K Hannagan K Fisher A Shinkfield	Acting Chief Executive Officer Director Corporate Services Early Years Coordinator (from 1.19 pm)
Guests:		
Members of Public:	There were no members of the public in attendance at the commencement of the meeting.	

3.2 APOLOGIES

Cr. A Bates

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
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7. ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

8. PETITIONS, DEPUTATIONS, PRESENTATIONS

8.1 PETITIONS

8.2 DEPUTATIONS

8.3 PRESENTATIONS

9. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

9.1 MINUTES OF ORDINARY MEETING OF COUNCIL HELD 19 December 2018 (ATT 9.1)

Officers Recommendation and Council Resolution

Moved: Cr A Bates Seconded: Cr L West

That the Unconfirmed Minutes of the Ordinary Meeting of Council held on 19 December 2018 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 27 February 2019 (Tabled)

Officers Recommendation and Council Resolution

Moved: Cr J Frazer Seconded: Cr A Jones

That Council:

- 1. Notes the Unconfirmed minutes of Audit Committee Meeting held on Wednesday 27 February 2019 at the Council Chambers, Tjulyuru Cultural and Civic Centre, Warburton Community (Tabled); and**
- 2. Adopts the Recommendations from the Audit Committee.**

Carried: 6/0

10. CEO REPORTS

10.1 REVIEW OF 2016/17 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 January 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 2016/17 during September 2018 to December 2018.

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 2017:

- Independent Auditors Report to the Electors of the Shire of Ngaanyatjarraku (Auditor's Report);
- Management Report for the year ended 30 June 2017 (Management Report); and
- Annual Financial Report 2016/17.

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.

Further reports will be submitted to Council at future meetings to keep Council apprised of action in completing matters raised by the reports, requiring action to be taken by the Council and to ensure that appropriate action is taken in respect of those matters.

Statutory Environment

Local Government Act 1995

- 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 his or her 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 is to examine the report of the auditor prepared under section 7.9(1), and any report prepared under section 7.9(3) forwarded to it, and is to —
(a) determine if any matters raised by the report, or reports, require action to be taken by the local government; and
(b) ensure that appropriate action is taken in respect of those matters.
(4) A local government is to —
(a) prepare a report on any actions under subsection (3) in respect of an audit conducted in respect of a financial year; and
(b) forward a copy of that report to the Minister, by the end of the next financial year, or 6 months after the last report prepared under section 7.9 is received by the local government, whichever is the latest in time.

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, 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 2016/17

Voting Requirement

Simple Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr L West

Seconded: Cr J Frazer

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 2016/17 Audit Reports.

Carried: 6/0

Auditor, D Tomasi joined the meeting by telephone and gave the Council a summation of his Audit Report for 2016/17.

Officers Recommendation and Council Resolution

Moved: Cr A Jones

Seconded: Cr J 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 2016/17 audit conducted;**
- 2. Instructs the Chief Executive Officer to:**
 - a) implement procedures for authorisation and payment of accounts payable (creditors) in consultation with the Shires' Auditor by 28 February 2019;**
 - b) implement procedures for authorisation and payment of payroll (employees) in consultation with the Shires' Auditor by 28 February 2019;**
 - c) consider ways to improve the Shires own source operating position;**
 - d) undertake a review of the Shire's employee files to ensure employment agreements are in place for all current employees; and**
 - e) review the Shire's Isolation Leave entitlements.**

Carried: 6/0

10.2 PROGRESS ON THE IMPLEMENTATION OF COUNCIL DECISIONS, STATUS REPORT FOR JANUARY 2019

FILE REFERENCE:	GV.05
AUTHOR'S NAME AND POSITION:	Kevin Hannagan Acting Chief Executive Officer
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	19 February 2019
DISCLOSURE OF INTERESTS:	The author has no financial, proximity or impartiality interests in the proposal.

Summary

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

Background

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

Comment

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

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

Statutory Environment

Section 2.7 of the Local Government Act 1995 states:

“Role of council

(1) The council —

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

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

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

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

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

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

Financial Implications

There are no known financial implications for this matter.

Strategic Implications

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 to January 2019.

Voting Requirement

Simple Majority

Officers Recommendation and Council Resolution

Moved: Cr P Thomas

Seconded: Cr J Frazer

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

Carried: 6/0

10.3 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 February 2019
DISCLOSURE OF INTERESTS:	The author has no financial, proximity or impartiality interests in the proposal.

Summary

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

Background

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

Comment

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

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

The Auditors Report for FYE 2017 has been finalised in December 2018 and AFS provided to the DLGSCI by end December. The Shire was technically 'compliant' until the end of December 2018 when the AFS 2017/18 was due.

The main remaining items outstanding to achieve compliance is the Annual Report 2017/18 and Audit for 2017/18 Financial Year End. Significant progress is now being made and it is proposed to be compliant by the end of March/April 2019.

The Shire has received verbal comment from the DLGSCI that they intend to close the investigation into the Shire of NG in early 2019.

Statutory Environment

Local Government Act 1995, various sections

Local Government (Financial Management) Regulations 1996, various sections

Local Government (Audit) Regulations 1996, various sections

Local Government (Administration) Regulations 1996, various sections

Financial Implications

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

Strategic Implications

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 10.3 - Compliance Action List as at 19 February 2019

Voting Requirement

Simple Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr A Jones

Seconded: Cr J Frazer

That Council notes the Compliance / Action Calendar as at 19 February 2019 (Attachment 10.3) and this Report.

Carried: 6/0

10.4 ATTENDANCE BY TELEPHONE CR THOMAS

FILE REFERENCE:	GV.00
AUTHOR'S NAME AND POSITION:	Kevin Hannagan Acting Chief Executive Officer
DATE REPORT WRITTEN:	19 February 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 only attended by telephone for the August and November 2018 meetings this financial year.

Statutory Environment

Local Government Act 1995

5.25. Regulations about council and committee meetings and committees

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

Local Government (Administration) Regulations 1996

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

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

(3) A person referred to in this regulation is no longer to be taken to be present at a meeting if the person ceases to be in instantaneous communication with each other person present at the meeting.

(4) In this regulation —

suitable place means a place that the council has approved* as a suitable place for the purpose of this regulation and that is located —

(a) in a townsite or other residential area; and

(b) 150 km or further from the place at which the meeting is to be held under regulation 12, measured along the shortest road route ordinarily used for travelling;

townsite has the same meaning given to that term in the Land Administration Act 1997 section 3(1).

* Absolute majority required.

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

Financial Implications

There are no known financial implications.

Strategic Implications

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 A Jones

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

Carried: 6/0

10.5 ANNUAL REPORT 2016/17 AND AGM OF ELECTORS

FILE REFERENCE:	CS.13
AUTHOR'S NAME AND POSITION:	Kevin Hannagan Acting Chief Executive Officer
DATE REPORT WRITTEN:	12 January 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 2016/17, including the Financial and Auditors 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;
- The Auditor Report;
- Prescribed information in relation to payments made to employees; and
- Any other prescribed information.

Copies of the Annual Report for 2016/17 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, 23 April 2019.

Comment

It is recommended the Annual Report be considered by the electors of the Shire at an AGM to be held on the 27 March 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 10.5 – Annual Report 2016/17

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.

Voting Requirement

Absolute Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr A Bates

Seconded: Cr J Frazer

That Council:

1. Accepts the 2016/17 Annual Report as per Attachment 10.5;
2. Hold the Annual General Meeting of Electors on Wednesday 27 March 2019 commencing at 1.00 pm prior to the Ordinary Meeting of Council in Warburton; and
3. Advertise the 2016/17 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

10.6 ACTIONS UNDERTAKEN IN RESPONSE TO 2015/16 AUDITORS MANAGEMENT REPORT

FILE REFERENCE:	FM.02
AUTHOR'S NAME AND POSITION:	Kevin Hannagan Acting Chief Executive Officer
DATE REPORT WRITTEN:	20 January 2019
DISCLOSURE OF FINANCIAL INTEREST:	The author has no financial, proximity or impartiality interests in the proposal.

Summary

For Council to consider action taken in relation to comments made in the Auditors Management Report for the 2015/16 Audit.

Background

Council considered the Auditors Management Report at its 11 July 2018 meeting and resolved the following:

Officers Recommendation and Council Resolution

Moved: Cr A Jones Seconded: Cr L West

That Council:

- 1. Accepts the Independent Auditors Report, Management Letter and Annual Financial Report and actions contained in the reports in respect of the 2015/16 audit conducted;**
- 2. Instructs the Chief Executive Officer to hand-over day to day management of the Shire's administration to the Deputy CEO to enable the CEO to dedicate his whole time to complete the following (before departure on 31 August 2018):**
 - a) Annual Report 2014/15 by 30 July 2018;**
 - b) Council Minutes July to December 2015 by 25 July 2018;**
 - c) Annual Report 2015/16 by 14 August 2018;**
 - d) Council Minutes July 2016 to June 2017 by 21 August 2018; and**
 - e) Council Minutes July 2017 to May 2018 by 31 August 2018;**
- 3. Instructs the Deputy Chief Executive Officer to assume day to day management of the Shire's administration, Act as Chief Executive Officer and:**
 - a) implement procedures for authorisation and payment of accounts payable (creditors) in consultation with the Shires' Auditor by 31 August 2018;**
 - b) implement procedures for authorisation and payment of payroll (employees) in consultation with the Shires' Auditor by 31 August 2018;**

- c) implement records management procedures in accordance with the Shires' Record Keeping Plan 2016 by 30 September 2018;
- d) undertake a review of the Shire's current financial management practices by 31 October 2018;
- e) provide the Auditor with balanced accounts and financial report for FYE 2016/17 by 30 July 2018;
- f) achieve significant progress on the 2016/17 Audit by 30 September 2018;
- g) complete Annual Report 2016/17 by 31 October 2018, and
- h) commence the 2017/18 Audit by 1 November 2018.

Carried: 5/0

Further reports were to be submitted to Council at future meetings to keep Council apprised of action in completing matters raised by the reports, requiring action to be taken by the Council and to ensure that appropriate action is taken in respect of those matters.

Comment

The following action has been undertaken in response to the above-mentioned resolution.

