



# Shire of **Ngaanyatjaraku**

ON A JOURNEY

**ORDINARY MEETING OF COUNCIL**

**ATTACHMENTS**

**Tjulyuru Cultural and Civic Centre**

**Warburton Community**

**22 May 2019**

**at**

**1.00 pm**



**Shire of Ngaanyatjaraku**  
ON A JOURNEY

**ORDINARY MEETING OF COUNCIL**

**MINUTES**

**Tjulyuru Cultural and Civic Centre  
Warburton Community**

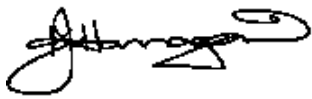
**24 April 2019**

**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.



**Acting Chief Executive Officer**

Date: 24-4-2019

These minutes were confirmed by Council as a true and correct record of proceedings of the Meeting of Council held on the 24 April 2019.

Presiding Member: \_\_\_\_\_ Date:.....

**DISCLAIMER**

*The resolutions contained in these Minutes have been confirmed. 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 1.00 pm.

**2. ANNOUNCEMENT OF VISITORS**

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

**3. ATTENDANCE**

**3.1 PRESENT**

<b>Elected Members:</b>	President Deputy President Councillor Councillor Councillor Councillor	D McLean P Thomas (by telephone) D Frazer L West A Jones J Frazer
<b>Staff:</b>	K Hannagan G Handy	Acting Chief Executive Officer (by telephone) Finance & Admin Coordinator
<b>Guests:</b>	Nil	
<b>Members of Public:</b>	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 27 March 2019 (ATT 9.1)**

**Voting Requirement**  
Simple Majority

**Officers Recommendation and Council Resolution**

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

**That the Unconfirmed Minutes of the Ordinary Meeting of Council held on 27 March 2019 at the Council Chambers, Tjulyuru Cultural and Civic Centre, Warburton Community (ATTACHMENT 9.1) be confirmed as a true and accurate record.**

**Carried: 6/0**

## 10. CEO REPORTS

### 10.1 PROGRESS ON THE IMPLEMENTATION OF COUNCIL RESOLUTIONS

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

#### **Summary**

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

#### **Background**

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

#### **Comment**

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

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

#### **Statutory Environment**

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

*“Role of council*

*(1) The council —*

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

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

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

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

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

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

#### **Financial Implications**

There are no known financial implications for this matter.

#### **Strategic Implications**

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership



**Risk Management**

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

**Policy Implications**

There are no known policy implications for this matter.

**Attachments**

Attachment 10.2 - Council Resolutions - Status Report to March 2019.

**Voting Requirement**

Simple Majority

**Officers Recommendation and Council Resolution**

**Moved: Cr A Jones**

**Seconded: Cr J Frazer**

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

**Carried: 6/0**

## 10.2 ADMINISTRATIVE COMPLIANCE

<b>FILE REFERENCE:</b>	CS.06
<b>AUTHOR'S NAME AND POSITION:</b>	Kevin Hannagan Acting Chief Executive Officer
<b>NAME OF APPLICANT/RESPONDENT:</b>	Not Applicable
<b>DATE REPORT WRITTEN:</b>	20 April 2019
<b>DISCLOSURE OF INTERESTS:</b>	The author has no financial, proximity or impartiality interest in the proposal.

### Summary

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

### Background

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

### Comment

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

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

The 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 recommend to the Minister to close the investigation into the Shire of NG as soon as the above is completed.

### Statutory Environment

*Local Government Act 1995, various sections*

*Local Government (Financial Management) Regulations 1996, various sections*

*Local Government (Audit) Regulations 1996, various sections*

*Local Government (Administration) Regulations 1996, various sections*

### Financial Implications

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

### Strategic Implications

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

**Risk Management**

This item has been evaluated against the Shire of 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**

There are no known Policy implications for this matter.

**Attachments**

Attachment 10.2 - Compliance Action List as at 20 April 2019

**Voting Requirement**

Simple Majority

**Officers Recommendation and Council Resolution**

**Moved: Cr J Frazer**

**Seconded: Cr P Thomas**

**That Council notes the Compliance / Action Calendar as at 20 April 2019 (Attachment 10.2) and this Report.**

**Carried: 6/0**

### 10.3 ATTENDANCE BY TELEPHONE CR THOMAS

<b>FILE REFERENCE:</b>	GV.00
<b>AUTHOR'S NAME AND POSITION:</b>	Kevin Hannagan Acting Chief Executive Officer
<b>DATE REPORT WRITTEN:</b>	20 April 2019
<b>DISCLOSURE OF INTERESTS:</b>	The author has no financial, proximity or impartiality interests in the proposal.

#### **Summary**

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

#### **Background**

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

#### **Comment**

In accordance with Regulation 14A (2) Cr Thomas has attended by telephone for the August, November 2018 and February 2019 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 D 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**

## 10.4 ATTENDANCE AT ALGA NATIONAL GENERAL ASSEMBLY

<b>FILE REFERENCE:</b>	GV.00
<b>AUTHOR'S NAME AND POSITION:</b>	Kevin Hannagan Acting Chief Executive Officer
<b>DATE REPORT WRITTEN:</b>	20 April 2019
<b>DISCLOSURE OF INTERESTS:</b>	The author has no financial, proximity or impartiality interests in the proposal.

### Summary

For Council to nominate Cr Thomas as the Shire's representative at the 2019 Australian Local Government Associations, National General Assembly.

### Background

The Australian Local Government Association's National General Assembly, held in Canberra, attracts more than 870 representatives from councils across the states and territories.

The theme for the 2019 Conference is Future Focused.

This assembly will consider what councils can do today to get ready for the challenges, opportunities and changes that lie ahead.

### Comment

Cr Thomas has represented the Shire in past meetings and has been enrolled for the 2019 Assembly to enable securing the 'early bird' discount.

### Statutory Environment

Not applicable.

### Financial Implications

A budget allocation for attendance was made in the 2018/19 Adopted Budget.

### Strategic Implications

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

### Risk Management

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

### Policy Implications

There are no known policy implications for this matter.

### Attachments

Attachment 10.5 – 2019 ALGA NGA Program

### Voting Requirement

Simple Majority Required.

**Officers Recommendation and Council Resolution**

**Moved: Cr L West**

**Seconded: Cr D Frazer**

**That Council;**

- 1. Approves Cr P Thomas attendance at the Australian Local Government Associations, 2019 National General Assembly; and**
- 2. Endorse Cr P Thomas as the Shires' representative.**

**Carried: 6/0**

## 10.5 REQUEST TO MINISTER FOR LOCAL GOVERNMENT

**FILE REFERENCE:** GV.00

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

**DATE REPORT WRITTEN:** 20 April 2019

**DISCLOSURE OF INTERESTS:** The author has a financial interest in this report as he is the current Acting CEO.

### Summary

For Council to seek approval of the Minister to extend the current Acting Chief Executive Officers role beyond the 12-month maximum period.

### Background

In early 2017 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 Shires Chief Executive Officer resigned effective 31 August 2019.

At the 14 June 2018 Special Council Meeting the Shire resolved in part:

3. *Pursuant to s5.36 (1)(a) and (2)(a) of the Local Government Act 1995 appoints Kevin Hannagan as Acting Chief Executive Officer from 1 September 2018 for a period not exceeding one year or the appointment of a new Chief Executive Officer, whichever is sooner.*

At the 11 July 2018 Ordinary Council Meeting the Shire resolved in part:

3. *Instructs the Deputy Chief Executive Officer to assume day to day management of the Shire's administration, Act as Chief Executive Officer.....*

As such it is assumed that the Shire's appointment of an Acting Chief Executive Officer is effective from 11 July 2018 and can only be for a period not exceeding one year.

### Comment

To date the Acting Chief Executive Officer has undertaken three Annual Financial Statement Audits, one Royalties for Regions Audit, four Roads to Recovery Audits, Implemented the Integrated Planning & Reporting Framework, other Strategic Documents, implemented changes as requested in Annual Audits and many other administrative tasks to gain compliance with the Local Government Act 1995 and contemporary management practices.

The Acting CEO has recently met with the DLGSCI, Manager, Industry and Sector Regulation and advised that the Shire expected to be compliant by end of April 2019 with completion of the 2017/18 Audit. The ACEO was advised that the department would therefore seek consideration of the Minister that the investigation into the Shire would be ceased. Furthermore, the ACEO advised that:

- The Acting CEO's one-year term would expire on 11 July 2019;
- Recruitment had not yet commenced for a new CEO as legislative compliance had not yet been achieved;
- The Shire had commenced a Service Review and Restructure (expected to take 4-6 months) to ensure the Shires Long Term Financial Sustainability in accordance with its recently adopted Long Term Financial Plan;



- There is a need to develop a tailored training plan for Councilors which would be best implemented after the October 2019 Council elections;
- The ACEO was willing to stay on for another one-year term to complete the above but would not commit to a longer-term contract; and
- That recruitment of a new CEO in early 2020 would enable a longer handover by the ACEO to the new incoming CEO.
- Council to consider creating a Part-time Director Compliance / Governance to undertake a future oversight role to assist the new CEO.

### **Statutory Environment**

Local Government Act 1995 states:

Section 5.36 Local government employees

- (1) A local government is to employ —
  - (a) a person to be the CEO of the local government; and
  - (b) such other persons as the council believes are necessary to enable the functions of the local government and the functions of the council to be performed.
- (2) A person is not to be employed in the position of CEO unless the council —
  - (a) believes that the person is suitably qualified for the position;

Section 5.39 Contracts for CEO and senior employees

- (1) Subject to subsection (1a), the employment of a person who is a CEO or a senior employee is to be governed by a written contract in accordance with this section.
- (1a) Despite subsection (1) —
  - (a) an employee may act in the position of a CEO or a senior employee for a term not exceeding one year without a written contract for the position in which he or she is acting;

### **Financial Implications**

Changes to Service Levels and Restructure would need reflection in the Integrated Strategic Plan (SCP/CBP), Long Term Financial Plan and adoption in future budgets.

### **Strategic Implications**

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

### **Risk Management**

This item has been evaluated against the Shire of Ngaanyatjarraku'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**

Simple Majority Required.

**Officers Recommendation and Council Resolution**

**Moved: Cr D Frazer**

**Seconded: Cr L West**

**That Council request the Minister for Local Government to consider an extension of one year for Kevin Hannagan, as Acting Chief Executive Officer until 11 July 2020 for the reasons as outlined in this report.**

**Carried: 6/0**

## 11. DEPUTY CEO & DCS REPORTS

### 11.1 PAYMENTS LISTING, MARCH 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:** 20 April 2019

**DISCLOSURE OF INTERESTS:** The author and the authorising officer has an impartiality interest in the proposal as it contains payments to Core Business Australia which the ACEO was an Associate until December 2018 (note: October 2018 Council resolution approved work for another organisation).

