



# Shire of **Ngaanyatjaraku**

ON A JOURNEY

**ORDINARY MEETING OF COUNCIL**

**ATTACHMENTS**

**Tjulyuru Cultural and Civic Centre**

**Warburton Community**

**29 June 2022**

**at**

**1.00 pm**



Our Ref DFN:NGAA:46473  
Your Ref 02160; 21/186499



Stirling Law Chambers  
220 Stirling Highway  
Claremont WA 6010  
Tel (08) 9383 3133  
Fax (08) 9383 4935  
Email: mcleods@mcleods.com.au

25 May 2022

Malcolm Cronstedt AFSM  
Acting Commissioner  
Department of Fire and Emergency Services  
GPO Box P1174  
PERTH WA 6844

*Attention: Mr Antony Sadler*

*By mail and email to: [dfes@dfes.com.au](mailto:dfes@dfes.com.au); [antony.sadler@dfes.wa.gov.au](mailto:antony.sadler@dfes.wa.gov.au)*

Dear Commissioner

**Provision of bush fire services to Shire of Ngaanyatjarraku**

Thank you for your letter dated 13 April 2022.

I am instructed that due to resourcing constraints the Shire does not wish to enter into a MOU solely between the Department and the Shire with a separate agreement between the Shire and NCAC.

Following discussions with various stakeholders, the Shire would prefer that the Department revert to the original proposal of a Volunteer Fire and Emergency Services Unit (VFES) with Warburton Community Council, which would be an equivalent arrangement to that effected for the Bidyadanga community in the Kimberley region in 2017.

The VFES Unit would then be managed by appointed officers of the Unit reporting directly to the regional DFES Officer (Daniel Birleson). On balance, this would seem to be a more efficient arrangement for bushfire management in the region.

The arrangement proposed by the Shire is also consistent with the proposed advocacy position recently articulated by WALGA in its publication 'Arrangements for Management of Volunteer Bush Fire Brigades: Proposed Advocacy Position' dated May 2022, which recommends a clear pathway for local governments to transfer responsibility for the management of bush fire brigades to the State government when ongoing management is beyond the capacity, capability and resources of the local government. The Shire has no ratepayer base to fund volunteer insurance and also in the past has been unable to recruit volunteers in the usual manner. The Shire thus lacks the resources and capability to itself operate a bush fire brigade and fulfill its statutory obligations to volunteers under the *Work Health and Safety Act 2020*.

7 January 2022  
Fire and Emergency Services Commissioner  
Provision of bush fire services to Shire of Ngaanyatjaraku

*McLeods*  
Page 2

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Could you please confirm, by way of reply, whether DFES is agreeable to proceeding in this manner.

Yours faithfully



**McLeods**  
David Nicholson  
Partner

# Arrangements for Management of Volunteer Bush Fire Brigades: Proposed Advocacy Position

May 2022




## Table of Contents

<b>Table of Contents</b>	<b>1</b>
<b>Executive Summary</b>	<b>2</b>
<b>How to Comment on This Paper</b>	<b>2</b>
<b>Introduction</b>	<b>3</b>
<b>Background</b>	<b>4</b>
<b>Current Arrangements in WA</b>	<b>5</b>
<b>Considerations for Future Bush Fire Brigade Management Arrangements</b>	<b>5</b>
<i>Local Government Views</i>	5
<i>Recommendations of Previous Reviews</i>	6
<i>Work Health and Safety Act 2020</i>	6
<i>Volunteer Insurance</i>	7
<i>Sector Capacity, Capability and Resourcing</i>	7
<i>Bush Fire Service and Volunteerism</i>	7
<b>Options for future management of BFBS</b>	<b>8</b>
<b>Proposed Position</b>	<b>8</b>
<b>Management of Bush Fire Brigades</b>	<b>9</b>
<b>How to Provide a Response to this Paper and Proposed Position</b>	<b>10</b>
<b>APPENDIX ONE - Proposed Emergency Management Advocacy Position Statements</b>	<b>11</b>