- 1 Complete
- 2 Complete
- 2(a) Complete
- 2(b) The Shire does not have records of Minutes for August, September, October, November, December 2015.
- 2(c) Complete
- 2(d) The Shire does not have records of Minutes for August 2016 and June 2017
- 2(e) Complete
- 3 Complete
- 3(a) Complete
- 3(b) Complete
- 3(c) Complete
- 3(d) Changes made to practices in accordance with CEO Internal Control Procedure. Review of Financial Management Procedures was included in February 2019 Tender for Accounting / Compliance Services.
- 3(e) Complete
- 3(f) Complete
- 3(g) Audit 2016/17 completed prior to Christmas and Annual Report 2016/17 included in February 2019 Agenda.
- 3(h) Fair Valuation (Infrastructure) and all Reconciliations complete prior to Christmas. Auditor resumed work 14 January 2019 and 2017/18 Audit resumed.

Statutory Environment

Local Government Act 1995

7.12A. *Duties of local government with respect to audits*

(1)

(3) *A local government is to examine the report of the auditor prepared under section 7.9(1), and any report prepared under section 7.9(3) forwarded to it, and is to —*

(a) determine if any matters raised by the report, or reports, require action to be taken by the local government; and

(b) ensure that appropriate action is taken in respect of those matters.

(4) A local government is to —

(a) prepare a report on any actions under subsection (3) in respect of an audit conducted in respect of a financial year; and

(b) forward a copy of that report to the Minister, by the end of the next financial year, or 6 months after the last report prepared under section 7.9 is received by the local government, whichever is the latest in time.

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 "Medium" risk and can be acceptable with adequate controls, managed by the Director Corporate Services and subject to semi-annual monitoring.

Policy Implications

There are no known policy implications for this matter.

Attachments

Not Applicable

Voting Requirement

Simple Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr P Thomas

Seconded: Cr L West

That Council:

- 1 Receives the Report on actions undertaken in response to the 2015/16 Auditors Management Report; and**
- 2 Instructs the Acting Chief Executive Officer to forward a copy of this Council Report to the Minister for Local Government.**

Carried: 6/0

11. DEPUTY CEO REPORTS

11.1 PAYMENTS LISTING, DECEMBER 2018 & JANUARY 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:	19 February 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 Accounts for Payment, December 2018 and January 2019.

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(a) – Payment Listings, December 2018

Attachment 11.1(b) – Payment Listings, January 2019

Voting Requirement

Simple Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr A Bates

Seconded: Cr J Frazer

That Council receives the Payment Listings, December 2018 and January 2019 totalling payments of \$814,822.53 and \$639,237.42 as per Attachment 11.1(a)&(b).

Carried: 6/0

11.2 COUNCIL INVESTMENTS AS AT 21 FEBRUARY 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:	21 February 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 at 21 February 2019.

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.

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

At the date of writing this report \$1,000,000 of operating funds has been invested in a Term Deposit to mature on 27 June 2019, at a rate of 2.35% this will result in a return of \$8,112 interest income for a term of 4 months and potentially \$25,000 per annum. The Municipal Operating Account only receives 0.10% interest and Council have been missing out on a lot of interest earning potential. With cashflow forecasting it may be possible to shift more Muni funds into Term Deposits.

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 screen print of Municipal and Investment Accounts

Voting Requirement

Simple Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr J Frazer

Seconded: Cr A Jones

That the report on Council Investments as at 21 February 2019 be received.

Carried: 6/0

Unconfirmed Minutes

11.3 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIODS ENDED 30 NOVEMBER, 31 DECEMBER 2018 & 31 JANUARY 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:	20 February 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 for the periods ended 30 November, 31 December 2018 and 31 January 2019.

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 will need to be made in the Mid-Year Budget Review for permanent differences.

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 11.3(a) - Monthly Financial Report for the period to 30 November 2018

Attachment 11.3(b) - Monthly Financial Report for the period to 31 December 2018

Attachment 11.3(c) - Monthly Financial Report for the period to 31 January 2019

Voting Requirement
Simple Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr A Bates

Seconded: Cr L West

That Council receives the monthly financial reports for 30 November, 31 December 2018 and 31 January 2019.

Carried: 6/0

Unconfirmed Minute

11.4 APPROVAL OF INVOICES FOR PAYMENT

FILE REFERENCE:	FM.07
AUTHOR'S NAME AND POSITION:	Kevin Hannagan Acting Chief Executive Officer
DATE REPORT WRITTEN:	19 February 2019
DISCLOSURE OF INTERESTS:	The author has a proximity or impartiality interests in the proposal.

Summary

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

Background

The two invoices are related to costs associated with using a contract Youth Services Manager for November and December 2018 to implement the Youth Services Review and manage staff until the final organisation structure is known.

Comment

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

Statutory Environment

Local Government Act 1995

- 2.7. *Role of council*
- (1) *The council —*
 - (a) *governs the local government's affairs; and*
 - (b) *is responsible for the performance of the local government's functions.*
 - (2) *Without limiting subsection (1), the council is to —*
 - (a) *oversee the allocation of the local government's finances and resources; and*
 - (b) *determine the local government's policies.*

Financial Implications

The associated cost of Youth Services Management is in the 2018/19 adopted budget. However, the cost of using a consultant has been much higher than that budgeted for a Shire Officer. The management of Youth Services going forward will be the subject of a separate confidential report in this agenda.

Strategic Implications

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

Risk Management

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

Policy Implications

Not Applicable

Attachments

Attachment 11.4 – Core Business Australia, Invoices 0847 & 0848.

Voting Requirement

Simple Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr P Thomas

Seconded: Cr J Frazer

That Council approves the attached Invoices 0847 & 0848 from Core Business Australia for payment.

Carried: 6/0

Unconfirmed Minutes

11.5 RFT 01 – 2018/19, ACCOUNTING & COMPLIANCE SERVICES

FILE REFERENCE: PL.23

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

DATE REPORT WRITTEN: 24 February 2019

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

Summary

A Request for Tender 01, 2018/19, Accounting and Compliance Services was advertised via state wide public notice in The West Australian Newspaper on 2 February 2019.

Seven conforming tenders were received via email from Tenderlink in response to the RFT.

The evaluation panel has now completed its assessment of the tender submission and makes their recommendation.

Background

The Shire of Ngaanyatjaraku is seeking the services of a highly competent and experienced company or companies to undertake Accounting and Compliance Services as per the scope of works for:

- a) Month End Statement of Financial Activity;
- b) General Advice (Schedule of Rates).
- c) Risk Management Services / Audit Regulation 17 Review;
- d) ICT Plan;
- e) Financial Management Review; and
- f) Registers and Records.

The advertised selection criteria were:

Criteria	Weighting
(a) Relevant Experience	30%
(b) Skills, experience and management of key personnel	30%
(c) Tenderers Resources	15%
(d) Establish and Maintain Relationship	25%

After initial compliance assessment, the submissions were deemed compliant for further assessment. The evaluation panel then assessed the submissions against the selection criteria and value for money.

The Evaluation and Recommendation Report, including the overall evaluation scores and rankings, are attached as a confidential item.

Comment

The tenders have been assessed with the below scores and rankings. Complete details of the tenders and assessment are provided in attachment A of the confidential item.

Rank	Tenderer	Score (/100)
1	Moore Stephens WA	91.69
2	RSM	87.50
3	Midwest Financial	82.25
4	Butler Settineri Audit P/L	80.50
5	Andrew Burchfield Consulting	78.03
6	Pricewaterhouse Coopers Indig Cons	72.88
7	Iuvo Group	72.31

The evaluation panel concluded that Moore Stephens WA are suitable and provided a value for money submission in relation to RFT 01, 2018/19.

Consultation

Acting Chief Executive Officer
Director Corporate Services

Statutory Environment

Local Government Act 1995 Section 3.57. Tenders for providing goods or services

- (1) *A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.*
- (2) *Regulations may make provision about tenders.*

Local Government Act 1995 Section 5.23. Meetings generally open to public

- (2) *If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —*
 - (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;”*

Local Government (Functions and General) Regulations 1996

- (1) *Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150,000 unless sub-regulation (2) states otherwise.*
- (2) *Tenders do not have to be publicly invited according to the requirements of this Division if:*
 - (a) *the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or*
 - (b) *the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program;*

Financial Implications

The Shire makes annual budget allocations for the provision of Accounting Services and Consultancy 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 Ngaanyatjarraku'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

Corporate Services Policy CS2.6, Purchasing

Attachments

Attachment - Confidential Reports and Attachments

Voting Requirement

Simple Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr P Thomas

Seconded: Cr L West

In respect to Tender RFT 01, 2018/19 – Accounting and Compliance Services, Council:

- 1. Resolve that Evaluation Report Attachment is confidential in accordance with s5.23 (2) the Local Government Act because it deals with matters affecting s5.23 (2): (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”;**
- 2. Notes the attached Confidential Evaluation Report;**
- 3. Award the contract to Moore Stephens WA as per their submitted Lump sum and Schedule of Rates for an estimated three-year value of \$203,850 excluding GST;**
- 4. Authorise the Chief Executive Officer to enter into a contract with the appointed Contractor; and**
- 5. Authorise the Chief Executive Officer to manage the Contract, including any variations providing this does not exceed the annual budget allocation or reduce the overall scope.**

Carried: 6/0

Unconfidential

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:	18 February 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 through the period on-site January 2019.

Background

Not applicable

Comment

Not Applicable

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, January 2019

Voting Requirement

Simple Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr J Frazer

Seconded: Cr A Jones

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

Carried: 6/0

Unconfirmed Minutes

13. EARLY YEARS PROGRAM REPORTS

13.1 ACTION REPORT – EARLY YEARS PROGRAM

FILE REFERENCE:	CS.13
AUTHOR'S NAME AND POSITION:	Anne Shinkfield Early Years Program Coordinator
AUTHORISING OFFICER AND POSITION:	Kevin Hannagan Acting Chief Executive Officer
DATE REPORT WRITTEN:	18 February 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 Early Years Program activities and events over the last few months.

Background

Not applicable

Comment

Not applicable

Statutory Environment

Not applicable

Financial Implications

No known financial implications for this matter.