#### **Summary**

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

#### **Background**

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

#### **Comment**

The payments made are consistent with previous months.

#### **Statutory Environment**

*Local Government (Financial Management) Regulations 1996*

- S13. *Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.*
- (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*
    - (a) *the payee's name; and*
    - (b) *the amount of the payment; and*
    - (c) *the date of the payment; and*
    - (d) *sufficient information to identify the transaction.*
  - (2) *A list of accounts for approval to be paid is to be prepared each month showing-*
    - (a) *for each account which requires council authorisation in that month —*
      - (i) *the payee's name; and*
      - (ii) *the amount of the payment; and*
      - (iii) *sufficient information to identify the transaction;*  
*and*
    - (b) *the date of the meeting of the council to which the list is to be presented.*
  - (3) *A list prepared under subregulation (1) or (2) is to be —*
    - (a) *presented to the council at the next ordinary meeting of the council after the list is prepared; and*
    - (b) *recorded in the minutes of that meeting.*

**Financial Implications**

The Shire makes annual budget allocations for payment of accounts.

**Strategic Implications**

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

**Risk Management**

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

**Policy Implications**

There are no known policy implications for this matter

**Attachments**

Attachment 11.1 – Payment Listings, March 2019

**Voting Requirement**

Simple Majority Required.

**Officers Recommendation and Council Resolution**

**Moved: Cr A Jones**

**Seconded: Cr J Frazer**

**That Council receives the Payment Listing, March 2019 totaling payments of \$861,254.44 as per Attachment 11.1.**

**Carried: 6/0**

## 11.2 COUNCIL INVESTMENTS AS AT 19 APRIL 2019

<b>FILE REFERENCE:</b>	FM.04
<b>AUTHOR'S NAME AND POSITION:</b>	Kevin Hannagan Deputy Chief Executive Officer
<b>AUTHORISING OFFICER AND POSITION:</b>	Kevin Hannagan Acting Chief Executive Officer
<b>DATE REPORT WRITTEN:</b>	20 April 2019
<b>DISCLOSURE OF INTERESTS:</b>	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.

### Summary

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

### Background

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

### Comment

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

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

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

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

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.

In February \$1,000,000 of operating funds was 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.

A further two amounts of \$500,000 and \$300,000 have also been deposited in a monthly investment accounts at a rate of 1.89%. this approach of a number of monthly rolling investments

maturing regularly gives the Shire security of investing the maximum amount but have an ability to access funds relatively quickly if need be.

## **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 A Jones**

**Seconded: Cr D Frazer**

**That the report on Council Investments as at 19 April 2019 be received.**

**Carried: 6/0**

## 11.3 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED MARCH 2019

<b>FILE REFERENCE:</b>	FM.10
<b>AUTHOR'S NAME AND POSITION:</b>	Kevin Hannagan Acting Chief Executive Officer
<b>AUTHORISING OFFICER AND POSITION:</b>	Kevin Hannagan Acting Chief Executive Officer
<b>DATE REPORT WRITTEN:</b>	19 April 2019
<b>DISCLOSURE OF INTERESTS:</b>	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.

### Summary

For Council to receive the monthly financial report.

### Background

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

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

### Comment

Comments in relation to budget to actual variances are included as notes (last page) in the Financial Reports attached. Comments related to 'Timing' refer to an estimate of when costs would occur at the time the budget was formulated versus actual costs being incurred. Adjustments to the Adopted Budget 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 - Monthly Financial Report for the month of March 2019

### **Voting Requirement**

Simple Majority Required.

**Officers Recommendation and Council Resolution**

**Moved: Cr A Jones**

**Seconded: Cr D Frazer**

**That Council receives the monthly financial report for March 2019.**

**Carried: 6/0**

## 11.4 MID YEAR BUDGET REVIEW AS AT FEBRUARY 2019

<b>FILE REFERENCE:</b>	FM.10
<b>AUTHOR'S NAME AND POSITION:</b>	Kevin Hannagan Acting Chief Executive Officer
<b>AUTHORISING OFFICER AND POSITION:</b>	Kevin Hannagan Acting Chief Executive Officer
<b>DATE REPORT WRITTEN:</b>	14 April 2019
<b>DISCLOSURE OF INTERESTS:</b>	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.

### Summary

For Council to consider and adopt the proposed amendments to the 2018/19 Budget as a result of the Mid-Year Budget Review process.

### Background

The Department of Local Government and Communities has issued Circular No. 06/2006 to provide local governments with information about the budget review process. The following paragraphs are key points from the circular:

*A budget review is a detailed comparison of the year to date actual results with the adopted budget. It establishes whether a local government continues meeting its budget commitments: is in receipt of income and incurs expenditure in accordance with the adopted budget.*

Shire Officers have completed a review of the Shire's 2018/19 budget as at 28 February 2019. This review is now presented to Council and the outcome of that review is to be considered for adoption by Council. As part of the process Officers have examined the operations of the Shire for the 2018-19 financial year to date identifying the reasons for significant variances and the action required to address them.

The attached review compares the year to date (YTD) Budget with YTD Actual and commentary is provided where the material variance exceeds the +/-10% threshold limits as outlined in the adopted budget (see Notes 3&4). Officers have ensured that Council resolutions presented during the 2018-19 financial year have been incorporated in this Mid-Year Budget Review. Changes to the Adopted Budget are proposed by Officers where they believe that circumstances have occurred that impact permanently on the budget position for the financial year under review.

### Comment

The 'net result' of the recommended changes is to continue to have a balanced budget at year end. It is noted that savings made on deferred plant purchases and sale of vehicles is to be transferred to the Asset Reserve for future years purchases.

### Statutory Implications

#### Local Government Act 1995

6.8. *Expenditure from municipal fund not included in annual budget*

- 1) *A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure –*
  - a) *is incurred in a financial year before the adoption of the annual budget by the local*

government; or

- b) *is authorised in advance by resolution\*;*
- c) *is authorised in advance by the mayor or president in an emergency.*

*\* Absolute majority required.*

*(1a) In subsection (1) — additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget.*

- 2) *Where expenditure has been incurred by a local government —*
  - a) *pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; an*
  - b) *pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council*
  - c) *[Section 6.8 amended by No. 1 of 1998 s. 19.]*

### Local Government (Financial Management) Regulations 1996

#### *32. Amounts which may be excluded when calculating budget deficiency (Act s. 6.2(3))*

*A local government may exclude from the calculation of the budget deficiency —*

- a) *money borrowed or to be borrowed, to the extent that it is proposed in the annual budget to remain unspent at the end of the financial year; and*
- b) *reserves, to the extent that they are proposed in the annual budget to remain unspent at the end of the financial year; and*
- c) *in relation to a land transaction or trading undertaking, assets and liabilities, to the extent to which they are proposed in the annual budget to remain restricted to the purposes of the land transaction or trading undertaking at the end of the financial year; and*
- d) *any proposed amounts of depreciation of non-current assets; and*
- e) *assets from grants or gifts or non-cash revenue or expenditure; and*
- f) *current liabilities which, by their nature, are restricted, to the extent that they are proposed in the annual budget to remain uncleared at the end of the financial year; and*
- g) *any other current assets which, by their nature, are restricted, to the extent that they are proposed in the annual budget to remain unused at the end of the financial year.*

#### *33A. Review of Budget - Local Government (Financial Management) Regulations 1996*

- (1) *Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.*
- (2A) *The review of an annual budget for a financial year must —*
  - (a) *consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and*
  - (b) *consider the local government's financial position as at the date of the review; and*
  - (c) *review the outcomes for the end of that financial year that are forecast in the budget.*
- (2) *Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.*

- (3) *A council is to consider a review submitted to it and is to determine\* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*

*\*Absolute majority required.*

- (4) *Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.*

### **Financial Implications**

After taking into account all adjustments considered to be permanent changes to the budget position for the 2018/19 financial year detailed in the mid-year Budget Review Report, the overall position of the Shire is forecast to still have a balanced budget. There have been savings made and a large number of surplus to requirements plant items have been disposed of. It is proposed to transfer these into the Asset Renewal Reserve to fund future purchases of plant as required.

Officers have ensured that Council resolutions presented during the financial year have been considered in the mid-year Budget Review Report. A summary of the financial implications is included in the attached 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 "Low" risk and can be managed by routine procedures and is unlikely to need specific application of resources.

### **Policy Implications**

No policy implications apply in the preparation of the report.

### **Attachments**

Attachment 11.4 – 2018 / 19 Mid-Year Budget Review Report

### **Voting Requirement**

Absolute Majority Required.

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

**Moved: Cr P Thomas**

**Seconded: Cr J Frazer**

#### **That Council:**

- 1. Receives the Mid-Year Budget Review Report for the period ended 28 February 2019;**
- 2. Adopts the 2018/19 revised budget position and associated budget amendments as per Attachment 11.4 - 2018 / 19 Mid-Year Budget Review Report, and,**
- 3. Requests the Chief Executive Officer to, within 30 days of this determination, provide a copy of the review and determination to the Department of Local Government Sport and Community Industries.**

**Carried: 6/0**

## 11.5 REVIEW OF REVENUE AND EXPENSE PROGRAM CATEGORIES FOR BUDGET 2019/20

<b>FILE REFERENCE:</b>	FM.10
<b>AUTHOR'S NAME AND POSITION:</b>	Kevin Hannagan Deputy Chief Executive Officer
<b>AUTHORISING OFFICER AND POSITION:</b>	Kevin Hannagan Acting Chief Executive Officer
<b>DATE REPORT WRITTEN:</b>	15 April 2019
<b>DISCLOSURE OF INTERESTS:</b>	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.

### Summary

For Council to consider changes to its Revenue and Expense, Objectives and Strategies for provision of service to the community.

### Background

Council as part of its Annual Budget has at Note 2(b) adopted the following:

#### 2 (b) Statement of Objective

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

The Shire of Ngaanyatjaraku is dedicated to providing high quality services to the community through the various service orientated programs which it has established.

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

### Comment

In response to the Shires need to improve it's long term financial sustainability the Council has adopted recent and proposed changes to Shire service provision. As such the Shire should provide local community notice and comment on these changes before adopting its 2019/20 Annual Budget.

Council will also review its Integrated Strategic Plan (SCP/CBP) prior to adopting the 2019/20 Annual Budget, this will be subject of a separate report to Council in May.

Attached is a list of the existing service listings and proposed changes.

### 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.*

6.2. *Local government to prepare annual budget*  
(1) *During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt\*, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.*  
*\* Absolute majority required.*

(2) *In the preparation of the annual budget the local government is to have regard to the contents of the plan for the future of the district made in accordance with section 5.56 and to prepare a detailed estimate for the current year of —*  
*(a) the expenditure by the local government; and*  
*(b) the revenue and income, independent of general rates, of the local government; and*  
*(c) the amount required to make up the deficiency, if any, shown by comparing the estimated expenditure with the estimated revenue and income.*

### **Financial Implications**

Major increases in Income and reductions in Expenditure are required to ensure Long Term Financial Sustainability of the Shire. As such the Shire does not have revenue sources to increase and must reduce service provision in order to reduce expenditure.