## Acknowledgement

*The WA Local Government Association (WALGA) acknowledges the Traditional Owners of the land and pays respects to Elder's past, and present. WALGA acknowledges the continuing knowledge and cultural practices that they bring to the Local Government and Emergency Management sectors to support resilient and sustainable land management on WA landscapes.*



## Executive Summary

Western Australian Local Governments have extensive roles and responsibilities prescribed in the State Emergency Management Framework (State Framework) across the emergency management activities of prevention, preparedness, response, and recovery. Relevantly, pursuant to the *Bush Fires Act 1954*, Local Governments have responsibility for bushfire and the management of volunteer Bush Fire Brigades (BFBs).

This Paper proposes a new Advocacy Position on the management of BFBs to guide the Association's emergency management advocacy on behalf of Local Government, and in particular its engagement with the State Government on the development of the *Consolidated Emergency Services Act* which is expected to be released for stakeholder consultation in early 2023.

## How to Comment on This Paper

Local Governments are encouraged to provide a written response to this Paper or to complete the [survey](#). Formal Council resolutions will assist the Association understand the sentiment of the sector on this important issue.

The Paper outlines the proposed Advocacy Position, followed by the background and rationale for the new position.

Questions are provided at the end of the Paper to guide feedback.

For further information please contact WALGA's Resilient Communities Policy Manager, Susie Moir via 9213 2058 or [smoir@walga.asn.au](mailto:smoir@walga.asn.au)

Feedback should be provided in response to the questions via email to [em@walga.asn.au](mailto:em@walga.asn.au) by **5pm Friday 8 July 2022**.

## Introduction

This Paper seeks Local Government's views on a new WALGA Advocacy Position on the management of volunteer bush fire brigades (BFBs).

WALGA Advocacy Positions guide WALGA's policy, advocacy and capacity building activities and support a consistent and whole-of-sector approach.

The introduction of the *Work Health and Safety Act 2020* has shone a spotlight on Local Government responsibilities for managing BFBs. In addition, the State Government is currently drafting the *Consolidated Emergency Services Act*, which consolidates the *Fire Brigades Act 1942*, *Bush Fires Act 1954* and *Fire and Emergency Services Act 1998* into a single piece of legislation, anticipated to be released as a Green Bill in early 2023. Therefore consultation on a new Advocacy Position with respect to management of BFBs is timely.

In 2012, 2019 and 2021, WALGA undertook comprehensive consultation with Local Government in relation to emergency management matters.

In 2021 WALGA undertook a comprehensive [Local Government Emergency Management Survey](#) to ascertain the sector's sentiment with respect to their emergency management responsibilities. 104 Local Governments responded to the Survey. Responses were provided by:

- 36 Chief Executive Officers
- 18 Community Emergency Services Managers
- 50 Local Government officers

As part of the survey Local Governments were asked about their level of satisfaction with current arrangements for managing BFBs. 92 Local Governments (69 of which manage BFBs) provided the following feedback:

- 93% were not wholly satisfied with the current arrangements for the management of BFBs; and
- 51% expressed that their Local Government does not support the requirements for Local Governments to manage BFBs.

These Survey responses reinforce that it is timely to engage with the sector on this issue.

WALGA has been undertaking a process to update our Advocacy Positions, and as a result has prepared eight new Advocacy Position Statements relating to Emergency Management, which will be considered at the July 2022 State Council meeting, as listed in Appendix 1. These new Advocacy Positions are based on previous State Council endorsed submissions, recommendations from significant reviews and inquiries, and information and priorities captured in sector-wide consultations.

A comprehensive Advocacy Position regarding the *Consolidated Emergency Services Act*, is outlined in Appendix 1, Advocacy Position 8.4.

## Background

FESA (now the Department of Fire and Emergency Services (DFES)) was established in 1999 for the purpose of improving coordination of the State's emergency services, replacing the Fire Brigades and Bush Fires Boards<sup>1</sup>. DFES provides strategic leadership for emergency services across WA. DFES manages the career fire and rescue service, as well as a number of volunteer emergency services: Volunteer Fire and Emergency Services (VFES); Volunteer Fire and Rescue Service (VFRS); State Emergency Services (SES); and Marine Rescue Western Australia.