Strategic Implications

Strategic Community Plan 2016 – 2026

Goal 1, Our Community

Outcome 1.1 The best start in life for our youth

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 13.1 – Activity Report, Early Years Program, Term 2 2018

Voting Requirement

Simple Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr L West Seconded: Cr A Bates

That Council receives the Action Report, early Years Learning Services for Term 2 2018.

Carried: 6/0

Unconfirmed Minutes

14. YOUTH / RECREATION SERVICES REPORTS

14.1 ACTION REPORT – YOUTH / RECREATION SERVICES

FILE REFERENCE:	RC.00
AUTHOR'S NAME AND POSITION:	Mark Weller Acting Youth Services Manager
AUTHORISING OFFICER AND POSITION:	Kevin Hannagan Acting Chief Executive Officer
DATE REPORT WRITTEN:	23 January 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 Youth & Recreation Services activities and actions through the period December 2018 to mid-January 2019.

Background

In October 2018 the Shire considered and adopted a report and recommendations relating to a review of Youth services (See ordinary meeting of Council minutes 24th October 2018, item 10.8).

As part of the adopted resolution Council instructed the CEO to engage the Youth Service Review consultant (as per their Schedule of Rates) to undertake the implementation phase.

Comment

The engagement and commencement of work occurred immediately. The attached action report (attachment 14.1) documents:

- Key activities undertaken during the reporting period;
- Outcomes;
- Areas for improvement;
- Planned Activities for the next reporting period (Three months); and
- Potential issues.

In summary the current implementation recommendations from the October 2018 review has been successful. In particular, the School holiday program involved significant interagency cooperation and delivery of services in Warburton from 7:30am to 10:00pm, 5 days per week. A significant reduction in crime occurred, attributed in part to the quality and level of service of the Youth program.

The implementation period is likely to span for a further 9 months. The CEO and Acting Manager of Youth / Recreation services will continuously review progress to ensure maximum achievement of outcomes, benefits and efficiency from service delivery.

Intended activities during the next reporting period will involve:

- Investigation of funding opportunities to increase service and potentially reduce the Shire's financial commitment given currently documented strategic funding issues affecting the Shire overall (documented in separate Council reports);
- Commencing development of an interagency Youth strategy;

- Liaison with the Community/ Council with the aim of preparing funding applications to secure capital in future for fit for purpose Youth facilities;
- Continue to develop local team member capability through training and mentoring;
- Develop and implement 'Level of Service' guarantees to inform community members what the program is able to commit to, then achieving these;
- Continue to implement the leadership program. The ultimate aim of this program is that in time local Youth will be trained to become Youth workers; and employment of locals will be at least 50%; and
- Implementation of structured, skill based, 10-week programs across all locations (instead of the current day-by-day programming focus).

Questions from Councilor's to the CEO and Acting Manager of Youth / Recreation Services are encouraged and welcome.

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 14.1 – Action Report, Youth / Recreation Services, December 2018 to Mid-January 2019

Voting Requirement

Simple Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr A Jones

Seconded: Cr J Frazer

That Council receives the Action Report, Youth / Recreation Services for December 2018 to mid-January 2019.

Carried: 6/0

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

16. CONFIDENTIAL MATTERS

16.1 REVIEW OF SHIRE SERVICES

FILE REFERENCE: PL.00

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

DATE REPORT WRITTEN: 23 February 2019

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

Officers Recommendation and Council Resolution

Moved: Cr A Jones Seconded: Cr J Frazer

That Council:

- 1. Resolve that the Review of Shire Services Report Attached is 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;**
 - (b) the personal affairs of any person;**
- 2. Close the meeting to the public at 1.48 pm pursuant to sub section 5.23 (2)(a) and (b) of the Local Government Act 1995.**

Carried: 6/0

There were no members of the public gallery and staff member A Shinkfield left the meeting at 13.48 pm. (Note: Acting Chief Executive Officer and Director Corporate Services remained and took minutes.)

Officers Recommendation and Council Resolution

Moved: Cr A Bates Seconded: Cr L West

That Council re-open the meeting to the public at 2.00 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 J Frazer

Seconded: Cr A Jones

That Council:

- 1. Advise NG Council of the Shires intention to raise Rubbish Fees and Charges in the 2019/20 Budget as outlined in this report.**
- 2. Advise NG Council of the Shires intention to Cease Dog Control Program services from the 2019/20 FYE onwards;**
- 3. Consult with Environmental Health, Early Years Program and Youth & Recreation staff on changes to future service provision as outlined in this report and advise NG Council of the Shires change of service provision.**
- 4. Advise NG Council and Warburton Community of the Shires intention to reduce the Warburton Community pool grant from \$50,000 p.a. to \$10,000 p.a. in the 2019/20 Budget.**
- 5. Advise NG Council and Warburton Community that the Shire is not in a financial position to fund the Willara Creative program beyond the 2018/19 financial year.**
- 6. Engage CORE's Principal Associate, Paul Rosair on a schedule of rates basis to navigate within the State Government and formalise introductions for the CEO and Shire President to engage directly with State Government Ministers to seek emergency funding for Youth / Recreation Services.**

Carried: 6/0

17. NEXT MEETING

Scheduled for Wednesday, 27 March 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 2.03 pm.

Unconfirmed Minutes

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
24 October 2018	OCM	10.8	PROVISION OF WASTE SERVICES BY NGAANYATJARRA COUNCIL

Resolution

	Status Update	% Complete
That Council write to the CEO of the Department of Water and Environmental Regulation and request that it issue a waste collection permit to the Ngaanyatjarra Council outlining the reasons why the Shire would cease providing waste services within its district.	NG Council have advised that they are no longer in a position to take over provision of waste services	100%

Meeting Date	Meeting Type	Report Number	Report Title
27 February 2019	OCM	10.1	REVIEW OF 2016/17 ANNUAL FINANCIAL STATEMENTS, INDEPENDENT AUDIT REPORT AND MANAGEMENT REPORT

Resolution

Part 2. Instructs the Chief Executive Officer to:	Status Update	% Complete
a) implement procedures for authorisation and payment of accounts payable (creditors) in consultation with the Shires' Auditor by 28 February 2019;	Complete	100%
b) implement procedures for authorisation and payment of payroll (employees) in consultation with the Shires' Auditor by 28 February 2019;	Complete	100%
c) consider ways to improve the Shires own source operating position;	As the Shire does not have a 'ratepayer' base, there is not much scope for improvement. However, Council will consider increases in Fees & Charges where possible in the 2019/20 Budget	70%

d) undertake a review of the Shire's employee files to ensure employment agreements are in place for all current employees;	In Progress	25%
e) review the Shire's Isolation Leave entitlements.	Discussions held with WALGA and awaiting formal advice from them.	80%

Meeting Date	Meeting Type	Report Number	Report Title
27 February 2019	OCM	16.1	REVIEW OF SHIRE SERVICES

Resolution

Part:	Status Update	% Complete
3. Consult with Environmental Health, Early Years Program and Youth & Recreation staff on changes to future service provision as outlined in this report and advise NG Council of the Shires change of service provision.	Ongoing	40%
6. Engage CORE's Principal Associate, Paul Rosair on a schedule of rates basis to navigate within the State Government and formalise introductions for the CEO and Shire President to engage directly with State Government Ministers to seek emergency funding for Youth / Recreation Services.	Ongoing	20%

Excerpt from Common Seal Register

Date on which the common seal was affixed	Nature of the document	Parties to any agreement
27 March 2019	General Conditions of Contract – RFT 01 18/19 Accounting & Compliance Services	Moore Stephens WA

Attachment 10.3

Activity	Description	Legislation	Section	Notes	Responsible Officer	Due Date	Progress as at 20 March 2019
Disability Access and Inclusion Plan Review	Commence Review	Disability Services Act 1993	s29(7)	5-yearly, next due ?	DCS		
Audit Actions Report 2016/17	A local government is to — (a) prepare a report on any actions under subsection (3) in respect of an audit conducted in respect of a financial year; and (b) forward a copy of that report to the Minister, by the end of the next financial year, or 6 months after the last report prepared under section 7.9 is received by the local government, whichever is the latest in time.	Local Government Act 1995	s7.12A(4)	Annual	ACEO	Feb-18	Completed, report to Minister due August 2019
Councillor Training	Develop second round Training Plan for Councillors				CEO	Mar-19	Finalise with DLGSC / WALGA for 2019
Organisation Structure	Update Org Structure			Council Report to adopt	ACEO	Mar-19	Update to Feb 19
Strategic Plan / Documents Recommendations	Progress implementation of recommendations from SCP, CBP, LTFF, AMP, AMIS, NAMA, WFP, RKP, DRP, RMP, LEMA, Reg17, Reg5, Audit Mgmt Letter			As required	DCEO / DCS		Await new DCS to assist
Public Health Plan	Prepare new PHP as per new act.	Public Health Act 2016	s38	Annual	EHO/CEO	Mar-19	
Policy Manual	Policy Manual Review			Major Review Feb/Mar 2019	CEO / DCEO	Apr-19	
CEO Procedures	Procedures Review			Major Review Feb/Mar 2019	CEO / DCEO	Apr-19	
Code of Conduct	Review	Local Government Act 1995	s5,103	Review due 2019	CEO / DCEO	Apr-19	
Customer Service Charter	Review			Biennial	DCEO	Apr-19	
Authorised Officers	Authorised Officers - Purchasing & Requisitions - review listing - remove details of officers who are no longer relevant	Local Government (Financial Management) Regulations 1996	Reg.5	Annual	DCEO/CEO	Apr-19	
Fringe Benefit Tax Return 2019	The FBT return is lodged electronically to the ATO each year in May	FBT		Annual	CEO	May-19	
Performance Review	Completion of CEO & Staff Performance Reviews.	Local Government Act 1995	s5.38	Annual (CEO Oct)	DCEO	Jun-19	
Compliance Audit Report	Compliance Audit Return - update of progress with implementation of remedial Action	Local Government Act 1995	s7.13(1)(i)	As required	CEO	Jul-19	
FOI Annual Statement	FOI Annual Statistical Data - forward to the Commissioner Due July	Freedom of Information Act 1992	s111(3)	Annual	CEO	Jul-19	
Related Party Transactions	New Accounting Standard to be implemented for 2018/19 FYE	Australian Accounting Standards	AASB124	Annual August	CEO	Aug-19	
Financial Interests Register	Review and remove details of officers / elected members who are no longer relevant	Local Government Act 1995	s5.88(3)	Annual. Returns to be kept for further 5 years	DCEO		
Complaints Register	Complaints officer to maintain a register of complaints regarding breaches of the Act.	Local Government Act 1995	s5.121(1)	Update the document when a complaint is received.	CEO		
Delegation Register - Committees / CEO & Employees / Authorised Officers	Delegation Register - Review - OCM Report	Local Government Act 1995	s5.18 s5.46 s9.10 s9.29	Annual	CEO/DCEO		
Business Continuity Disaster Recovery Plan	Review of Plan			Biennial	DCS		
Risk management, internal control and legislative compliance	Commence review	Local Government (Audit) Regulations 1996	Reg. 17	Biennial, due 2019	DCS/CEO	Sep-19	
Financial Management Procedures	CEO to undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures	Local Government (Financial Management) Regulations 1996	Reg.5(2)(c)	4-yearly, due 2021	ACEO	Oct-21	