### **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**

Not applicable.

### **Attachments**

Attachment 11.5 - Program Classifications (Function/Activity)

### **Voting Requirement**

Absolute Majority Required.

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

**Moved: Cr P Thomas**

**Seconded: Cr A Jones**

#### **That Council:**

- 1. Authorise the Acting Chief Executive Officer to provide local public notice of the Shires intention to change its level of service provision to the community in its 2019/20 Budget: and**
- 2. Seeks comment on the proposed changes to Program Classifications (Function/Activity).**

**Carried: 6/0**

## 11.6 SALE OF PAINTINGS PURCHASED FROM OTHER GALLERIES – FEES AND CHARGES

<b>FILE REFERENCE:</b>	FM.09
<b>AUTHOR'S NAME AND POSITION:</b>	Kerry Fisher Director Corporate Services
<b>AUTHORISING OFFICER AND POSITION:</b>	Kevin Hannagan Acting Chief Executive Officer
<b>DATE REPORT WRITTEN:</b>	12 April 2019
<b>DISCLOSURE OF INTERESTS:</b>	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.

### Summary

Council adopted 2018/19 Fees and Charges at its December 2018 Ordinary Council Meeting. At that time the sale of Local Indigenous Artwork / Artefacts was to be marked up 46.3% (33% to cover administrative costs and 10% GST on total). No charge was set for art purchases from other galleries at already marked up prices.

### Background

Local Artwork markup fees were included in the 2018/19 fees and charges. The fees were set to cover the costs to provide for a place that the Artworks and Artefacts can be displayed to tourists and local people and held for sale via an online platform. Also, the markup was to include the time and administration costs of staff. Subsequent to this it has been found that there has been Art purchased from other galleries, which when adopting the 46.3% markup had not been considered. This art has already been marked up.

### Comment

The Shire needs to ensure that all artwork purchased with an already marked up price is offered for sale at a price comparable to other points of sale. A 10% markup (including GST) is recommended to cover the administration costs. This will enable the purchasing of artists work from all over the Lands but not to over inflate the price.

### Statutory Environment

Local Government Act 1995, 6.16 (Imposition of Fees and Charges), 6.17 (Setting level of Fees and Charges) and 6.19 (Local government to give notice of Fees and Charges) relates.

Section 6.19 requires that the Local Government provides local public notice of proposed new fees and the date the new fee will be applied from. It is proposed the new fees be applied from date of effect of the advertisement.

Local Government Act 1995, Section 1.7 (Local Public Notice).

### Financial Implications

It is expected that the proposed change will have minimal effect on the 2018/19 budget as purchases and resale from other galleries was not anticipated at the time.

### Strategic Implications

Integrated Strategic Plan 2018 - 2028  
Goal 3, Leadership  
Outcome 3.2, Good Leadership



**Risk Management**

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

**Policy Implications**

No policy implications apply in the preparation of the report.

**Attachments**

Not Applicable

**Voting Requirement**

Absolute Majority Required.

**Officers Recommendation and Council Resolution**

**Moved: Cr L West**

**Seconded: Cr D Frazer**

**That with respect to the mark up on paintings purchased through other galleries,  
Council:**

- 1. Adopt a 10% mark up, plus GST;**
- 2. Amend the fees and charges schedule to reflect this, and**
- 3. Authorise the Acting Chief Executive Officer to provide local public notice of the above fee which is to be imposed with effect from the date of advertisement.**

**Carried: 6/0**

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

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

**FILE REFERENCE:** EM.00

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

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

**DATE REPORT WRITTEN:** 20 April 2019

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

#### **Summary**

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

#### **Background**

Not applicable

#### **Comment**

See attachment.

#### **Statutory Environment**

Not applicable

#### **Financial Implications**

No known financial implications for this matter.

#### **Strategic Implications**

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

#### **Risk Management**

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

#### **Policy Implications**

There are no known policy implications for this matter

#### **Attachments**

Attachment 12.1 – Action Report, EHO / Building Services, March 2019

#### **Voting Requirement**

Simple Majority Required.

**Officers Recommendation and Council Resolution**

**Moved: Cr D Frazer**

**Seconded: Cr L West**

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

**Carried: 6/0**

13. **EARLY YEARS PROGRAM REPORTS**
14. **YOUTH / RECREATION SERVICES REPORTS**
15. **NEW BUSINESS OF AN URGENT NATURE AS ADMITTED BY DECISION**

**Officers Recommendation and Council Resolution**

**Moved: Cr P Thomas**

**Seconded: Cr A Jones**

**That Council admits Report 15.1 SHIRE OF NGAANYATJARRAKU & OTHERS V THE COMMONWEALTH OF AUSTRALIA as new business of an urgent nature.**

**Carried: 6/0**

**15.1 SHIRE OF NGAANYATJARRAKU & OTHERS V THE COMMONWEALTH OF AUSTRALIA**

**FILE REFERENCE:** GR.00

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

**DATE REPORT WRITTEN:** 23 April 2019

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

**Summary**

For Council to consider correspondence from Senior Executive Lawyer of the Australian Government Solicitor regarding the Shire and Others complaint to the Human Rights and Equal Opportunity Commission.

**Background**

Much time and effort has been made in progressing this claim against the Commonwealth of Australia. Mediation has been tried but the response from the Commonwealth does not address the issues raised by the Shire on behalf of the people of the Ngaanyatjarra Lands.

It was previously resolved to progress this matter to trial as there was no utility in further mediation.

**Comment**

The letter received from the Australian Government Solicitor requests the shire to consider:

*'the option of adjourning the mediation pending the outcome of the Federal election and suggests that Commonwealth officers advise the incoming Ministers to give a high priority to resolving this complaint. The Commonwealth strongly supports this suggestion and commits to briefing the Ministers promptly. While we understand your clients' frustrations, we hope that your clients will see utility in awaiting the outcome of the Federal election, noting the various changes the election may prompt.'*

A further teleconference on this matter is to be held at 10am on Wednesday 24 April 2019, the Shire President will give an appraisal of the meeting at the Ordinary Meeting of Council that afternoon.

### **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**

At this stage, not applicable.

### **Strategic Implications**

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

### **Risk Management**

This item has been evaluated against the Shire of Ngaanyatjaraku'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 15.1 – Letter from Australian Government Solicitor

### **Voting Requirement**

Simple Majority Required.

### **Officer's Recommendation**

That Council having considered the Australian Government Solicitors letter and receiving an appraisal of the teleconference to be held 10am, Wednesday 24<sup>th</sup> April 2019 that Council Resolve either:

- A. To accept the option of adjourning the matter pending the outcome of the Federal election and suggests that Commonwealth officers advise the incoming Ministers to give a high priority to resolving this complaint via further mediation; or
- B. Advise the Australian Government Solicitor that the Shire does not wish to adjourn the matter or proceed with further mediation.

**Council Resolution**

**Moved: Cr P Thomas**

**Seconded: Cr L West**

**That Council having considered the Australian Government Solicitors letter and receiving an appraisal of the teleconference to be held 10am, Wednesday 24th April 2019 that Council advise the Australian Government Solicitor that the Shire does not wish to adjourn the matter or proceed with further mediation.**

**Carried: 6/0**

## 16. CONFIDENTIAL MATTERS

### 16.1 REVIEW OF ENVIRONMENTAL HEALTH SERVICES

**FILE REFERENCE:** PL.00

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

**DATE REPORT WRITTEN:** 10 April 2019

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

**Voting Requirement**  
Simple Majority Required.

#### Officers Recommendation and Council Resolution

**Moved:** Cr D Frazer

**Seconded:** Cr A Jones

**That Council:**

1. **Resolve that the Review of Environmental Health Services Report 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 1.20pm 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. (Note: Acting Chief Executive Officer and Finance and Admin Coordinator remained to take minutes.)

**Voting Requirement**  
Simple Majority Required.

**Officers Recommendation and Council Resolution**

**Moved: Cr P Thomas**

**Seconded: Cr L West**

**That Council:**

- 1. Advise Department of Health of the Shires intention not to enter into an extension of Community Services Request DOHRQ102015N for Environmental Health Services in Regional and Remote Aboriginal Communities beyond the current contract expiry date of 30 June 2019 unless a satisfactory funding agreement can be reached that more fully covers the costs of the program.**
- 2. Inform Department of Health that the Shire has provided early notice of its intention to enable the department to find an alternate service provider and reduce the impact on service provision to the community and enable consultation with affected Shire staff.**

**Carried: 6/0**

**Voting Requirement**

Simple Majority Required.

**Officers Recommendation and Council Resolution**

**Moved: Cr D Frazer**

**Seconded: Cr J Frazer**

**That Council re-open the meeting to the public at 1.29 pm.**

**Carried: 6/0**

There were no members of the public gallery or other staff members.

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

**17. NEXT MEETING**

Scheduled for Wednesday, 22 May 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 1.30 pm.



## Council Resolutions – Status

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

Meeting Date	Meeting Type	Report Number	Report Title
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
d) undertake a review of the Shire's employee files to ensure employment agreements are in place for all current employees;	In Progress, WALGA review of PD's received, letters to staff being drafted	70%

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, Youth & Recreation changes being implemented. Await response to extra funding request from DoH.	60%
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.	Discussions held Premier & Cabinet and Dept Communities, awaiting response.	80%

Meeting Date	Meeting Type	Report Number	Report Title
24 April 2019	OCM	10.5	REQUEST TO MINISTER FOR LOCAL GOVERNMENT

### Resolution

	Status Update	% Complete
That Council request the Minister for Local Government to consider an extension of one year for Kevin Hannagan, as Acting Chief Executive Officer until 11 July 2020 for the reasons as outlined in this report.	In Progress, letter sent, phone advice received and response coming.	70%

Meeting Date	Meeting Type	Report Number	Report Title
24 April 2019	OCM	16.1	REVIEW OF ENVIRONMENTAL HEALTH SERVICES

### Resolution

That Council:	Status Update	% Complete
1. Advise Department of Health of the Shires intention not to enter into an extension of Community Services Request DOHRQ102015N for Environmental Health Services in Regional and Remote Aboriginal Communities beyond the current contract expiry date of 30 June 2019 unless a satisfactory funding agreement can be reached that more fully covers the costs of the program.	Letter sent, awaiting response.	70%
2. Inform Department of Health that the Shire has provided early notice of its intention to enable the department to find an alternate service provider and reduce the impact on service provision to the community and enable consultation with affected Shire staff.	Letter sent, awaiting response.	70%