Around Australia:

- WA is the only State in Australia in which Local Governments manage bushfire volunteers (pursuant to the *Bush Fire Act 1954*).
- In New South Wales, the NSW Rural Fire Service, which makes up the world's largest firefighting volunteer services, is managed by the NSW Government<sup>2</sup>.
- Similarly, the Victorian Government manages the Country Fire Authority which manages regional fire services in Victoria<sup>3</sup>.
- In South Australia, the *Fire and Emergency Services Act 2005* (SA) provides for the South Australian Country Fire Service (SACFS) being established as a body corporate, currently managing 14,000 volunteers. The SACFS is responsible to the Minister for Emergency Services<sup>4</sup>.
- In Queensland, the *Fire and Emergency Services Act 1990* (Qld) provides for the establishment of rural fire brigades, with the Commissioner responsible for the efficiency of rural fire brigades<sup>5</sup>.
- The Tasmanian Fire Service sits under the State Fire Commission, established under the *Fire Service Act 1979*<sup>6</sup>, with more than 200 fire brigades across Tasmania, 350 career firefighters and 5000 volunteers.
- The ACT Rural Fire Service sits under the ACT Emergency Services Agency<sup>7</sup> and is responsible for all bush and grass fires in rural ACT areas, through 450 volunteers in eight brigades.
- Bushfires NT is a division of the Department of Environment, Parks and Water Security, which is responsible for administration of the *Bushfires Management Act 2016*<sup>8</sup>. The Minister appoints members of the Bushfires Council and regional bushfires committees.

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<sup>1</sup> <https://www.dfes.wa.gov.au/site/about-us/corporate-information/corporate-history/corporate-history.html>

<sup>2</sup> <https://www.rfs.nsw.gov.au/about-us/history>

<sup>3</sup> <https://www.cfa.vic.gov.au/about-us/who-we-are>

<sup>4</sup> [Part B 2015 South Australian Country Fire Service.pdf \(audit.sa.gov.au\)](#)

<sup>5</sup> [Fire and Emergency Services Act 1990 \(legislation.qld.gov.au\)](#)

<sup>6</sup> [TFSAAnnualReport2021.pdf \(fire.tas.gov.au\)](#)

<sup>7</sup> [Emergencies Act 2004 | Acts](#)

<sup>8</sup> [Legislation Database \(nt.gov.au\)](#)



## Current Arrangements in WA

In Western Australia 111 Local Governments manage 563 BFBs involving approximately 20,000 volunteers. The Bush Fire Service is the largest volunteer emergency service by a significant margin:

- Bush Fire Service: 19,639 volunteers
- Fire and Rescue Service: 2,486 volunteers
- State Emergency Services: 2001 volunteers
- Volunteer Fire and Emergency Services: 926 volunteers
- Emergency Services Cadet Corps: 2,261 volunteers
- Marine Rescue Service: 1,559 volunteers<sup>9</sup>.

The number of BFBs managed by Local Governments varies from one up to 20. For example, the Shire of Cranbrook, which has a population of 1000 people, annual revenue of \$8 million and 29 employees manages 11 BFBs. The City of Mandurah, population 88,000, annual revenue of \$116 million and 678 employees, manages one BFB.

DFES also manages some BFBs. This includes seven bushfire brigades within the Kimberley and seven bushfire brigades within the Pilbara regions, under Memorandums of Understanding (MOU) with relevant Local Governments which make DFES responsible for the day-to-day management of the BFB and all response activities, excluding in relation to land tenure managed by the Department of Biodiversity, Conservation and Attractions.

Under this arrangement, Local Governments maintain responsibility for administering the *Bushfires Act* and carry out activities such as inspecting fire breaks and issuing burning permits.