Attachment 11.1

February Payments Summary			
Date	Code	Description	Credit
01/02/2019	37	NATS Freight on Early Years WINC order	-38.50
01/02/2019	719	CITY OF LIGHTS VIDEO & MULTIMEDIA PRODUCTIONS Fee for hosting Shire website 1/1-30/6	-495.00
01/02/2019	726	DIPLOMAT MOTEL Accom and meal rec officer b Ngwele	-121.00
01/02/2019	931	SOUTHERN WORKWEAR & AMMUNITION Uniforms for Early Years program	-273.00
01/02/2019	2094	NGAANYATJARRA COUNCIL AC (NTU) Heritage clearances Jameson cutline	-13920.38
01/02/2019	40	NGAANYATJARRA SERVICES (ABORIGINAL CORPORATION) Supply and fit new mirror drivers side Fit tyre to 1DGQ100	-1827.05
01/02/2019	58	WARBURTON COMMUNITY INC Purchase of items for Warta shop re-sale	-2100.00
01/02/2019	72	BLACKSTONE ENTERPRISES (STORE) Diesel for youth Troopy 1GOJ548	-140.08
01/02/2019	217	KEY FACTORS PTY LTD (BREAKAWAY) Roadworks plant hire Jameson - Wanarn	-128923.30
01/02/2019	334	STAPLES AUSTRALIA (WINC) Stationery Order Early Years Program	-55.53
01/02/2019	368	DEPT FOR PLANNING & INFRASTRUCTURE (DPI) DoT Agency transactions 134869 - 134872	-743.75
01/02/2019	538	PERFECT COMPUTER SOLUTIONS PTY LTD Lenovo V330 I7 16gb ram 256 gb SSD for above	-3205.00
01/02/2019	696	CHARTAIR PTY LTD Flight for DCEO K Hannagan Warb - ASP Flight for youth officer B Ngwele	-670.00
01/02/2019	15	WESTPAC BANK Transaction fees - January 2019	-22.00
04/02/2019	357	COMMONWEALTH BANK OF AUSTRALIA CBA Merchant & POS fees - January 2019	-36.50
05/02/2019		FBT 2017.2018	-36323.29
05/02/2019	15	WESTPAC BANK Credit Card Tran - DCEO K Hannagan	-3845.83
06/02/2019		Payroll Direct Debit Of Net Pays Payroll Direct Debit Of Net Pays	-54426.84
06/02/2019	54	WA SUPER Payroll deductions	-4139.63
06/02/2019	2055	BT Super for Life Superannuation contributions	-277.85
06/02/2019	1034	AUSTRALIAN SUPER Superannuation contributions	-61.38
06/02/2019	740	HOST PLUS Payroll deductions	-690.84
06/02/2019	2065	VISION SUPER Superannuation contributions	-866.40
06/02/2019	1060	HESTA Superannuation contributions	-231.24
06/02/2019	825	SUNSUPER SOLUTIONS Superannuation contributions	-68.24
06/02/2019	54	WA SUPER Superannuation contributions	-966.46
08/02/2019	35	LGIS WORKCARE Actual wage adjustment 17/18 F/Y	-751.86
08/02/2019	812	Mrs A L SHINKFIELD Supplies for Early Years program	-511.42
08/02/2019	934	EAGLE PETROLEUM (WA) PTY LTD Fuel for Common Ground Team	-220.23
08/02/2019	941	NGAANYATJARRA COUNCIL REGIONAL HOUSING PROGRAM - Repairs & Maintenance Service + replace HWS Cultural Centre	-3869.56
08/02/2019	997	METEX NICKEL PTY LTD Accom for EHF50 M Cooke	-165.00
08/02/2019	2008	MOORE STEPHENS (WA) Pty Ltd Assistance to Finalise 2018/19 budget	-502.15
08/02/2019	2037	RAYSON SANTANA DE JESUS Reimbursement airfares used by shire	-980.49
08/02/2019	2097	GREENFIELD TECHNICAL SERVICES Project management of GCR upgrade	-1815.00
08/02/2019	37	NATS Freight on 1GDF014 Warb - NATS	-4395.27
08/02/2019	48	SUCCESS PRINT 20 x P/O Books	-596.00
08/02/2019	57	WARAKURNA ROADHOUSE Batteries for 1DGR098	-390.00
08/02/2019	59	WARBURTON ROADHOUSE Fuel for shire vehicles January 2019 Tyres and repair to shire vehicles January 2019 Batteries for vehicles January 2019 Items for Shire meeting room Items for Cultural Centre Maintenance Items for CRC maintenance	-7510.00
08/02/2019	129	MCLEODS Legal advice re waste services	-1459.92
08/02/2019	217	KEY FACTORS PTY LTD (BREAKAWAY) Hire of Graders Jamo - Wanarn cutline	-132411.40
08/02/2019	696	CHARTAIR PTY LTD Flight for EHO P Wain Kal - Warb	-361.45
08/02/2019	785	ITVISION AUSTRALIA PTY LTD Financial Services for Jan-19	-9543.96
12/02/2019	2080	Geoff Handy Westpac Visa Fights Per - LA return EHO P Swain	-1825.64
12/02/2019	50	TELSTRA CORPORATION LTD Phone & data charges - January 2019	-1785.92
15/02/2019		Payroll Direct Debit Of Net Pays Payroll Direct Debit Of Net Pays	-6221.28



15/02/2019	6	Tenderlink Set-up fee for Tenderlink portal	-2931.50
15/02/2019	7	Resolute Security Services Security Service in Warburton	-11000.00
15/02/2019	57	WARAKURNA ROADHOUSE Diesel for works supervisor 1EKC611	-802.54
15/02/2019	60	MILLY (WARBURTON) STORE Goods for youth Services Program Dog food for Dog Program Items for staff housing maintenance	-1052.18
15/02/2019	61	WARRUNYINNA STORE Supplies BStone/Jamo Lunch program	-96.22
15/02/2019	217	KEY FACTORS PTY LTD (BREAKAWAY) Hire of Graders Jamo - Wanarn cutline	-127339.30
20/02/2019		Payroll Direct Debit Of Net Pays Payroll Direct Debit Of Net Pays	-52530.67
20/02/2019	54	WA SUPER Payroll deductions	-3623.17
20/02/2019	2055	BT Super for Life Superannuation contributions	-307.53
20/02/2019	1034	AUSTRALIAN SUPER Superannuation contributions	-61.38
20/02/2019	740	HOST PLUS Payroll deductions	-643.19
20/02/2019	2065	VISION SUPER Superannuation contributions	-866.40
20/02/2019	1060	HESTA Superannuation contributions	-231.24
20/02/2019	825	SUNSUPER SOLUTIONS Superannuation contributions	-69.77
22/02/2019	9	Able Innovators 3.5 Ton Tandem Plant Trailer	-7510.00
22/02/2019	726	DIPLOMAT MOTEL Accom + Meal rec Officer B Ngwele	-133.00
22/02/2019	866	MODERN TEACHING AIDS Early Years program equipment	-603.35
22/02/2019	941	NGAANYATJARRA COUNCIL REGIONAL HOUSING PROGRAM - Repairs & Maintenance Replace door at unit 13 CRC ++	-3052.03
22/02/2019	984	Benette Ngwele Reimbursement of taxi fares	-170.51
22/02/2019	2018	LAVERTON SUPPLIES WA Diesel for KBC591L Parking for KBC591L Repair tyre KBC591L	-373.47
22/02/2019	2022	PAXON GROUP Bus. Services & Tax Advice SON4900	-5665.00
22/02/2019	2094	NGAANYATJARRA COUNCIL AC (NTU) Additional mileage for heritage clear	-551.76
22/02/2019	37	NATS Tyres for EHO & Works Supervisor	-2091.40
22/02/2019	40	NGAANYATJARRA SERVICES (ABORIGINAL CORPORATION) Service Shire Bobcat	-2165.27
22/02/2019	48	SUCCESS PRINT Business Cards Kerry Fisher	-120.00
22/02/2019	57	WARAKURNA ROADHOUSE Diesel for Rubbish truck	-50.00
22/02/2019	147	AUSTRALIA POST PMB 87 Renewal	-117.00
22/02/2019	217	KEY FACTORS PTY LTD (BREAKAWAY) Hire of Equip. Jamo-Wanarn Road	-131696.40
22/02/2019	221	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION Course fee Michael Cooke EHFSO	-1012.00
22/02/2019	366	PATJARR STORE Diesel for 1EKV323 Food & Accom E/H Staff	-464.00
27/02/2019	4	A BATES Council meeting fee February 2019	-300.00
27/02/2019	26	DAMIAN MCLEAN Council meeting fees February 2019	-1500.00
27/02/2019	355	LALLA WEST Council meeting fee February 2019	-300.00
27/02/2019	473	PRESTON THOMAS Council meeting fee February 2019	-550.00
27/02/2019	1004	JOYLENE FRAZER Council meeting fee February 2019	-300.00
27/02/2019	1064	ANDREW JONES Council meeting fee February 2019	-300.00
28/02/2019	37	NATS Guide posts for Road crew	-1585.65
28/02/2019	894	BUNNINGS GROUP LTD Padlocks for staff housing Supplies for E/H Program	-886.39
28/02/2019	941	NGAANYATJARRA COUNCIL REGIONAL HOUSING PROGRAM - Repairs & Maintenance Replace window/screen unit 9 CRC	-3107.25
28/02/2019	1077	CORE BUSINESS AUSTRALIA J598 - Youth Services Manager - Claim 1	-49957.52
28/02/2019	2008	MOORE STEPHENS (WA) Pty Ltd Budget Workshop 2019 - Kerry Fisher	-935.00
28/02/2019	2009	URBAN BOX RENOVATIONS Installation of fence @ Early Years	-14750.00
28/02/2019	40	NGAANYATJARRA SERVICES (ABORIGINAL CORPORATION) Repair handbrake - mech. inspection Replace battery in 1EYN112	-780.31
28/02/2019	57	WARAKURNA ROADHOUSE Diesel for Works Supervisor 1EKC611	-322.02
28/02/2019	61	WARRUNYINNA STORE Diesel for Works Supervisor 1EKC611	-589.30
28/02/2019	72	BLACKSTONE ENTERPRISES (STORE) Diesel for youth Troopy 1GLT224	-205.00
28/02/2019	217	KEY FACTORS PTY LTD (BREAKAWAY) Hire of Equip. Jamo-Wanarn Road	-93239.30
28/02/2019	330	AUSTRALIAN COMMUNICATIONS AUTHORITY PAL license 23.03.2019 - 23.03.2020	-44.00
28/02/2019	368	DEPT FOR PLANNING & INFRASTRUCTURE (DPI) DoT Agency transactions 134873 - 134879	-1847.95
28/02/2019	579	IBIS STYLES HOTEL KALGOORLIE Accom + Meal EHFSO Michael Cooke	-438.00
28/02/2019	361	PIVOTEL SATELLITE PTY LTD Satphone charges Jan -Feb 2019	-60.00
		Total	-\$ 959,113.61





