## Attachment 10.2

Activity	Description	Legislation	Section	Notes	Responsible Officer	Due Date	Progress as at 12 May 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	Aug-19	Report to Minister due August 2019
Councillor Training	Develop second round Training Plan for Councillors				CEO	Nov-19	Finalise with DLGSC for after 2019 Election
Organisation Structure	Update Org Structure			Council Report to May Council	ACEO	May-19	
Strategic Plan / Documents Recommendations	Progress implementation of recommendations from SCP, CBP, LTFP, AMP, AMIS, NAMA, WFP, RKP, DRP, RMP, LEMA, Reg17, Reg5, Audit Mgmt Letter			Consider for Budget 2019/20	DCEO / DCS	Jun-19	
Public Health Plan	Prepare new PHP as per new act.	Public Health Act 2016	s38	Annual	EHO/CEO	May-19	
Policy Manual	Policy Manual Review			Major Review June2019	DCS	Jun-19	
CEO Procedures	Procedures Review			Major Review June2020	DCS	Jun-19	
Code of Conduct	Review	Local Government Act 1995	s5,103	Review due 2019	CEO / DCS	Aug-19	
Customer Service Charter	Review			Biennial	DCS	Jun-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	DCS	Jun-19	
Fringe Benefit Tax Return 2019	The FBT return is lodged electronically to the ATO each year in May	FBT		Annual	DCS	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	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	Aug-19	
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.	DCEO	Aug-19	
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	Nov-19	
Business Continuity Disaster Recovery Plan	Review of Plan			Biennial	DCS	Aug-19	
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

April 2019 Payment Listing			
Date	Code	Description	Credit
01/04/2019	15	WESTPAC BANK Transaction fees - March 2019	-24.00
01/04/2019	361	PIVOTEL SATELLITE PTY LTD Satphone charges Mar - Apr 2019	-180.00
02/04/2019	361	PIVOTEL SATELLITE PTY LTD Satphone charges Feb - Mar 2019	-180.00
02/04/2019	15	WESTPAC BANK Credit Card Tran - DCEO K Hannagan	-1479.83
03/04/2019		Payroll Direct Debit Of Net Pays Payroll Direct Debit Of Net Pays	-54247.32
03/04/2019	54	WA SUPER Payroll deductions	-4402.19
03/04/2019	2055	BT Super for Life Superannuation contributions	-337.60
03/04/2019	1034	AUSTRALIAN SUPER Superannuation contributions	-61.38
03/04/2019	740	HOST PLUS Payroll deductions	-636.44
03/04/2019	2065	VISION SUPER Superannuation contributions	-866.40
03/04/2019	1060	HESTA Superannuation contributions	-231.24
03/04/2019	825	SUNSUPER SOLUTIONS Superannuation contributions	-235.66
03/04/2019	357	COMMONWEALTH BANK OF AUSTRALIA CBA Merchant & POS fees - March 2019	-36.50
05/04/2019	11	IT Vision User Group Inc Subscription fee	-374.00
05/04/2019	1105	Philip Swain Flights Perth - Kal return EHO Taxi Fares for EHO	-863.07
05/04/2019	2008	MOORE STEPHENS (WA) Pty Ltd Progressive billing for 2017/18 Audit	-11108.77
05/04/2019	2018	LAVERTON SUPPLIES WA Diesel for KBC591L	-184.17
05/04/2019	2035	MICHAEL COOKE Safety Boots Taxi to Perth airport	-220.70
05/04/2019	12	Matthew Box Pre-employment medical	-120.00
05/04/2019	37	NATS Shade cloth Lot 154 Warburton Tyre for wheelbarrow	-349.97
05/04/2019	57	WARAKURNA ROADHOUSE Diesel for Works super 1EK611	-386.41
05/04/2019	129	MCLEODS Review of proposed ILUA	-5725.50
05/04/2019	217	KEY FACTORS PTY LTD (BREAKAWAY) Roadworks plant hire Jameson - Wanarn	-134842.40
05/04/2019	368	DEPT FOR PLANNING & INFRASTRUCTURE (DPI) DoT Agency transactions 134880 - 134888	-4738.85
05/04/2019	538	PERFECT COMPUTER SOLUTIONS PTY LTD IT support - domain monitoring	-85.00
05/04/2019	785	ITVISION AUSTRALIA PTY LTD Financial services for March-19	-9543.96
09/04/2019	50	TELSTRA CORPORATION LTD Phone & data charges - March 2019	-1589.85
12/04/2019		Payroll Direct Debit Of Net Pays Payroll Direct Debit Of Net Pays	-4251.40
12/04/2019	54	WA SUPER Superannuation contributions	-335.29
12/04/2019	40	NGAANYATJARRA SERVICES (ABORIGINAL CORPORATION) Replace rear barn door glass 1EK611	-3580.92
12/04/2019	334	STAPLES AUSTRALIA (WINC) Stationery Order Early Years Program	-15.22
12/04/2019	941	NGAANYATJARRA COUNCIL REGIONAL HOUSING PROGRAM - Repairs & Maintenance Test and Tag of Shire Office	-9429.45
12/04/2019	1030	ANGLO AMERICAN EXPLORATION (AUSTRALIA) PTY LTD Refund of exploration tenement rates - Assessment A2781	-1576.25
12/04/2019	2009	URBAN BOX RENOVATIONS Maintenance schedule Shire office	-3650.00
12/04/2019	2022	PAXON GROUP Bus. Services & Tax. Advice SON4900	-1815.00
12/04/2019	132509	FQM EXPLORATION (AUSTRALIA) PTY LTD Rates refund for assessment A2733 E69/03292 MINING TENEMENT	-10465.55
12/04/2019	57	WARAKURNA ROADHOUSE Accommodation for EHO P Swain	-374.53
12/04/2019	59	WARBURTON ROADHOUSE Fuel for Shire plant and equipment Supplies for Shire meeting room Catering for Council Meeting Tyre repair kit Supplies for E/H program Supplies for Youth Program	-6084.50
12/04/2019	60	MILLY (WARBURTON) STORE Items for accommodation maintenance Items for the Early Years, Knife for Shire meeting room Supplies for youth program Supplies for E/H team	-842.19
12/04/2019	72	BLACKSTONE ENTERPRISES (STORE) Diesel for E/Y 1GIQ350 Supplies for Playgroup	-798.85
12/04/2019	100	WANARN STORE Diesel for Wanarn Rubbish Truck	-275.09
12/04/2019	217	KEY FACTORS PTY LTD (BREAKAWAY) Roadworks plant hire Jameson - Wanarn	-130831.80

12/04/2019	253	GLOBETROTTER CORPORATE TRAVEL Flights for Cr Thomas for ALGA conf.	-1048.50
12/04/2019	287	AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (ALGA) Registration Cr Thomas NGA of LG	-1239.00
17/04/2019		Payroll Direct Debit Of Net Pays Payroll Direct Debit Of Net Pays	-55237.63
17/04/2019	54	WA SUPER Payroll deductions	-4422.60
17/04/2019	2055	BT Super for Life Superannuation contributions	-362.33
17/04/2019	1034	AUSTRALIAN SUPER Superannuation contributions	-66.76
17/04/2019	740	HOST PLUS Payroll deductions	-649.53
17/04/2019	2065	VISION SUPER Superannuation contributions	-866.40
17/04/2019	1060	HESTA Superannuation contributions	-231.24
17/04/2019	825	SUNSUPER SOLUTIONS Superannuation contributions	-235.66
18/04/2019	37	NATS Vacuum cleaners for staff housing	-823.57
18/04/2019	2018	LAVERTON SUPPLIES WA Parking for KBC591L EHO	-30.00
18/04/2019	2094	NGAANYATJARRA COUNCIL AC (NTU) Heritage clearance NG/LA Border	-18411.91
18/04/2019	2097	GREENFIELD TECHNICAL SERVICES Provision of engineering services	-2942.50
18/04/2019	57	WARAKURNA ROADHOUSE Diesel for Works super 1EKC611	-117.00
18/04/2019	72	BLACKSTONE ENTERPRISES (STORE) Diesel for 1EZT132 Youth Troopy	-271.78
18/04/2019	217	KEY FACTORS PTY LTD (BREAKAWAY) Roadworks plant hire Jameson - Wanarn	-130039.80
18/04/2019	538	PERFECT COMPUTER SOLUTIONS PTY LTD IT services	-255.00
18/04/2019	696	CHARTAIR PTY LTD Flight for ACEO K Hannagan	-335.00
18/04/2019	866	MODERN TEACHING AIDS Early Years program equipment	-565.87
18/04/2019	941	NGAANYATJARRA COUNCIL REGIONAL HOUSING PROGRAM - Repairs & Maintenance Repair/replace lid on septic CEO Res.	-1074.39
18/04/2019	1105	Philip Swain Food & Accom C Robinson LGIS claim Shower curtain Lot 98 Warburton	-419.32
26/04/2019	40	NGAANYATJARRA SERVICES (ABORIGINAL CORPORATION) Change tyre on 1GJT224	-132.00
26/04/2019	53	LANDGATE Rural UV General valuation roll	-155.15
26/04/2019	57	WARAKURNA ROADHOUSE Diesel for Rubbish Truck	-50.00
26/04/2019	61	WARRUNYINNA STORE Diesel for E/Y Fortuner 1GIQ350 Supplies for E/Y Program	-633.89
26/04/2019	72	BLACKSTONE ENTERPRISES (STORE) Diesel for E/Y Fortuner 1GIQ350 Supplies for E/Y Program	-414.59
26/04/2019	217	KEY FACTORS PTY LTD (BREAKAWAY) Roadwork plant hire Jameson-Wanarn	-156723.27
26/04/2019	241	DESERT INN HOTEL Accom EHO Phil Swain + C Robinson	-220.00
26/04/2019	538	PERFECT COMPUTER SOLUTIONS PTY LTD IT services	-255.00
26/04/2019	682	Seek Limited Seek job ad - Sport & Rec Officer	-308.00
26/04/2019	473	PRESTON THOMAS Ordinary Council meeting fee 24 April 2019	-200.00
26/04/2019	355	LALLA WEST Ordinary Council meeting fee 24 April 2019	-200.00
26/04/2019	2049	DEBRA FRAZER Ordinary council meeting fee 24 April 2019	-200.00
26/04/2019	1064	ANDREW JONES Ordinary Council meeting fee 24 April 2019	-200.00
26/04/2019	1004	JOYLENE FRAZER Ordinary Council meeting fee 24 April 2019	-200.00
26/04/2019	26	DAMIAN MCLEAN Ordinary Council Meeting fee 24 April 2019	-400.00
		<b>Total</b>	<b>-\$ 787,314.94</b>



SHIRE OF NGAANYATJARRAKU - Business banking ▾

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<p>Term Deposit ▾</p> <p>035-101 424873</p> <p><b>\$1,000,000.00</b></p>	<p>Term Deposit ▾</p> <p>036-016 140221</p> <p><b>\$231,759.62</b></p>	<p>Term Deposit ▾</p> <p>036-016 167993</p> <p><b>\$6,902.37</b></p>	<p>Term Deposit ▾</p> <p>036-125 507918</p> <p><b>\$303,784.60</b></p>