The Local Government Grants Scheme (LGGS) Manual ([Appendix 1](#)) outlines five different 'profiles' for Bush Fire Brigades, as follows:

- Farmer Response Rural Brigades
- Pastoral Emergency Management
- Rural Brigades
- Settlement Brigades (Rural/Semi Rural)
- Urban Brigades (Defensive/Structural/Breathing Apparatus).

## Considerations for Future Bush Fire Brigade Management Arrangements

### Local Government Views

As part of WALGA's 2021 Emergency Management Survey, Local Governments were asked about their level of satisfaction with current arrangements for managing BFBs. 92 Local Governments (69 of which manage BFBs) provided the following feedback:

- 93% were not wholly satisfied with the current arrangements for the management of BFBs; and
- 51% expressed that their Local Government does not support the requirements for Local Governments to manage BFBs.

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<sup>9</sup> DFES Volunteering, April 2022

Detailed comments provided in the WALGA survey indicated a strong preference for the State Government to be responsible for all emergency management matters in Western Australia, including the management of BFBs.

## **Recommendations of Previous Reviews**

Over the years there have been many calls for transformational change to the State Emergency Management Framework, in particular rural fire management.

The [Ferguson Report](#) on the 2016 Waroona Bushfire recommended that the State Government establish a rural fire service to address perceived issues in rural fire management, including insufficient capacity and unsuitable governance to deliver rural fire services. In 2017 the State Government hosted a bushfire mitigation summit at which a number of options were considered by stakeholders: a rural fire service operated within DFES; a rural fire service operated within DFES with autonomy; and a dedicated rural fire service that operated independently. Options to transfer the management of all BFBs under one umbrella – DFES or other – were also explored.

The 2017 [Economic Regulation Authority Review of the Emergency Services Levy \(ESL\)](#) considered the extent to which the ESL should be available to fund the administrative and/ or operational costs of a rural fire service, although it was outside the terms of reference for the ERA to examine the merits of a rural fire service or form a view on the best model of a rural fire service<sup>10</sup>. A number of Local Governments provided submissions to the ERA Review that supported the creation of a rural fire service<sup>11</sup>.

## **Work Health and Safety Act 2020**

The requirements of the *Work Health and Safety Act 2020*, enacted in March 2022, have heightened concerns in the sector regarding risk and liability in the management of BFBs, resourcing requirements and training and competency.

The shared responsibility for the health and safety of BFB volunteers adds further complexity to the management of BFBs and responsibilities. Local Governments, DFES, and in some cases the Department of Biodiversity, Conservation and Attractions (DBCA), have a shared duty of care to BFB volunteers due to Controlling Agency activities at incidents, and funding mechanisms (LGGs) for BFB operations and capital equipment.

DFES has a role as the lead fire and emergency services agency in WA for preparing training resources and standard operating procedures. DFES is currently developing additional resources suited to each of the above BFB 'profiles', specifically the management and training of BFBs. These additional resources will be discussed further with the sector in the coming months.

Whether the management structure for BFBs could be aligned to reflect the current operations of different brigade 'profiles', as provided in the LGGs Manual and outlined on Page 5 of this Paper, would require further discussion between DFES and the Local Government sector. This could allow for scalability of BFBs depending on location, resources and capabilities.

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<sup>10</sup> [ERA Review of the ESL, 2017, pg 185](#)

<sup>11</sup> [ERA ESL Review – summary of submissions to issues paper and draft report](#)

## Volunteer Insurance

Local Governments are responsible for providing compensation for injury caused to present and former BFB volunteers as a result of their duties. The commercial insurance market ceased writing injury insurance for volunteers in 2012, therefore a self-insurance mutual scheme was implemented to ensure that Local Governments continue to meet this obligation.

Since 2012, due to the high cost of claims, the aggregate limit of liability has increased from \$250,000 to \$750,000. In addition, the annual cost of insurance has nearly doubled (92%) from \$47.50 to \$91.20 per volunteer, and it is expected that this trend will continue<sup>12</sup>.

## Sector Capacity, Capability and Resourcing

Local Governments vary in their capability, capacity, and resources to manage BFBs, as well as their other extensive legislative responsibilities and requirements<sup>13</sup>.