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<p>Term Deposit </p> <p>036-125 507918</p> <p></p> <p>\$300,000.00</p>	<p>Upcoming payments </p> <p>There are no payments to display.</p>	<p>Safe Banking Tips</p> <p>Learn how to protect your business when banking online</p> <p>Learn more ></p>	<p></p> <p>Add accounts</p>



Shire of Ngaanyatjaraku
ON A JOURNEY

Shire of Ngaanyatjaraku
Monthly Financial report
For the Period Ending 28 February 2019

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

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1 Statement of Financial Activity by Program

Statutory Reporting Program							
For the Period Ended 28 February 2019							
	Note	Original Budget	YTD Budget (a)	YTD Actual (b)	Variance \$ (b)-(a)	Variance % (b)-(a)/(a)	Variance
Operating Revenue		\$	\$	\$	\$	%	
Governance		3,000	2,167	1,216	(951)	-44%	▼
General Purpose Funding - Rates		255,759	255,759	254,611	(1,148)	0%	
General Purpose Funding - Other		1,503,337	1,127,502	1,202,012	74,510	7%	
Law, Order, Public Safety		420	420	408	(12)	-3%	
Health		105,200	80,200	89,864	9,664	12%	▲
Education and Welfare		318,000	160,833	233,482	72,649	45%	▲
Housing		20,000	10,000	17,265	7,265	73%	▲
Community Amenities		87,000	86,000	105,798	19,798	23%	▲
Recreation and Culture		222,307	150,427	154,691	4,264	3%	
Transport		1,274,050	910,748	1,245,496	334,748	37%	▲
Economic Services		7,000	4,500	14,275	9,775	217%	▲
Other Property and Services		0	0	127,492	127,492	100%	▲
Total Operating Revenue		3,796,073	2,788,556	3,446,610	658,054		
Operating Expense							
Governance		(139,103)	(115,475)	94,047	209,522	-181%	▼
General Purpose Funding - Rates		(24,825)	(18,328)	(26,306)	(7,978)	44%	▲
General Purpose Funding - Other		0	0	0	0		
Law, Order, Public Safety		(91,031)	(68,598)	(49,692)	18,906	-28%	▼
Health		(488,745)	(343,793)	(291,769)	52,024	-15%	▼
Education and Welfare		(1,093,416)	(785,245)	(542,114)	243,131	-31%	▼
Housing		(336,166)	(223,122)	(213,681)	9,441	-4%	
Community Amenities		(610,465)	(429,193)	(311,725)	117,468	-27%	▼
Recreation and Culture		(872,682)	(637,611)	(671,101)	(33,490)	5%	
Transport		(2,983,962)	(2,164,859)	(1,977,163)	187,696	-9%	
Economic Services		(163,128)	(123,442)	(96,926)	26,516	-21%	▼
Other Property and Services		(12,997)	(9,594)	(74,536)	(64,942)	677%	▲
Total Operating Expenditure		(6,816,520)	(4,919,260)	(4,160,966)	758,294		
Funding Balance Adjustments							
Add back Depreciation		1,366,389	910,940	828,269	(82,671)	-9%	
Adjust (Profit)/Loss on Disposal		0	0	(11,820)	(11,820)		
Net Cash from Operations		(1,654,058)	(1,219,764)	102,093	1,321,857		
Capital Revenues							
Grants, Subsidies and Contributions		8,687,675	3,062,675	1,951,924	(1,110,751)	-36%	▼
Proceeds from Disposal of Assets	3	0	0	0	0		
Total Capital Revenues		8,687,675	3,062,675	1,951,924	(1,110,751)		
Capital Expenses							
Land & Buildings	3	(90,000)	(60,000)	(62,813)	(2,813)	5%	
Furniture and Equipment	3	(5,000)	(3,333)	0	3,333	-100%	▼
Plant & Equipment	3	(233,000)	(155,333)	(70,617)	84,716	-55%	▼
Infrastructure - Roads	3	(9,084,775)	(6,056,517)	(2,633,060)	3,423,457	-57%	▼
Total Capital Expenditure		(9,412,775)	(6,275,183)	(2,766,490)	3,508,693		
Net Cash from Capital Activities		(725,100)	(3,212,508)	(814,566)	2,397,942		
Financing							
Transfer from Reserves	7	625,253	625,253	625,253	0	0%	
Transfer to Reserves	7	(1,619,332)	(1,619,332)	(309,062)	1,310,270	-81%	▼
Net Cash from Financing Activities		(994,079)	(994,079)	316,191	1,310,270		
Net Operations, Capital & Financing		(3,373,237)	(5,426,351)	(396,282)	5,030,069		
Opening Funding Surplus (Deficit)	2	3,174,041	3,174,041	3,174,041	0		
Closing Funding Surplus (Deficit)	2	(199,196)	(2,252,310)	2,777,759	5,030,069		

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data 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 28 February 2019					
	Note	Original Budget	YTD Budget (a)	YTD Actual (b)	Variance \$ (b)-(a)
Operating Revenue		\$	\$	\$	\$
Rates		255,759	255,759	254,611	(1,148)
Operating Grants, Subsidies and Contributions		3,185,890	2,268,420	2,633,056	364,636
Fees & Charges		316,840	236,127	252,199	16,072
Interest Earnings		6,497	4,497	10,572	6,075
Other Revenue		31,087	23,753	133,432	109,679
Profit on Disposal of Assets		0	0	162,739	162,739
Total Operating Revenue		3,796,073	2,788,556	3,446,610	658,054
Operating Expense					
Employee Costs		(2,709,286)	(1,828,725)	(1,637,260)	191,465
Material and Contracts		(2,403,705)	(1,910,722)	(1,472,514)	438,208
Utility Charges (Electricity, Gas, Water etc.)		(95,000)	(47,000)	(1,461)	45,539
Depreciation on Non-current Assets		(1,366,389)	(910,940)	(828,269)	82,671
Insurance Expense		(123,000)	(123,000)	(174,147)	(51,147)
Other Expenditure		(117,140)	(98,873)	(59,133)	39,740
Loss on Asset Disposal		0	0	11,820	11,820
Total Operating Expenditure		(6,814,520)	(4,919,260)	(4,160,966)	758,294
Funding Balance Adjustments					
Add back Depreciation		1,366,389	910,940	828,269	(82,671)
Adjust (Profit)/Loss on Disposal		0	0	(11,820)	(11,820)
Net Cash from Operations		(1,652,058)	(1,219,764)	102,093	1,321,857
Capital Revenues					
Grants, Subsidies and Contributions		8,687,675	3,062,675	1,951,924	(1,110,751)
Proceeds from Disposal of Assets	3	0	0	0	0
Total Capital Revenues		8,687,675	3,062,675	1,951,924	(1,110,751)
Capital Expenses					
Land & Buildings	3	(90,000)	(60,000)	(62,813)	(2,813)
Furniture and Equipment	3	(5,000)	(3,333)	0	3,333
Plant & Equipment	3	(233,000)	(155,333)	(70,617)	84,716
Infrastructure - Roads	3	(9,084,775)	(6,056,517)	(2,633,060)	3,423,457
Total Capital Expenditure		(9,412,775)	(6,275,183)	(2,766,490)	3,508,693
Net Cash from Capital Activities		(725,100)	(3,212,508)	(814,566)	2,397,942
Financing					
Transfer from Reserves	7	625,253	625,253	625,253	0
Transfer to Reserves	7	(1,619,332)	(1,619,332)	(309,062)	1,310,270
Net Cash from Financing Activities		(994,079)	(994,079)	316,191	1,310,270
Net Operations, Capital & Financing		(3,371,237)	(5,426,351)	(396,282)	5,030,069
Opening Funding Surplus (Deficit)	2	3,174,041	3,174,041	3,174,041	0
Closing Funding Surplus (Deficit)	2	(197,196)	(2,252,310)	2,777,759	5,030,069

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 lives 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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY For the Period Ended 28 February 2019

Net Current Assets	Note	30 Jun 2018	YTD 28 Feb 2019
		\$	\$
Current Assets			
Cash Municipal	4	2,317,255	2,455,084
Cash Reserves	4	916,834	600,642
Receivables - Rates	5	41,494	41,694
Receivables - Other	5	1,536,534	546,340
Investments		30,934	30,934
Inventories		72,199	72,199
		4,915,249	3,746,892
Less: Current Liabilities			
Payables	6	(488,641)	(110,668)
Provisions		(335,733)	(257,823)
Less: Cash Reserves	7	(916,834)	(600,642)
Net Current Funding Position		3,174,041	2,777,759