**Shire of Ngaanyatjaraku**  
ON A JOURNEY

Shire of Ngaanyatjaraku  
Monthly Financial report  
For the Period Ending 30 April 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 30 April 2019							
	Note	Revised Budget	YTD Budget (a)	YTD Actual (b)	Variance \$ (b)-(a)	Variance % (b)-(a)/(a)	Variance
<b>Operating Revenue</b>		\$	\$	\$	\$	%	
Governance		3,000	2,500	1,371	(1,129)	-45%	
General Purpose Funding - Rates		255,759	213,133	264,000	50,868	24%	▲
General Purpose Funding - Other		1,621,337	1,351,114	1,202,115	(149,000)	-11%	▼
Law, Order, Public Safety		420	350	408	58	17%	
Health		105,200	87,667	89,864	2,197	3%	
Education and Welfare		283,000	235,833	233,736	(2,097)	-1%	
Housing		20,000	16,667	18,913	2,246	13%	
Community Amenities		105,000	87,500	106,773	19,273	22%	
Recreation and Culture		236,307	196,923	205,129	8,206	4%	
Transport		1,344,049	1,120,041	1,247,766	127,725	11%	▲
Economic Services		10,000	8,333	14,275	5,941	71%	
Other Property and Services		0	0	127,542	127,542	100%	▲
<b>Total Operating Revenue</b>		<b>3,984,072</b>	<b>3,320,060</b>	<b>3,511,891</b>	<b>191,831</b>		
<b>Operating Expense</b>							
Governance		(175,060)	(145,883)	(5,081)	140,802	-97%	▼
General Purpose Funding - Rates		(32,016)	(26,680)	(27,581)	(901)	3%	
General Purpose Funding - Other		0	0	0	0		
Law, Order, Public Safety		(76,031)	(63,359)	(56,266)	7,093	-11%	
Health		(473,745)	(394,788)	(349,137)	45,650	-12%	▼
Education and Welfare		(958,917)	(799,098)	(621,891)	177,206	-22%	▼
Housing		(336,166)	(280,138)	(250,758)	29,380	-10%	
Community Amenities		(519,465)	(432,888)	(358,741)	74,147	-17%	▼
Recreation and Culture		(1,017,182)	(847,652)	(763,156)	84,496	-10%	
Transport		(3,236,962)	(2,697,468)	(2,322,466)	375,002	-14%	▼
Economic Services		(128,128)	(106,773)	(108,697)	(1,924)	2%	
Other Property and Services		62,004	51,670	(79,850)	(131,520)	-255%	▼
<b>Total Operating Expenditure</b>		<b>(6,891,668)</b>	<b>(5,743,057)</b>	<b>(4,943,627)</b>	<b>799,430</b>		
<b>Funding Balance Adjustments</b>							
Add back Depreciation		1,366,389	1,138,658	929,832	(208,826)	-18%	▼
Adjust (Profit)/Loss on Disposal		0	0	(11,820)	(11,820)	100%	
<b>Net Cash from Operations</b>		<b>(1,541,207)</b>	<b>(1,284,339)</b>	<b>(513,724)</b>	<b>770,615</b>		
<b>Capital Revenues</b>							
Grants, Subsidies and Contributions		5,187,675	4,323,063	2,982,215	(1,340,847)	-31%	▼
Proceeds from Disposal of Assets	3	0	0	0	0		
<b>Total Capital Revenues</b>		<b>5,187,675</b>	<b>4,323,063</b>	<b>2,982,215</b>	<b>(1,340,847)</b>		
<b>Capital Expenses</b>							
Land & Buildings	3	(92,000)	(76,667)	(62,813)	13,854	-18%	
Furniture and Equipment	3	(5,000)	(4,167)	0	4,167	-100%	
Plant & Equipment	3	(36,209)	(30,174)	(63,791)	(33,616)	111%	▲
Infrastructure - Roads	3	(5,494,775)	(4,578,979)	(3,304,632)	1,274,347	-28%	▼
<b>Total Capital Expenditure</b>		<b>(5,627,984)</b>	<b>(4,689,987)</b>	<b>(3,431,236)</b>	<b>1,258,751</b>		
<b>Net Cash from Capital Activities</b>		<b>(440,309)</b>	<b>(366,924)</b>	<b>(449,020)</b>	<b>(82,096)</b>		
<b>Financing</b>							
Transfer from Reserves	7	625,253	625,253	625,253	0	0%	
Transfer to Reserves	7	(1,817,778)	(309,062)	(309,062)	0	0%	
<b>Net Cash from Financing Activities</b>		<b>(1,192,525)</b>	<b>316,191</b>	<b>316,191</b>	<b>0</b>		
Net Operations, Capital & Financing		(3,174,041)	(1,335,072)	(646,553)	688,519		
Opening Funding Surplus (Deficit)	2	3,174,041	3,174,041	3,063,927	(110,114)		
<b>Closing Funding Surplus (Deficit)</b>	2	<b>0</b>	<b>1,838,969</b>	<b>2,417,373</b>	<b>578,405</b>		

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

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

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

## 2 Statement of Financial Activity by Nature or Type

<b>By Nature or Type</b>					
<b>For the Period Ended 30 April 2019</b>					
	Note	Revised Budget	YTD Budget (a)	YTD Actual (b)	Variance \$ (b)-(a)
<b>Operating Revenue</b>		\$	\$	\$	\$
Rates		255,759	213,133	264,000	50,868
Operating Grants, Subsidies and Contributions		3,298,891	2,749,076	2,633,261	(115,815)
Fees & Charges		332,840	277,367	304,335	26,968
Interest Earnings		31,497	26,248	10,674	(15,573)
Other Revenue		65,085	54,238	134,612	80,374
Profit on Disposal of Assets		0	0	165,009	165,009
<b>Total Operating Revenue</b>		3,984,072	3,320,060	3,511,891	191,831
<b>Operating Expense</b>					
Employee Costs		(2,674,143)	(2,228,453)	(1,895,717)	332,736
Material and Contracts		(2,520,505)	(2,100,421)	(1,906,178)	194,243
Utility Charges (Electricity, Gas, Water etc.)		(95,000)	(79,167)	(24,163)	55,003
Depreciation on Non-current Assets		(1,366,389)	(1,138,658)	(929,832)	208,826
Insurance Expense		(127,300)	(106,083)	(128,954)	(22,870)
Other Expenditure		(108,331)	(90,276)	(70,603)	19,673
Loss on Asset Disposal		0	0	11,820	11,820
<b>Total Operating Expenditure</b>		(6,891,668)	(5,743,057)	(4,943,627)	799,430
<b>Funding Balance Adjustments</b>					
Add back Depreciation		1,366,389	1,138,658	929,832	(208,826)
Adjust (Profit)/Loss on Disposal		0	0	(11,820)	(11,820)
<b>Net Cash from Operations</b>		(1,541,207)	(1,284,339)	(513,724)	770,615
<b>Capital Revenues</b>					
Grants, Subsidies and Contributions		5,187,675	4,323,063	2,982,215	(1,340,847)
Proceeds from Disposal of Assets	3	0	0	0	0
<b>Total Capital Revenues</b>		5,187,675	4,323,063	2,982,215	(1,340,847)
<b>Capital Expenses</b>					
Land & Buildings	3	(92,000)	(76,667)	(62,813)	13,854
Furniture and Equipment	3	(5,000)	(4,167)	0	4,167
Plant & Equipment	3	(36,209)	(30,174)	(63,791)	(33,616)
Infrastructure - Roads	3	(5,494,775)	(4,578,979)	(3,304,632)	1,274,347
<b>Total Capital Expenditure</b>		(5,627,984)	(4,689,987)	(3,431,236)	1,258,751
<b>Net Cash from Capital Activities</b>		(440,309)	(366,924)	(449,020)	(82,096)
<b>Financing</b>					
Transfer from Reserves	7	625,253	625,253	625,253	0
Transfer to Reserves	7	(1,817,778)	(309,062)	(309,062)	0
<b>Net Cash from Financing Activities</b>		(1,192,525)	316,191	316,191	0
Net Operations, Capital & Financing		(3,174,041)	(1,335,072)	(646,553)	688,519
Opening Funding Surplus (Deficit)	2	3,174,041	3,174,041	3,063,927	(110,114)
<b>Closing Funding Surplus (Deficit)</b>	2	0	1,838,969	2,417,373	578,405

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## Note 1 Significant Accounting Policies

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### (a) Basis of Accounting

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

### Critical Accounting Estimates

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

### (b) The Local Government Reporting Entity

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

### (c) Rounding Off Figures

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

### (d) Rates, Grants, Donations and Other Contributions

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

### (e) Goods and Services Tax

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

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

### (f) Cash and Cash Equivalents

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

### (g) Trade and Other Receivables

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

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

### (h) Inventories

#### General

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

#### Land Held for Resale

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

### (i) Fixed Assets

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

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

**(j) Depreciation of Non-Current Assets**

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

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

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

**(k) Trade and Other Payables**

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

**(l) Employee Benefits**

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

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

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

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

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

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

**(m) Interest-bearing Loans and Borrowings**

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

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

**Borrowing Costs**

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

**(n) Provisions**

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

**(o) Current and Non-Current Classification**

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

**(p) Nature or Type Classifications**

**Rates**

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

#### **Operating Grants, Subsidies and Contributions**

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

#### **Non-Operating Grants, Subsidies and Contributions**

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

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

Losses are disclosed under the expenditure classifications.

#### **Fees and Charges**

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

#### **Service Charges**

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

#### **Interest Earnings**

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

#### **Other Revenue / Income**

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

#### **Employee Costs**

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

#### **Materials and Contracts**

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

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

#### **Utilities (Gas, Electricity, Water, etc.)**

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

#### **Insurance**

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

#### **Loss on asset disposal**

Loss on the disposal of fixed assets.

#### **Depreciation on non-current assets**

Depreciation expense raised on all classes of assets.

#### **Interest expenses**

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

#### **Other expenditure**

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

### **(q) Program Classifications (Function/Activity)**

#### **Governance**

##### **Objective:**

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

##### **Activities:**

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

#### **General Purpose Funding**

##### **Objective:**

To collect revenue to allow for the provision of services.

##### **Activities:**

Rates, general purpose government grants and interest revenue.