By way of overview, Local Governments in Western Australia:

- vary in size from less than 1.5 to over 370,000 square kilometres;
- have populations of just over 100 to more than 220,000 people;
- employ fewer than 10 to over 1000 staff; and
- have revenue (2019-20) ranging from just over \$2 million to just over \$225 million<sup>14</sup>.

## Bush Fire Service and Volunteerism

The localised culture and history of BFBs in WA has had a large influence on the way that Local Governments engage with and manage BFBs. Many BFBs operate in an independent and self-sufficient way, which Local Governments encourage and support, as this contributes to expansion of the volunteer network in the local community, while also building community networks and resilience.

Communities, and therefore many Local Governments, have a significant interest in volunteering and BFBs, with some Local Governments very involved in the establishment, management and operation of their local BFBs. Therefore it is essential that any future management arrangements, including the transfer of responsibility for management of BFBs to the State Government, should be a voluntary process available to Local Governments that do not have the capacity, capability or resources to manage BFBs. It is also essential that the integrity of the Bush Fire Service is maintained, whatever the arrangements for the management of BFBs.

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<sup>12</sup> Data provided by LGIS, 17 May 2022

<sup>13</sup> 2021 Local Government Emergency Management Capability report - SEMC

<sup>14</sup> [Department of Local Government, Sport and Cultural Industries](#)

## Options for future management of BFBs

Four options are identified for the future management of BFBs:

1. Status quo - continue with the current arrangements for management of BFBs whereby the majority are managed by Local Government and transfer arrangements are negotiated on an ad hoc basis between DFES and Local Governments (or their BFBs).
2. Improvements - continue with the current arrangements for Local Government management of BFBs with additional support provided by the State Government with respect to increased funding and better access to training resources and other support.
3. Hybrid Model - Local Government continues to manage BFBs where they have the capacity, capability and resources to do so; however where they do not have the capacity, capability and resources, responsibility for management of BFBs is transferred to DFES.
4. Transfer - Responsibility for management of all BFBs is transferred to the State Government, consistent with the arrangements in other States and Territories.

## Proposed Position

Based on the feedback received from Local Governments in the WALGA Emergency Management Survey and the other considerations outlined above, it is considered appropriate for the Association to **support a hybrid model** for the management of BFBs.

A hybrid model would enable the continued management of BFBs by those Local Governments with capacity, capability and resources to do so, while providing a framework for the transfer of the management of BFBs to the State Government where a Local Government does not.

Whatever the arrangements for future management of BFBs, it is apparent that Local Governments with responsibility for management of BFBs require **additional support and resourcing** which should be provided by the State Government, including:

- development of a suite of guidelines and resources to assist Local Governments in their management of BFBs, particularly with respect to the discharge of obligations under the *Work Health and Safety Act 2021*;
- expansion of the Community Emergency Services Manager Program (CESM) so that every Local Government with responsibility for managing BFBs has access to the Program if they wish to participate;
- universal access to DFES training for BFBs; and
- development of mandatory and minimum training requirements including recognition of competency for volunteers.

Based on the previous commentary, the following Advocacy Position is proposed:

### **Management of Bush Fire Brigades**

1. The Association advocates that the State Government must provide for:
  - a) A clear pathway for Local Governments to transfer responsibility for the management of Bush Fire Brigades to the State Government when ongoing management is beyond the capacity, capability and resources of the Local Government;
  - b) The co-design of a suite of relevant guidelines and materials to assist those Local Governments that manage Bush Fire Brigades;
  - c) Mandatory and minimum training requirements for Bush Fire Brigade volunteers supported by a universally accessible training program managed by the Department of Fire and Emergency Services (DFES); and
  - d) The recognition of prior learning, experience and competency of Bush Fire Brigade volunteers.
2. That a Working Group comprising representatives of WALGA and DFES be established to develop a process and timeline for the transfer of responsibility for Bush Fire Brigades in accordance with 1(a).
3. Where management of Bush Fire Brigades is transferred to DFES in accordance with 1(a), DFES should be resourced to undertake the additional responsibility.