Note 3 Capital – Acquisitions, Funding and Disposal

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY						
For the Period Ended 28 February 2019						
Summary Capital Acquisitions	YTD Actual New/Upgrade (a)	YTD Actual Renewal Expenditure (b)	Original Budget	YTD Budget (d)	YTD Actual Total (c)=(a)+(b)	Variance (c)-(d)
	\$	\$	\$	\$	\$	\$
Land & Buildings	0	(62,813)	(90,000)	(60,000)	(62,813)	(2,813)
Furniture & Equipment	0	0	(5,000)	(3,333)	0	3,333
Plant & Equipment	0	(70,617)	(233,000)	(155,333)	(70,617)	84,716
Infrastructure - Roads	0	(2,633,060)	(9,084,775)	(6,056,517)	(2,633,060)	3,423,457
Capital Expenditure Totals	0	(2,766,490)	(9,412,775)	(6,275,183)	(2,766,490)	3,508,693
Capital Acquisitions Funded By						
Capital Grants and Contributions			8,687,675	3,062,675	1,951,924	
Other (Disposals & C/Fwd)			0	0	0	
Council Contribution - Operations			725,100	3,212,508	814,566	
Capital Funding Total			9,412,775	6,275,183	2,766,490	
Capital Acquisitions	YTD Actual New/Upgrade	YTD Actual Renewal Expenditure	Original Budget	YTD Budget	YTD Actual Total	Variance (Over)/Under
Land & Building						
EYLC Fencing		0	20,000	13,333	0	13,333
Playgroup/Early Years Learning Centre		0	20,000	13,333	0	13,333
Security upgrade staff housing		36,645	25,000	16,667	36,645	(19,978)
Early Years LC Fencing		26,168	0	0	26,168	(26,168)
Warbruton Oval Shade Structure		0	25,000	16,667	0	16,667
Land & Building Total	0	62,813	90,000	60,000	62,813	(2,813)
Furniture & Equipment						
Office Equipment		0	5,000	3,333	0	3,333
Furniture & Equipment Total	0	0	5,000	3,333	0	3,333
Plant & Equipment						
Light Truck		0	20,000	13,333	0	13,333
Vehicle		0	45,000	30,000	0	30,000
Rubbish Truck Warakurna		0	90,000	60,000	0	60,000
Purchase of Vehicle - Toyota PC		63,790	68,000	45,333	63,790	(18,457)
Streetsweeper brush renewal		0	10,000	6,667	0	6,667
Plant & Equipment Purchases		0	0	0	6,827	(6,827)
Plant & Equipment Total	0	63,790	233,000	155,333	70,617	84,716
Infrastructure - Roads						
Great Central Road - Roads to Recovery		0	3,507,669	2,338,446	0	2,338,446
Great Central Road - MRWA Major		23,740	4,194,106	2,796,071	23,740	2,772,331
Giles Mulga Park RRG		482,846	915,000	610,000	482,846	127,154
Jameson Wanam		1,802,507	0	0	1,802,507	(1,802,507)
Warburton Blackstone Road RRG		323,968	468,000	312,000	323,968	(11,968)
Infrastructure Total	0	2,633,060	9,084,775	6,056,517	2,633,060	3,423,457
Grand Total	0	2,759,663	9,412,775	6,275,183	2,766,490	3,508,693

Note 3 Capital - Acquisitions, Funding and Disposal cont.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2019**

Assets Disposed

Cost	Accum Depr	Proceeds	Profit (Loss)	Description Disposed Asset	Original 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	
313,784	248,969	0	(64,816)	Obsolete items to write off	0	(64,816)	(64,816)	
707,701	559,646	162,739	14,684		0	14,684	14,684	
788,483	637,564	162,739	11,820		0	11,820	11,820	

Note 4 Capital and Investments

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY For the Period Ended 28 February 2019

Bank Accounts	Municipal	Reserves	Trust	Investments	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$	\$	\$	\$	
(a) Cash Deposits								
Municipal Account	2,452,585				2,452,585	Westpac	Variable	Business
Cash Advance	2,500				2,500			
Trust								
(b) Term Deposit								
Reserves		537,142			537,142	Westpac		
Total	2,455,085	537,142	0	0	2,992,226			

*** Cash and Investments transactions have not been completed. Further information required for term deposit

Note 5 Receivables

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY									
For the Period Ended 28 February 2019									
Receivables - Rates and other Rates Receivable	YTD 28 Feb 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	0	338,632	85,425	113,921	537,977
Levied This Year	254,611	237,825	Balances per Trial Balance						
Other Rate Charges	0		Sundry Debtors						8,363
Less Collections to date	(254,411)	(230,407)	Receivables - Other						
Equal Current Outstanding	41,694	238,359	Accruals						
Net Rates Collectable	41,694	238,359	Total Receivables General Outstanding						546,340
% Collected	86%	49%	Amounts shown above include GST (where applicable)						

Note 6 Payables

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY						
For the Period Ended 28 February 2019						
Payables	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - General		0	0	0	12,042	12,042
Balances per Trial Balance						
Sundry Payables						12,042
Payables - Other						
Payroll Payables						0
ATO Liability						91,708
Accrued Expenses						0
Other						6,919
Total Payables - Other						98,627
					Total Payables	110,668
Amounts shown above include GST (where applicable)						

Note 7 Cash Backed Reserves

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY										
For the Period Ended 28 February 2019										
Reserves	Opening Balance	Original Budget Interest Earned	Actual Interest Earned	Original Budget Transfers In (+)	Actual Transfers In (+)	Original Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer out Reference	Current Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Asset Replacement/Acquisition Reserve	846,604	6,000	8,933	1,613,285	0	(625,253)	(625,253)	0	1,840,636	230,283
Cultural Centre Reserve	70,230	47	129	0	0	0	0	0	70,277	70,358
Employee Entitlement Reserve	0	0	0	0	300,000	0	0	0	0	300,000
	916,834	6,047	9,061	1,613,285	300,000	(625,253)	(625,253)	0	1,910,913	600,642

Note 8 Rating Information

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY											
For the Period Ended 28 February 2019											
Rate	Rate In	Number of Properties	Rateable Value	YTD Actual				Original 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	254,611	0	0	254,611	190,877	0	0	190,877
Sub-Totals		34	908,944	254,611	0	0	254,611	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	254,611	0	0	254,611	190,877	0	0	190,877
Discounts on Rates							0				0
Amounts from General Rates							254,611				190,877
Ex-Gratia Rates							0				64,882
							254,611				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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY								
For the Period Ended 28 February 2019								
Grants	Grant Provider	2018-19 Original Budget	2018-19 Original Budget		Variations Additions/(Deletions)		Recoup Status	
			Operating	Capital	Operating	Capital	Received	Not Received
	\$	\$	\$	\$	\$	\$	\$	\$
General Purpose Funding								
General Grants (Untied)	WALGGC	1,495,340	1,495,340				1,191,441	303,900
Governance								
Licensing Commission	DoT	2,500	2,500				1,216	1,284
Health								
Grant-Environmental Health Program WA Health Dept	DoH	105,000	105,000				89,864	15,136
Education and Welfare								
Grant - DCD		309,000	309,000				231,750	77,250
Grant - Youth Program		0	0				0	0
Community Amenities								
FAHCSIA - NJCP	FAHSCIA	0	0				0	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				415,500	124,500
Fed, Roads Grant (untied)	MRWA	265,204	265,204				238,811	26,393
Govt Grant - Road to Recovery	Dept of Infrastructure	3,507,669		3,507,669			1,220,324	2,287,345
Govt Grants - Special Purpose	MRWA	986,000		986,000			731,600	254,400
Govt Grant - Outback Highway		4,194,006		4,194,006			0	4,194,006
Govt Grants - Special Purpose		327,641	327,641				287,241	40,400
Other Property and Services								
Reimbursements	Various	0	0				35,461	0
Advertising Rebates	Various	0	0				17	0
		11,873,565	3,185,890	8,687,675	0	0	4,584,979	7,324,614

Note 11 Trust Funds

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

Note 12 Material Variances

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY For the Period Ended 28 February 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 as per the adopted materiality threshold of 10%.

Reporting Program	Variance	Variance	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance	(951)	-44%	▼	Permanent	DoT Licencing Commission under
General Purpose Funding - Rates	(1,148)	0%			
General Purpose Funding - Other	74,510	7%			
Law, Order, Public Safety	(12)	-3%			
Health	9,664	12%	▲	Timing	
Education and Welfare	72,649	45%	▲	Timing	
Housing	7,265	73%	▲	Timing	
Community amenities	19,798	23%	▲	Permanent	Review at Budget Review
Recreation and Culture	4,264	3%			
Transport	334,748	37%	▲	Timing	Review at Budget Review
Economic Services	9,775	217%	▲	Timing	
Other Property and Services	127,492	100%	▲	Permanent	Insurance & Workers Comp Rbt
Operating Expense					
Governance	209,522	-181%	▼	Timing	Review admin allocations at Budget Review
General Purpose Funding - Rates	(7,978)	44%	▲	Permanent	Bad debt write off
General Purpose Funding - Other	-	0%			
Law, Order, Public Safety	18,906	-28%	▼	Timing	
Health	52,024	-15%	▼	Timing	
Education and Welfare	243,131	-31%	▼	Timing	
Housing	9,441	-4%			
Community Amenities	117,468	-27%	▼	Timing	
Recreation and Culture	(33,490)	5%			
Transport	187,696	-9%			
Economic Services	26,516	-21%	▼	Timing	
Other Property and Services	(64,942)	677%	▲	Timing	Review allocations at Budget Review
Funding Balance Adjustments					
Add back Depreciation	(82,671)	-9%			
Adjust (Profit)/Loss on Disposal	(11,820)	0%			
Capital Revenues					
Grants, Subsidies and Contributions	(1,110,751)	-36%	▼	Permanent	Trf to Laverton, adj at Budget Review
Proceeds from Disposal of Assets	-	0%			
Capital Expenses					
Land & Buildings	(2,813)	5%			
Furniture & Equipment	3,333	-100%	▼	Permanent	Computers now OpEx
Plant & Equipment	84,716	-55%	▼	Permanent	Plant not proceeding
Infrastructure - Roads	3,423,457	-57%	▼	Permanent	Trf to Laverton, adj at Budget Review
Financing					
Transfer from Reserves	-	0%			
Transfer to Reserves	1,310,270	-81%	▼	Timing	