#### **Law, Order, Public Safety**

##### **Objective:**

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

##### **Activities:**

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

#### **Health**

##### **Objective:**

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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

<b>NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY</b>			
<b>For the Period Ended 30 April 2019</b>			
<b>Net Current Assets</b>	<b>Note</b>	<b>30 Jun 2018</b>	<b>YTD 30 Apr 2019</b>
		\$	\$
<b>Current Assets</b>			
Cash Municipal	4	2,317,255	2,332,587
Cash Reserves	4	853,334	537,142
Receivables - Rates	5	41,494	34,512
Receivables - Other	5	1,470,480	368,709
Investments		35,034	35,034
Inventories		72,199	72,199
		4,789,796	3,380,182
<b>Less: Current Liabilities</b>			
Payables	6	(501,768)	(132,810)
Provisions		(335,733)	(257,823)
Less: Investments		(35,034)	(35,034)
Less: Cash Reserves	7	(853,334)	(537,142)
<b>Net Current Funding Position</b>		<b>3,063,927</b>	<b>2,417,373</b>

## Note 3 Capital – Acquisitions, Funding and Disposal

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY						
For the Period Ended 30 April 2019						
Summary Capital Acquisitions	YTD Actual New/Upgrade (a)	YTD Actual Renewal Expenditure (b)	Revised Budget	YTD Budget (d)	YTD Actual Total (c)=(a)+(b)	Variance (c)-(d)
	\$	\$	\$	\$	\$	\$
Land & Buildings	0	(62,813)	(92,000)	(76,667)	(62,813)	13,854
Furniture & Equipment	0	0	(5,000)	(4,167)	0	4,167
Plant & Equipment	0	(63,791)	(36,209)	(30,174)	(63,791)	(33,616)
Infrastructure - Roads	0	(3,304,632)	(5,494,775)	(4,578,979)	(3,304,632)	1,274,347
<b>Capital Expenditure Totals</b>	<b>0</b>	<b>(3,431,236)</b>	<b>(5,627,984)</b>	<b>(4,689,987)</b>	<b>(3,431,236)</b>	<b>1,258,751</b>
<b>Capital Acquisitions Funded By</b>						
Capital Grants and Contributions			5,187,675	4,323,063	2,982,215	
Other (Disposals & C/Fwd)			0	0	0	
Council Contribution - Operations			440,309	366,924	449,020	
<b>Capital Funding Total</b>			<b>5,627,984</b>	<b>4,689,987</b>	<b>3,431,236</b>	
Capital Acquisitions	YTD Actual New/Upgrade	YTD Actual Renewal Expenditure	Revised Budget	YTD Budget	YTD Actual Total	Variance (Over)/Under
<b>Land &amp; Building</b>						
EYLC Fencing		0	26,000	21,667	0	21,667
Security upgrade staff housing		36,645	41,000	34,167	36,645	(2,478)
Early Years LC Fencing		26,168	0	0	26,168	(26,168)
Warbruton Oval Shade Structure		0	25,000	20,833	0	20,833
<b>Land &amp; Building Total</b>	<b>0</b>	<b>62,813</b>	<b>92,000</b>	<b>76,667</b>	<b>62,813</b>	<b>13,854</b>
<b>Furniture &amp; Equipment</b>						
Office Equipment		0	5,000	4,167	0	4,167
<b>Furniture &amp; Equipment Total</b>	<b>0</b>	<b>0</b>	<b>5,000</b>	<b>4,167</b>	<b>0</b>	<b>4,167</b>
<b>Plant &amp; Equipment</b>						
Purchase of Vehicle - Toyota PC		63,791	36,209	30,174	63,791	(33,616)
Plant & Equipment Purchases		9,827	0	0	9,827	(9,827)
<b>Plant &amp; Equipment Total</b>	<b>0</b>	<b>73,618</b>	<b>36,209</b>	<b>30,174</b>	<b>73,618</b>	<b>(43,444)</b>
<b>Infrastructure - Roads</b>						
Great Central Road - MRWA Major		55,928	4,111,775	3,426,479	55,928	3,370,551
Giles Mulga Park RRG		482,846	915,000	762,500	482,846	279,654
Jameson Wanam		2,432,064	0	0	2,432,064	(2,432,064)
Warburton Blackstone Road RRG		323,968	468,000	390,000	323,968	66,032
<b>Infrastructure Total</b>	<b>0</b>	<b>3,294,805</b>	<b>5,494,775</b>	<b>4,578,979</b>	<b>3,294,805</b>	<b>1,284,174</b>
<b>Grand Total</b>	<b>0</b>	<b>3,431,236</b>	<b>5,627,984</b>	<b>4,689,987</b>	<b>3,431,236</b>	<b>1,258,751</b>



Note 3 Capital - Acquisitions, Funding and Disposal cont.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY								
For the Period Ended 30 April 2019								
Assets Disposed								
Cost	Accum Depr	Proceeds	Profit (Loss)	Description Disposed Asset	Revised Budget Profit/(Loss)	Actual Profit/(Loss)	Variance	Comments
\$	\$	\$	\$	\$	\$	\$	\$	
<b>Furniture and Equipment</b>								
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)	
<b>Plant &amp; Equipment</b>								
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	
<b>788,483</b>	<b>637,564</b>	<b>162,739</b>	<b>11,820</b>		<b>0</b>	<b>11,820</b>	<b>11,820</b>	

## Note 4 Capital and Investments

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY								
For the Period Ended 30 April 2019								
Bank Accounts	Municipal	Reserves	Trust	Investments	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$	\$	\$	\$	
<b>(a) Cash Deposits</b>								
Municipal Account	2,330,088				2,330,088	Westpac	Variable	Business
Cash Advance	2,500				2,500			
Trust								
<b>(b) Term Deposit</b>								
Reserves		537,142			537,142	Westpac		
<b>Total</b>	<b>2,332,588</b>	<b>537,142</b>	<b>0</b>	<b>0</b>	<b>2,869,730</b>			

\*\*\* 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 30 April 2019									
Receivables - Rates and other Rates Receivable	YTD 30 Apr 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	95,179	200	0	151,770	247,149
Levied This Year	264,000	237,825	Balances per Trial Balance						
Other Rate Charges	0		Sundry Debtors						121,559
Less Collections to date	(270,982)	(230,407)	Receivables - Other						
Equal Current Outstanding	34,512	238,359	Accruals						
<b>Net Rates Collectable</b>	<b>34,512</b>	<b>238,359</b>	<b>Total Receivables General Outstanding</b>						<b>368,709</b>
% Collected	89%	49%	Amounts shown above include GST (where applicable)						

## Note 6 Payables

<b>NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY</b>						
<b>For the Period Ended 30 April 2019</b>						
<b>Payables</b>	<b>Credit</b>	<b>Current</b>	<b>30 Days</b>	<b>60 Days</b>	<b>90+ Days</b>	<b>Total</b>
	\$	\$	\$	\$	\$	\$
Payables - General		180	0	0	0	180
<b>Balances per Trial Balance</b>						
<b>Sundry Payables</b>						<b>180</b>
<b>Payables - Other</b>						
Payroll Payables						0
ATO Liability						125,707
Accrued Expenses						0
Other						6,924
<b>Total Payables - Other</b>						<b>132,630</b>
					<b>Total Payables</b>	<b>132,810</b>
Amounts shown above include GST (where applicable)						

## Note 7 Cash Backed Reserves

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY										
For the Period Ended 30 April 2019										
Reserves	Opening Balance	Revised Budget Interest Earned	Actual Interest Earned	Revised Budget Transfers In (+)	Actual Transfers In (+)	Revised Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer out Reference	Revised Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Asset Replacement/Acquisition Reserve	846,604	31,000	8,933	1,817,778	0	(625,253)	(625,253)	0	2,070,129	230,283
Cultural Centre Reserve	6,730	497	129	0	0	0	0	0	7,227	6,858
Employee Entitlement Reserve	0	0	0	0	300,000	0	0	0	0	300,000
	<b>853,334</b>	<b>31,497</b>	<b>9,061</b>	<b>1,817,778</b>	<b>300,000</b>	<b>(625,253)</b>	<b>(625,253)</b>	<b>0</b>	<b>2,077,356</b>	<b>537,142</b>

## Note 8 Rating Information

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY											
For the Period Ended 30 April 2019											
Rate	Rate In	Number of Properties	Rateable Value	YTD Actual				Revised Budget			
				Rate Revenue	Interim Rates	Back Rates	Total Revenue	Rate Revenue	Interim Rate	Back Rate	Total Revenue
<b>General Rate</b>	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
UV General Rate	0.210000	34	908,944	264,000	0	0	264,000	190,877	0	0	190,877
<b>Sub-Totals</b>		34	908,944	264,000	0	0	264,000	190,877	0	0	190,877
<b>Minimum Payments</b>	<b>Minimum \$</b>										
UV General Rate	245	0	0	0	0	0	0	0	0	0	0
<b>Sub-Totals</b>		0	0	0	0	0	0	0	0	0	0
<b>Total</b>		<b>34</b>	<b>908,944</b>	<b>264,000</b>	<b>0</b>	<b>0</b>	<b>264,000</b>	<b>190,877</b>	<b>0</b>	<b>0</b>	<b>190,877</b>
<b>Discounts on Rates</b>							0				0
<b>Amounts from General Rates</b>							<b>264,000</b>				<b>190,877</b>
Ex-Gratia Rates							0				64,882
							<b>264,000</b>				<b>255,759</b>

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## Note 9 Information on Borrowings

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(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 30 April 2019								
Grants	Grant Provider	2018-19 Revised Budget	2018-19 Revised Budget		Variations Additions/(Deletions)		Recoup Status	
			Operating	Capital	Operating	Capital	Received	Not Received
	\$	\$	\$	\$	\$	\$	\$	\$
<b>General Purpose Funding</b>								
General Grants (Untied)	WALGGC	1,588,340	1,588,340				1,191,441	396,900
<b>Governance</b>								
Licensing Commission	DoT	2,500	2,500				1,371	1,129
<b>Health</b>								
Grant-Environmental Health Program WA Health Dept	DoH	105,000	105,000				89,864	15,136
<b>Education and Welfare</b>								
Grant - DCD		279,000	279,000				231,750	47,250
Grant - Youth Program		0	0				0	0
<b>Community Amenities</b>								
FAHCSIA - NJCP	FAHSCIA	0	0				0	0
<b>Recreation and Culture</b>								
Contributions Bus Hire		0	0				0	0
Contributions and Reimbursements Other	Various	0	0				550	0
<b>Transport</b>								
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	315,204	315,204				238,811	76,393
Govt Grant - Road to Recovery	Dept of Infrastructure	3,507,669		3,507,669			2,214,101	1,293,568
Govt Grants - Special Purpose	MRWA	986,000		986,000			731,600	254,400
Govt Grant - Outback Highway		694,006		694,006			36,515	657,491
Govt Grants - Special Purpose		327,641	327,641				287,241	40,400
<b>Other Property and Services</b>								
Reimbursements	Various	0	0				35,511	0
Advertising Rebates	Various	0	0				17	0
		<b>8,486,565</b>	<b>3,298,890</b>	<b>5,187,675</b>	<b>0</b>	<b>0</b>	<b>5,615,476</b>	<b>2,907,167</b>