ACTION SHEET

Health & Building Officer – Philip Swain

Dates on Site: 21st – 22nd February 2019

(Note: Following the Group Meeting in Kalgoorlie the HBO had to return to Perth due to a death in his family)

Next site visit: 8th – 15th March 2019

Date	Subject	Action Taken
12 February 2019	Trachoma Screening Report - WACHS	<p>The Shire has received the trachoma screening report for the community screenings that were done in September 2018 (Attachment A at the end of this report). Although proportionally there was some improvement on 2017, the results are very disappointing and highlight that a lot more needs to be done to encourage children to regularly wash their faces to reduce the incidence and transfer of trachoma. WACHS are currently working with the Department of Health Environmental Health Service to develop educational programmes to be delivered across the State including within the Shire later this year</p> <p>Action: EH Worker Programme to assist trachoma education programmes when they are brought to the “lands” and continue the “Bathroom Programme”.</p>
16 February 2019	EH Worker Monthly Report	<p>The report is attached at the end of this report as Attachment B. There was no reporting in the second half of the month due to the EHFSO being on leave.</p> <p>Action: For information only</p>
21 February 2019	Goldfields Regional EH Forum - Kalgoorlie	<p>The Health Building Officer and the Environmental Health Field Support Officer attended the three (3) monthly forum in Kalgoorlie. The forum was well attended and the Department of Health have advised that they will bring forward the plans for the tender of services. They are planning to meet with service providers in June and the tenders for service will be put to providers later this year. The Acting CEO and I will be meeting with the Department of Health in March to outline the Shire’s concerns with the lack of funding for the EH Worker programme. Other matters discussed at the forum included a new education programme planned for the State and being rolled out in the second half of 2019 including the “lands” if the service providers want the programme.</p> <p>Action: PS & KH to meet with the Department of Health to discuss funding. PS to liaise with Ng Health regarding the Trachoma Education plan proposed by the state.</p>

February 2019	Building Permit Application Wanarn Respite Facility	The forward works Building Permit Application for the Wanarn Respite Centre from NCAMS has been approved. The septic installation for the Respite Centre was approved and the application for the proposed aged care and palliative care buildings, have been referred to the Department of Health for approval. I am waiting on that approval and the further building permit application for the completion of the buildings. Action: PS to progress applications and permits.
22 February 2019	Contaminated Site Reports - Communities	The Shire has received advice from the Department of Water and Environmental Regulation that the power stations in Warburton, Warakurna and Patjarr have been reported as potentially contaminated sites. There is no immediate action required for these sites, however the risks associated with the potential contamination should be reviewed. I will refer the notifications to Ng Council for investigation and comment. It is not clear who has raised these reports. Action: PS to refer notifications to Ng Council.
February 2019	Warburton Pool Operation	The Manager advises the pool is operating well and the February samples were again compliant for the pool. The pool will continue operating until the Easter School Holidays or when the weather cools off, if attendance numbers drop. Action: Routine monitoring to occur monthly
February 2019	NATSIEH Conference 2019 Perth – Working Group	The working group is meeting via teleconference approximately fortnightly and arrangements are progressing well with a theme, artwork for the merchandise and the venue all being finalised. The registration fee is again to be kept very low to enable as many EHW's as possible to attend. The first call for papers has been received by the Shire. It is hoped that the EH Worker Team will present on behalf of the Shire at the conference on local Ngaanyatjarra initiatives. Action: No action pending further meetings.
February 2019	Waste Collection Staffing	The Shire continues to advertise a position at Jameson for a waste collection worker due to the lack of regular refuse collection in the community. A community staff Member is maintaining the service within the community in addition to his maintenance role, however there has been no one in the community come forward interested in the position. In Warburton, we have had a great improvement with Jeff Seelander working on the refuse vehicle and several workers returning to community. The Wanarn waste collection vehicle has been brought to Warburton for repairs after being severely damaged by the former worker. The worker has been charged by Police and the damage is more

		<p>than \$5000. The EHFSO is liaising with the Wanarn CSM to try and appoint a new refuse worker.</p> <p>Action: Administration attempting to maintain staff for waste collection in Jameson, Warburton Warakurna and Wanarn.</p>
February 2019	Dog Programme	<p>Following the agreement of the Acting CEO, and with limited funds available, Dr Bob Irving has agreed to visit the “lands” in March “at cost” to conduct a further treatment of the dog population. The associated costs will entail expenditure on actual drug and chemical treatment and Dr Irving’s travel costs. Administration will meet with the Department of Health in March to seek additional funding for the EH Worker Programme, including the Dog Health Programme. The Acting CEO has repeatedly approached Ng Council for assistance to fund the dog programme, but to date, no funds have been made available by the Council.</p> <p>Action: No further veterinary visits can be arranged until a funding source is found for the programme.</p>
February 2019	Blackstone and Warakurna Community Swimming Pools	<p>In January, the CSM at Blackstone made arrangements for a worker to commence the pool operation in that community. As a result, the pool has been able to open through until the Easter School holidays. Sampling results for February were good. The Warakurna pool will not open this season. Discussions with Ng Council regarding this matter are continuing and it is hoped a funding agreement can be reached to open all pools, during the season, next year.</p> <p>Action: Blackstone pool operational until Easter</p>
February 2019	Waste Oil Transportation	<p>I have for some time now had specific concerns regarding the amount of waste oil (200 litre drums) stored in communities and am exploring options to get the product back to Perth for recycling. Most waste oil is from the power stations and there are currently thousands of litres in most communities. The Shire of Leonora have a regular collection of their waste oil and have offered to accept the product and crush and dispose of drums for minimal costs. I had previously approached Ng Services for assistance with the waste oil removal but after initial support for the proposal the funding for the same has not been forthcoming. Ng Services have suggested that Housing should pay for the removal and are currently investigating the same. I have discussed with the ACEO with a view to establishing disposal fees for the same and then compelling the removal by Notice or alternatively seeking the assistance of the Department of Water and Environmental Regulation to compel removal utilising the Environmental Protection Act.</p>

		Action: PS awaiting response from Ng Services/Housing regarding removal of waste oil. Failing this PS to initiate fees and charges report and action to compel removal.
27 February - 3 March	Community Clean-up – Warburton	Ngaanyatjarra Council made arrangements for a general clean-up of properties at the end of February. The Tenancy Support Officer coordinated the clean-up and the Shire’s waste workers assisted in the removal of substantial quantities of waste from many community houses. Action: No further action
February 2019	Uninstalled Shade Structure - Warburton	The structure is to be installed near the softball field and children’s playground adjacent to the main oval, if funds can be made available in the 2018-19 budget. The structure is quite substantial and my intention at this stage is to have contractors put up the main structure and have EH worker staff and possibly work camp inmates and CDEP customers assist in filling the “gabion” wall (stoned filled metal caged wall) to complete the shade structure as a community project. A budget allocation has been made in the adopted budget. I am seeking final engineering advice for the footings prior to obtaining a Certificate of Design Compliance for the structure. I have referred the existing drawings to another contract Building Surveyor and requested his advice regarding the engineering. Action: PS to arrange for issue of approvals and footing installation.
Pending	Wild Dog Issues – Cassini Minesite and Warakurna Community	Whilst predominantly a Land Management issue the Shire has been trying to assist with the control of wild dogs at these two locations. In recent months the problems have become substantially worse. It is hoped that Land Management can take the lead on this issue as part of the WA Wild Dog Action Plan and I have forwarded relevant information to Alex Knight. The ACEO has also sought independent legal advice on this matter which confirms that the Shire does not have any real jurisdiction in relation to wild dog control as distinct from Dog Act matters which the Shire could choose to enforce via its own local laws. Action: PS to continue liaison with Land Management and agencies to establish a better wild dog control regime within the Shire
Pending	Blackstone Waste Site relocation	The temporary trench and the previous trench area have been pushed over and cleaned up. Temporary Signage has been installed and final signage is being ordered for the new site. Action: EHFSO to arrange signage for permanent installation now the trench is constructed.

Pending	Community Service Summary – Public Health Plan	<p>I have met with the Consultant in Perth in October and discussed the second draft of the baseline report. The consultant is preparing a final draft document which will present the statistical information in a diagrammatic format to assist readers of the document in understanding the Shire’s priority setting, based on the same.</p> <p>Action: Public Health Plan development to be included in the Corporate Business Plan and baseline report to be finalised for submission to Council.</p>
Pending	Swimming Pool Sampling and Procedures	<p>I have reviewed the previous documentation on the pools and located procedure manuals for the Blackstone and Warakurna pools. I will provide updated manuals in conjunction with the Youth Services review and the staffing of community pools being resolved.</p> <p>Action: PS to provide updated manuals to pool managers if appointed by communities.</p>
Pending	Car Body Removal – Communities	<p>There are approximately 1800 vehicle bodies in stockpiles at Warburton, Jameson, Blackstone Wingellina, Warakurna and Wanarn. It is hoped that Simsmetal can remove vehicles if transport can be obtained at a viable price. As the vehicles will be removed on behalf of communities any income generated for waste metal will go back to the communities themselves. Any funds generated are likely to be low due to the transport distances involved in removal. I have sought costing from NATS to assist with transportation and am waiting for costings.</p> <p>Action: Awaiting transportation quotation from NATS and other transport companies.</p>
Pending	Tjukurla Community – Waste Issues – Bin Infrastructure	<p>The EHFSO has confirmed that there are enough bin lids and brackets in stock and is making arrangements to get these to Tjukurla for NG Health staff to install. As before, there is limited ability to get the waste site modified as there is no machinery available in Tjukurla, so I will continue to liaise with the Works Supervisor to make some alterations to the site when equipment allows.</p> <p>Action: EHFSO to arrange 20-30 bin lids for installation in Tjukurla. PS to pursue machinery time/budget for waste site improvements.</p>
Pending	Warburton Roadhouse – Proposed Caravan Park Extensions	<p>The Permit was issued in late July and all reporting and financial aspects of the application have been addressed.</p> <p>Action: PS to liaise with Builder and NCAMS during construction of new facilities.</p>
Pending	Container Deposit Legislation	<p>I have attended meetings of a working party on the introduction of Container Deposit Legislation in WA. Due to confusion at DWER I have been put on the working party representing Ngaanyatjarra Council</p>