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## **Note 11 Trust Funds**

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

## Note 12 Material Variances

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

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

Reporting Program	Variance	Variance	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
<b>Operating Revenues</b>					
Governance	(1,129)	-45%			
General Purpose Funding - Rates	50,868	24%	▲	Timing	
General Purpose Funding - Other	(149,000)	-11%	▼	Timing	
Law, Order, Public Safety	58	17%			
Health	2,197	3%			
Education and Welfare	(2,097)	-1%			
Housing	2,246	13%			
Community amenities	19,273	22%			
Recreation and Culture	8,206	4%			
Transport	127,725	11%	▲	Timing	
Economic Services	5,941	71%			
Other Property and Services	127,542	100%	▲	Timing	Error Coding
<b>Operating Expense</b>					
Governance	140,802	-97%	▼	Timing	Admin Allocations offset other Progrms
General Purpose Funding - Rates	(901)	3%			
General Purpose Funding - Other	-	0%			
Law, Order, Public Safety	7,093	-11%			
Health	45,650	-12%	▼	Timing	
Education and Welfare	177,206	-22%	▼	Permanent	Staff Vacancies
Housing	29,380	-10%			
Community Amenities	74,147	-17%	▼	Timing	
Recreation and Culture	84,496	-10%			
Transport	375,002	-14%	▼	Permanent	Depreciation adjustments required after audit finalisation
Economic Services	(1,924)	2%			
Other Property and Services	(131,520)	-255%	▼	Timing	Admin Allocations
<b>Funding Balance Adjustments</b>					
Add back Depreciation	(208,826)	-18%	▼	Permanent	Depreciation adjustments required after audit finalisation
Adjust (Profit)/Loss on Disposal	(11,820)	100%			
<b>Capital Revenues</b>					
Grants, Subsidies and Contributions	(1,340,847)	-31%	▼	Timing	
Proceeds from Disposal of Assets	-	0%			
<b>Capital Expenses</b>					
Land & Buildings	13,854	-18%			
Furniture & Equipment	4,167	-100%			
Plant & Equipment	(33,616)	111%	▲	Permanent	See Cncl Agenda Item 11.4
Infrastructure - Roads	1,274,347	-28%	▼	Timing	
<b>Financing</b>					
Transfer from Reserves	-	0%			

## Program Classifications (Function/Activity)

<u>Current</u>	<u>Proposed Change</u>
<p><b>Governance</b></p> <p><b>Objective:</b> To provide a decision-making process for the efficient allocation of scarce resources.</p> <p><b>Activities:</b> 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</p>	No change
<p><b>General Purpose Funding</b></p> <p><b>Objective:</b> To collect revenue to allow for the provision of services.</p> <p><b>Activities:</b> Rates, general purpose government grants and interest revenue.</p>	No change
<p><b>Law, Order, Public Safety</b></p> <p><b>Objective:</b> To provide services to help ensure a safer and environmentally conscious community.</p> <p><b>Activities:</b> Supervision and enforcement of various laws relating to fire prevention and other aspects of public safety including emergency services.</p>	<p><b>Activities:</b> Supervision and enforcement of various laws relating to aspects of public safety including emergency services.</p> <p><b>Reason:</b> The Shire is not the land manager for fire prevention.</p>
<p><b>Health</b></p> <p><b>Objective:</b> To provide an operational framework for environmental and community health.</p> <p><b>Activities:</b> Inspection of food outlets and their control, provision of meat inspection services, noise control and a waste pick-up service.</p>	<p><b>Objective:</b> To provide an operational framework for statutory environmental and community health.</p> <p><b>Reason:</b> Statutory Services in line with legislation only.</p>
<p><b>Education and Welfare</b></p> <p><b>Objective:</b> To provide services to children and youth.</p> <p><b>Activities:</b> Maintenance of playgroup centre (early years learning) and operation of youth services.</p>	<p><b>Activities:</b> Operation of playgroup centres (early years learning) Warburton, Blackstone, Jameson and operation of recreation services in Warburton.</p> <p><b>Reason:</b> The Shire does not provide the full range of youth services but provides recreation services in Warburton only due to lack of funding.</p>
<p><b>Housing</b></p> <p><b>Objective:</b></p>	No change

<p>To provide and maintain staff housing.</p> <p><b>Activities:</b> Provision and maintenance of staff housing.</p>	
<p><b>Community Amenities</b></p> <p><b>Objective:</b> To provide services required by the community.</p> <p><b>Activities:</b> Rubbish collection services, litter control, storm water maintenance and protection of the environment.</p>	<p><b>Activities:</b> Rubbish collection services, litter control.</p> <p><b>Reason:</b> NG Council is land manager, not the Shire.</p>
<p><b>Recreation and Culture</b></p> <p><b>Objective:</b> To establish and effectively manage infrastructure and resources which will help the social well-being of the community.</p> <p><b>Activities:</b> 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.</p>	<p><b>Activities:</b> Maintenance of public halls, civic centres, Warburton recreation centre and various sporting facilities. Provision and maintenance of parks and playgrounds. Operation of other cultural facilities.</p> <p><b>Reason:</b> The Shire does not maintain community owned swimming pools.</p>
<p><b>Transport</b></p> <p><b>Objective:</b> To provide safe, effective and efficient transport services to the community.</p> <p><b>Activities:</b> Construction and maintenance of roads, streets, footpaths, depot, and traffic control. Cleaning of streets and maintenance of street trees.</p>	<p>No change</p>
<p><b>Economic Services</b></p> <p><b>Objective:</b> To help promote the shire and its economic wellbeing.</p> <p><b>Activities:</b> Tourism and area promotion, provision of rural services including weed and vermin control. Building control.</p>	<p><b>Activities:</b> Tourism and area promotion and building control.</p> <p><b>Reason:</b> NG Council is land manager, not the Shire.</p>
<p><b>Other Property and Services</b></p> <p><b>Objective:</b> To monitor and control council's overheads operating accounts.</p> <p><b>Activities:</b> Private works operation, plant repairs, operation costs and administrative costs.</p>	<p>No change</p>

# ACTION SHEET

Health & Building Officer – Philip Swain

**Dates on Site: 3<sup>rd</sup> – 10<sup>th</sup> April 2019**


**1<sup>st</sup> – 8<sup>th</sup> May 2019**

**Next site visit: 24<sup>th</sup> – 30<sup>th</sup> May 2019**

Date	Subject	Action Taken
April 2019	Container Deposit Scheme – for WA	<p>The WA Government has adopted an Act to implement the Container Deposit Scheme and the Department of Water and Environmental Regulation is currently working on establishing new CDS Regulations. The Shire has previously provided advice on the appropriate collection sites and infrastructure for the “lands”. I have referred the concept for collection agency to Ng Council for determination as to the appropriate organisation to run collection points in Warburton and Warakurna.</p> <p><b>Action: Ng Council to liaise with communities to determine collection organisation for the two (2) collection points proposed for the Shire.</b></p>
April 2019	Department of Health - EH Worker Programme	<p>At the April meeting of Council it was resolved that the Shire advise that it was not going to accept a proposed 12 month contract extension unless a more equitable funding arrangement can be reached with the Department of Health. The Department has been advised of the resolution and Administration has also written to the Department seeking further funding. Department staff had indicated, at the meeting with the HBO &amp; the ACEO, that there was the possibility of more equitable funding in the future provided service delivery was adequate. To date no further undertaking or proposal for further funding has been forthcoming from the Department</p> <p><b>Action: Awaiting funding advice from DoH.</b></p>
April 2019	EH Worker Team Reporting – Department of Health	<p>The monthly activity report for the team for April is <b>Attachment A</b> to this report. The Shire has received advice that the contract hours fulfilled in the year to March 2019 have been substantially lower than the previous year. There are a series of reasons for this including the difficulty in replacing one (1) worker which has taken several months. Administration is aware that that some service providers have been claiming waste disposal services and the Shire has now started reporting its substantially unfunded waste services as part of the programme.</p>

		<b>Action- No further action pending next monthly and 6 monthly reports and DoH advice relating to funding.</b>
April 2019	Defrosted and dusty food deliveries to Communities by NATS	<p>Complaints from store and Roadhouse Managers regarding the condition of food delivered to communities have continued. I have received some photographs highlighting the poor state of particularly fresh fruit and vegetables delivered to stores. I have written to NATS and requested that they ensure proper logistics are in place for the cold chain and that goods are protected from contamination. I have requested the assistance of the City of Canning to ensure that as a Food Business NATS are complying with the relevant legislation.</p> <p><b>Action: PS to liaise with NATS and the City of Canning to ensure food is being properly temperature controlled during transportation and that containers are sealed to prevent dirt and dust contamination.</b></p>
April 2019	Building Permit Application Wanarn Respite Facility	<p>The buildings at Wanarn are progressing well. I am awaiting the final Building Permit Application from NCAMS as the works to date were only approved on a forward works permit. I have also advised NCAMS that they will need to progress the documentation testing and application for the Occupancy Certification of the buildings</p> <p><b>Action: PS to arrange issue of Building Permit and Occupancy Certification at completion of construction.</b></p>
April 2019	Warburton Pool Operation	<p>The pool closed for the season during the month. The pool will reopen around September/October</p> <p><b>Action: No further action</b></p>
April 2019	Waste Collection Staffing	<p>The Shire has continued to advertise a position at Jameson for a waste collection worker in the community. The CSM in Jameson has suggested that they community take over responsibility for the service if the Shire is agreeable to the community receiving some funding for the same. In Warburton the waste team is now relatively stable with new workers on the books. The Wanarn waste collection vehicle has been partially repaired, however the workshop has been unable to repair the hydraulics and the vehicle will have to be taken to Kalgoorlie to repair these. The EHFSO is liaising with the Wanarn CSM to try and appoint a new refuse worker. The Warakurna waste vehicle requires many maintenance repairs including the air cleaner assembly. The old Warburton vehicle has been repaired and been taken to Warakurna and the</p>

		<p>Warakurna vehicle will be taken to Kalgoorlie for repairs.</p> <p><b>Action: Administration attempting to maintain staff and vehicles for waste collection.</b></p>
April 2019	Blackstone and Warakurna Community Swimming Pools	<p>Blackstone pool has been able to stay open through until the Easter School holidays. The Warakurna pool did 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. The community pools throughout the Ngaanyatjarra Lands are the only ones not funded by the State through a Management contract with the Royal Lifesaving Society. This issue was discussed with the Department of Health at the recent meeting with the ACEO and the HBO. The pools represents another programme that the Shire can no longer operate with no outside funding and administration will continue to pursue options in this regard.</p> <p><b>Action: Administration to explore funding options for the pool operation prior to the next season opening of pools.</b></p>
April 2019	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 expired on the 16<sup>th</sup> April. 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 &amp; 5) of the building, they still require the construction of a Universal Access Toilet facility. NCAMS have determined to install a new facility adjacent to the warehouse and are currently seeking plumbing advice to make provision for a UAT. I am liaising with NCAMS regarding the application and extension of the temporary permit.</p> <p><b>Action: PS to liaise with NCAMS and arrange the issue of necessary permits to enable the issue of the final OC at the Warburton Stores.</b></p>
April 2019	Uninstalled Shade Structure - Warburton	<p>The structure is to be installed near the softball field and children's playground adjacent to the main oval. 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 exists in the current budget. I have recently obtained a Certificate of Design Compliance for the structure after referring the existing drawings to another</p>

		<p>contract Building Surveyor and sought a construction quotation from NCAMS.</p> <p><b>Action: PS to arrange builder to install the footings and main structure.</b></p>
2-10 May 2019	Waste Collection Audit	<p>I have commenced a waste audit of communities to determine accurately the appropriate charges for each entity utilising properties with the Shire. Administration again proposes substantial increases in waste fees for the 2019-20 year however the current services are grossly underfunded due to the removal of MUNS funding with no recompense to the Shire. I will meet with the ACEO and the DCS at later this month to review the current properties in communities and the appropriate charges.</p> <p><b>Action: PS to complete Audits of Communities currently provided with collection services.</b></p>
3 May 2019	Work Camp Effluent Disposal System	<p>I recently inspected the work camp and discovered that the effluent disposal system is flooded and completely inoperable. It appears the unit has not been operational for some time and that that it hasn't had the required maintenance inspections every 3 months. I have requested that corrective Services address this as a matter of urgency.</p> <p><b>Action: PS to pursue issue with Corrective Services</b></p> 
April – 6 May 2019		<p>I have completed the routine Food Business Inspections for most facilities in April and early May. The following premises have been inspected; Milyirrtjara (Warburton) Store, Cassini Resources Mine Camp, Wanarn Aged Care, Mantamaru (Jameson) Store, Papulankutja (Blackstone) Store, Warakurna Store, Warakurna Roadhouse, Warnarn Store, Metals X - Wingellina, Warburton Work Camp, and the HACCC centres in Mantamaru, Warburton and Warakurna. Ng Health have now completed some of the outstanding works on the Warakurna HACCC facility, however the Food Safety Plan for the facilities has still not been finalised to a standard that the Shire can verify. The works at the Mantamaru and Blackstone HACCC's is still to be completed with Warburton refit now completed.</p>



		<p>Most recently I have advised the Jameson Store that I will issue an Improvement Notice as the resealing or replacement of the coolroom floor has been outstanding for more than six (6) months. Other premises were generally compliant with the Act Regulations and Standards</p> <p><b>Action: PS to complete annual inspection schedule prior to 30 June. Improvement Notice to be issued on the Mantamaru (Jameson) Store. Awaiting final food safety plan for HACCC centres from NG Health.</b></p>
6 May 2019	Multi-Purpose Police Facility Refurbishments	<p>The Shire has received further advice regarding refurbishment and the installation of some accommodation buildings at the Multi-Functional Police Facility in Warburton. I have received an unsuitable plumbing design which I have referred back to NCAMS as there was no provision for sedimentation tanks on the accommodation facilities.</p> <p><b>Action: Awaiting septic application and proper plumbing design to discharge effluent to the community STED.</b></p>
9 May 2019	Community Service Summary – Public Health Plan	<p>I have discussed the current draft again with the consultant and am sending through proposed changes this week. The consultant will prepare 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. I have requested that this matter be addressed prior to the end of the financial year for presentation to Council.</p> <p><b>Action: Public Health Plan development to be included in the Corporate Business Plan and baseline report to be finalised for submission to Council.</b></p>
Pending	Improvement Notice – Blackstone Store	<p>I have issued a notice on Papulankutja Community Incorporated regarding the condition, maintenance and cleanliness of the Blackstone Store. I have since followed up with the new proprietors and the CSM and the store is selling only packaged product until the kitchen upgrading and cleaning can be conducted.</p> <p><b>Action: HBO to continue liaising with new proprietors to enable Notice closure in due course.</b></p>
Pending	Waste Oil Transportation	<p>I have for a year 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</p>

		<p>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. Despite repeated attempts with Ng Services and Housing (approached by NG Services) for assistance with the waste oil removal no funding for the same has been forthcoming. 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. I will include new fees (approx. \$1 per litre) in the coming budget and utilise the WARR Act provisions to order the removal and cost recovery of the waste once the fees have been adopted.</p> <p><b>Action: PS to initiate fees and charges report and action to compel removal within 2019-20 budget adoption.</b></p>
Pending	Wild Dog Issues – Cassini Minesite and Warakurna Community	<p>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.</p> <p><b>Action: PS to continue liaison with Land Management and agencies to establish a better wild dog control regime within the Shire</b></p>
Pending	Blackstone Waste Site relocation	<p>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.</p> <p><b>Action: EHFSO to arrange signage for permanent installation now the trench is constructed.</b></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>

		<b>Action: PS to provide updated manuals to pool managers if appointed by communities.</b>
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><b>Action: Awaiting transportation quotation from NATS and other transport companies.</b></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><b>Action: EHFSO to arrange 20-30 bin lids for installation in Tjukurla. PS to pursue machinery time/budget for waste site improvements.</b></p>
Pending	Warburton Roadhouse – Proposed Caravan Park Extensions	<p>The Permit was issued in late July 2018 and all reporting and financial aspects of the application have been addressed.</p> <p><b>Action: PS to liaise with Builder and NCAMS during construction of new facilities.</b></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><b>Action: PS to liaise with CSM and Elves Brites for machinery time to modify the trench.</b></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</p>

		<p>link running through 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><b>Action: Nil pending further progress of the proposal by community.</b></p>
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Attachment 1 – EH Worker Team Activity Report

Date	Activities	Comment	Staff present on day
1/4/19	Staff orientation for Bruce Parker ; commenced cleanout of compound	Orientation included setting up timesheet, signing paperwork and tour of our work areas	Bruce, Conway, Ronnie, Michael
2/4/19	Cleaning out compound and organising the space, placing related materials together so easier to find	Securing shelving, putting braces on shelving to stabilise it	Bruce, Conway, Ronnie, Michael
3/4/19	Water trailer flush out and transport of full water tank to Sorry Camp (Conway, Ronnie). Continued organisation of compound	Area outside compound levelled with backhoe	Bruce, Conway, Ronnie, Michael
4/4/19	Meeting with EHO, EHFSO, EHW team. Bruce continued improvements to Compound, installation of vice.	Inspection of site for shade structure, tree seedling purchase coordinated for free delivery	EH Compound broken into overnight (Thurs night)
5/4/19	Michael on rubbish truck with Oliver Grant. No other municipal waste staff available today.	Community bins emptied, sorry camp bins emptied	Conway assisted Joe with flat tyre. Bruce repairing damage to EH compound
6/4/19			
7/4/19			
8/4/19	Bruce Parker clearing out Compound. Conway and Ronnie repairing fence. EHFSO assisted EHO with preparation for Conway's departure tomorrow.	Tool trailer continued organising and clearing out unused items. 1 x covinan found in tool trailer, transported to office.	Angle grinder and drill used to repair door on EH compound, adding extra security by fitting metal for lock to fit through
9/4/19	Bruce Parker and TIS team bathroom inspections scheduled for today	Conway to have follow up appointment at Clinic regarding work injury	Bruce continued repairs and improvements to security of compound
10/4/19	Travel Wanarn, assisting Elves with pick up of signage along the way	Pick up of materials from storage area	Travel return Warburton
11/4/19	Police station bin lids removed and replaced for safety reasons	Municipal waste worker injured by bin lid at police station - replaced lids with improved safety features	Removing lids, finding new lids, fitting new lids to old frame, adjusting lids and frame so that it would open and close

12/4/19	EHFSO organising motor oil for rubbish truck, meeting with Joe prior to handing acting role to him	Bruce continued maintenance and repairs on Shire compound	Conway in Perth
13/4/19			
14/4/19			
15/4/19	Community bins emptied: Clinic, Store and Sorry Camp	wood supplied to the elderly and infirm at Sorry Camp by Ronnie	Bruce away on holiday
16/4/19	Community bins emptied: Clinic and Store	wood supplied to the elderly and infirm at Sorry Camp by Conway	Bruce away on holiday
17/4/19	Bins emptied at Sorry Camp AM and Clinic and Store emptied PM	Helping to clean up sorry camp and supply of firewood to sorry camp	Bruce away on holiday
18/4/19	Funeral today, no EHW staff	Funeral	Bruce away on holiday
19/4/19	Public Hoiliday	Good Friday	
20/4/19			
21/4/19			
22/4/19	Public Holiday	Easter Monday	
23/4/19	Bins emptied at Clinic and Store. Tree branches collected	Removal of tree branches using trailer	Bruce away on holiday
24/4/19	Removal of branches near playgroup		Conway and Ronnie present, Bruce on Holiday
25/4/19	Public Holiday	ANZAC Day	EHFSO few back to Community today
26/4/19	EHFSO meeting with EHW staff. Community bins emptied. Trailer tyre plugged.	Supply of PPE to staff. Refueling vehicles. Moving equipment from storage to compound.	Conway, Ronnie and Bruce
27/4/19			
28/4/19			
29/4/19	Break in on compound: estimated damage and repair bill is \$1000. Incident reported to police	Conway, Ronnie attempting repair on tip truck	Branches moved from community to rubbish tip
30/4/19	Joint inspection planned with TIS - but TIS was not able to commit to inspection due to lack of staff. Repairs conducted on break in at Compound.	EHFSO spoke with mechanic regarding rubbish truck completion time.	Conway, Ronnie and Bruce.

### Activity Report, Early Years Program – May 2019

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

The IAS KPI for 'core service provision' was set at 9 playgroup sessions per week this year:

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

#### Participation data for term 1, 2019 -

Community early years program / playgroup	Number of sessions for term 1 divided by weeks = Actual KPI	Number of children participating at least once for the term	Number of adults participating at least once for the term	Average number of families per session
Warburton (Monday to Friday)	43/10 = 4.3	34	53	7 - 8
Blackstone (Monday & Tuesday)	19/10 = 1.9	11	11	2 – 3
Jameson (Thursday & Friday)	16/10 = 1.6	11	21	5 - 6
Totals:	78	56	85	

KPI's may not always be achieved due to public holidays, no-school days, end of term pack-up, vandalism of building, etc

**Venues:** - The venues for the three programs are the same as in 2018 –

- Warburton - at the Shire's Early Learning Centre
- Jameson - at a small school room allocated to the playgroup program
- Blackstone - at the community's playgroup room (same venue for many years)

#### Staffing for term 1:

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

Staff changes: After just over two years, and providing an excellent program for many families, Kiara resigned at the end of term 1.

However, with impending changes to the Shire's service provision across the communities, including that of the Early Years Program, and with changes to government funding likely to affect this program, replacement staff are not being recruited. To maintain the programs with the families in this time of transition, Anne Shinkfield, the Shire Early Years Coordinator, will facilitate playgroups at Blackstone and Jameson each week, at least for term 2.