		<p>and not the Shire as local government. I have discussed this matter with the Shire President and he will advise the Council, at this stage, and has agreed that I should continue on the working party and report to both the Shire and Ng Council on proceedings. Although the issue is some way off, the Shire and Ngaanyatjarra Council need to plan for the eventuality as there will be infrastructure requirements to provide for the service in 2020.</p> <p>Action: PS to attend working party meetings and report the Shire and Ng Council on progress toward the CDS implementation.</p>
Pending	Issue of Occupancy Certifications for Buildings approved under the 2011 Building Act and the 2012 Regulations	<p>A temporary Occupancy Certificate for the Warburton NG Council Store has been issued. The Store was constructed without compliant toilet facilities and has since had the addition of office space within the stores. Whilst the offices are not of sufficient size to require dual classification (Class 7 & 5) of the building, they still require the construction of a Universal Access Toilet facility. NCAMS have determined to refurbish the caretaker dwelling directly behind the store to make provision for a UAT, however this will need to be completed within 12 months to maintain the Occupancy Certification.</p> <p>Action: PS to liaise with NCAMS regarding the long term resolution of the OC at the Warburton Stores.</p>
Pending	Waste Services Warakurna	<p>I have discussed the shortcomings of the Warakurna Landfill with the Works Supervisor and he will endeavour to have machinery divert to modify the trench by lifting the floor by 500mm when the contractors are next in the area.</p> <p>Action: PS to liaise with CSM and Elves Brites for machinery time to modify the trench.</p>
Pending	NATS deliveries to Communities	<p>I have received further complaints from store and Roadhouse Managers regarding the condition of food delivered to communities. I had previously written to NATS and requested that they ensure proper logistics are in place for the cold chain and that temperature records be made available. I am in the process of following this issue up with the Manager at NATS.</p> <p>Action: PS to liaise with NATS to ensure food is being properly temperature controlled during transportation and that containers are sealed to prevent dirt and dust contamination.</p>
Pending	Trachoma Screening 3-7 September 2018	<p>WA Country Health Service conducted the Trachoma screening for children within Ngaanyatjarra Communities in September. The EH worker team followed up cases and conducting bathroom inspections, providing health hygiene packs and educating residents with the clean faces</p>

		<p>strong eyes message. Early results suggest that the Trachoma issue is still a substantial problem in the Shire's communities</p> <p>Action: PS to report screening results when available.</p>
Pending	New Arts Centre Warakurna	<p>I have provided advice to the community and services regarding a suitable location for the proposed new arts centre. The lots being investigated are Lot 39 and Lot 109 on the Community Layout Plan. Lot 39 is Zoned Community Purposes under the CLP and the proposed use is compatible. Lot 109 is zoned Recreation and the definitions in the CLP suggest such areas should be allocated to active and passive recreation. Given the unusual shape of the lot, the intention was for it to be a vegetation link running though the community areas. The CLP can be amended relatively easily but if Lot 39 is workable it would seem to be the most compatible location without having to resort to amendment.</p> <p>Action: Nil pending further progress of the proposal by community.</p>
Pending	Multi-Purpose Police Facility Refurbishments	<p>The Shire has received advice regarding refurbishment and the installation of some temporary buildings at the Multi Functional Police Facilities at Blackstone, Warakurna , Warburton, Warburton. The temporary facilities will be utilised for approximately 14 weeks at each site and will require building permits but not issued by the Shire. I have advised the Police Service that the Shire does not have building permit jurisdiction in relation to the proposed building works.</p> <p>Action: No further action pending receipt of state government approvals for any relevant works.</p>

Ngaanyatjarra Lands Community

Trachoma Program Report



WA Country Health Service - Goldfields

Trachoma is an eye infection spread easily from person to person. Repeated infections in childhood can lead to scarring and changes in the eyelid, which can result in blindness. When found early, trachoma can be treated with a single dose of medicine.

Trachoma Screening

Trachoma screening in the Ngaanyatjarra Lands was from 3 to 7 September 2018. All children between 1-9 years were offered screening. A total of 144 (97%) children were screened. Results are shown below:

Table 1: shows the number of children screened and trachoma cases found in the Ngaanyatjarra Lands in 2017 and 2018.

	August 2017 5-9 year olds	September 2018 1-9 year olds
Number of kids screened	100 screened	144 screened
Number of kids with Trachoma	17 positive 	19 positive 

Facial Cleanliness

We also checked for clean faces during screening, as a clean face is important to get rid of trachoma and stop the spread.






Of the 146 children screened for a clean face in 2018, only 51 children had a clean face (34%) .

Table 2: Facial Cleanliness in Children in the Ngaanyatjarra Lands in 2017 and 2018.

	August 2017	September 2018
Children with Clean Faces	18 (out of 100)  	51 (out of 146)  

WACHS-Goldfields Population Health would like to return to the Ngaanyatjarra Lands in 2019 to screen again. Thank you to all the Communities in the Ngaanyatjarra Lands for their support.

Should you require further information, please contact:

Claire Woollacott

Clinical Nurse Specialist - Public Health

T: (08) 9080 8200

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Attachment B – EH Worker Monthly Report Feb 2019

Date	Activities	Comment	Staff present on day
1/2/19	Treated 5 x dogs at Lot 52; emptied bins with Jeff Seelander (see municipal waste activity for details); purchasing for Lot 104 and processing purchasing requests for Shire maintenance; received advice from Dr. Bob on administering covinan to 1 x 8kg female dog	Conway away; Ronnie away; Rose - in process of determining if she is intending to continue or quit EHW role; EHO and EHFSO scheduled WALGA training	None (EHFSO only)
2/2/19			
3/2/19			
4/2/19	Meeting with EHO; moving equipment, refuelling equipment, refuelling vehicles x 2; planning weekly activities ; 1 x depo Lot 52	Treated 1 x dog with covinan with assistance from Clinic nurse (intramuscular injection) ; spoke with Clinic regarding appointment to assess Jeff S and prospective staff member Oliver Grant	Conway and Ronnie ; Rose away
5/2/19	Timesheets submitted ; TIL up to date ; Conway and Ronnie cut down grass at Lot 152. Treated 2 x dogs at Lot 68 with cydectin	Related activities: Moving equipment, cutting grass, refuelling vehicle, returning equipment	Ronnie and Conway
6/2/19	Emptied community bins: Playgroup, School and Clinic. Cut down grass at Lot 154.	Rose Ward resigned from EHW role	Ronnie and Conway
7/2/19	Conway bought in Bettina Robinson for an interview for EHW role	Conway attended meeting with municipal waste team then left, travelling to Leonora	Conway 1 hour; Ronnie away
8/2/19			
9/2/19			
10/2/19			
11/2/19	Trailer tyre repair, planning Patjarr work travel, emptied trailer, Lot 70 1 x dog referred - on heat, to be locked up at Lot 97 until on heat finished; 1 x dead dog incinerated at Landfill site	note: 1 x dead dog incinerated at tip site as it was not practical or possible to bury. Could not be moved far due to state of decomposition.	Ronnie away / no other EHWs hired yet

12/2/19	Keys cut for EH Compound, inflated tyres on work vehicle, loaded additional water for travel, loaded equipment (cydectin dispenser), made ivermectin baits (15 baits)	New lock fitted on EH Compound. Hard rubbish (metal sheets and concrete) removed from compound yard. Attempted to change battery on vehicle key fob. Not suitable matching battery found.	Conway, Michael
13/2/19	Travel Patjarr, treated 12 adult dogs with ivermectin, spoke with Simon (CSM) and Nola (dog owner)	1 dog with 8 puppies born on 12/Feb/2019, 1 dog pregnant,	Conway, Michael
14/2/19	Treated 12 adult dogs with cydectin ; demonstrated cydectin dispenser to Simon ; left full cydectin dispenser with Simon; Travel Patjarr - Warburton	Simon advised of area requiring cleanup will require assistance from EHFSO and EHW to move heavy items. Very large aggressive king brown living amongst rubbish in area	Conway, Michael
15/2/19	Conway working collaboratively with NG Housing to do a full cleanup of Lot 49 prior to tenant moving in	Conway to be working with NG Housing today	Ronnie away, not satisfied with working conditions
16/2/19	EHFSO on leave - no report		
17/2/19	EHFSO on leave - no report		
18/2/19	EHFSO on leave - no report		
19/2/19	EHFSO on leave - no report		
20/2/19	EHFSO on leave - no report		
21/2/19	EHFSO on leave - no report		
22/2/19	EHFSO on leave - no report		
23/2/19	EHFSO on leave - no report		
24/2/19	EHFSO on leave - no report		
25/2/19	EHFSO on leave - no report		
26/2/19	EHFSO on leave - no report		
27/2/19	EHFSO on leave - no report		
28/2/19	EHFSO on leave - no report		

Activity Report, Early Years Program – March 2019

Programs:

Early Years programs / playgroups have again commenced with excellence this year, with many family adults and their little children keen to participate.

The IAS KPI for 'core service provision' this year is set at 9 playgroup sessions per week during school terms:

- Warburton – 5 sessions per week
- Jameson – 2 sessions per week (Thursday and Friday)
- Blackstone – 2 sessions per week (Monday and Tuesday)

The program at Warakurna is not operational this year as the previous program venue (a school room) is unavailable. This has meant that the KPI for sessions across the communities is set at 9 per week, rather than 11 per week as in 2018.

Venues and Staffing:

The venues for the three programs this year are the same as for 2018 –

- Warburton - at the Shire's Early Learning Centre (*Tjilku Kurlunyku Centre* – Centre for Little Children)
- Jameson - at a small school room allocated to the playgroup program
- Blackstone - at the community's playgroup room (same venue for over 15 years)

Our enthusiastic staff include:

- Joy McGinley - Warburton Early Years Program Facilitator
- Kiara Jones – Community Early Years Program Facilitator (for Blackstone and Jameson programs)