## How to Provide a Response to this Paper and Proposed Position

WALGA strongly encourages all Local Governments, and particularly those with responsibility for managing Bush Fire Brigades to provide a response to this Paper and the proposed Advocacy Position. Council endorsed responses are preferred but not essential.

The following questions are provided for Local Governments to consider:

1. Does your Local Government manage BFBs?
2. Does your Local Government support the proposed Advocacy Position on arrangements for the management of Bush Fire Brigades? Why or why not?
3. Does your Local Government have any further suggestions or changes to the proposed Advocacy Position?
4. For Local Governments that manage BFBs, is your Local Government's preference to continue to manage BFBs or to transfer responsibility to the State Government?
5. Is your response endorsed by Council? If so, please include the Council paper and resolution.
6. Do you have any further comments to make?

Responses can be provided by way of written submission or by completion of the online [survey](#).

Please provide written submissions by **5pm Friday 8 July 2022** to [em@walga.asn.au](mailto:em@walga.asn.au) (Subject line: Bush Fire Brigade Advocacy Position).

WALGA will review the feedback received and prepare a report for consideration by WALGA Zones and State Council in September 2022.

# APPENDIX ONE - Proposed Emergency Management Advocacy Position Statements

(Positions to be considered at July 2022 State Council Meeting)

## 8 Emergency Management

Local Governments in Western Australia play a significant role in emergency management. Both Commonwealth and State Government policy identify Local Government as a key player in community disaster resilience, preparedness and response. Local Governments however face a few challenges in addressing their emergency management responsibilities, and these challenges differ greatly across the State.

### 8.1 Emergency Management Principles

1. The State Government bears fundamental responsibility for emergency management and has the role of providing strategic guidance, support and services for emergency management activities in Western Australia.
2. The State Government should provide financial and resourcing support as necessary to enable Local Governments to adequately deliver their extensive emergency management roles and responsibilities under the State Emergency Management Framework.
3. The Local Government Sector should be engaged as a partner in policy and legislative reviews that impact Local Government emergency management roles and responsibilities.

### 8.2 State Emergency Management Framework

Local Governments are supported to undertake their emergency management responsibilities by a simple and streamlined State Emergency Management Framework with the primary objectives of:

1. Protecting people, the economy, and the natural environment from disasters;
2. Supporting communities in preventing, preparing for, responding to and recovering from emergencies;
3. Clearly outlining roles, responsibilities and accountabilities for Local Government and other emergency management stakeholders;
4. Scalability and adaptability that supports Local Governments of varied capacity and capability; and
5. Supporting agency interoperability through common systems and approaches to key activities including data management, communications, and hazard management.

### 8.3 Sustainable Grant Funding Model for Emergency Management

Local Government should be empowered to discharge its emergency management responsibilities through sustainable grant funding models that support a shared responsibility and all hazards approach to prevention, preparedness, response and recovery from natural disasters. A sustainable grant funding model for Local Government emergency management:

1. empowers Local Governments to undertake proactive approaches to preparedness, prevention, response and recovery;

2. supports the resilience of local communities through capacity-building activities and programs;
3. is responsive to the variations in Local Government resourcing and context
4. develops the skills, capacity and capability of the emergency management workforce; and
5. is consistent, flexible, timely, accessible, scalable, strategic and the guidance provided is comprehensive.

#### **8.4 Consolidated Emergency Services Act**

1. The Association advocates for the development of a Consolidated Emergency Services Act to provide a comprehensive and contemporary legislative framework to support the effective delivery of emergency services in Western Australia. The Legislation should clearly define the roles and responsibilities of all emergency management stakeholders including Local Government.
2. The Local Government sector seeks ongoing engagement in the scoping and co-design of the Act and associated Regulations and supporting materials such as Guidelines and fact sheets.
3. The Association advocates for DFES to undertake a full costing analysis of the new Act and to provide to Local Government details of the cost implications prior to the release of any Exposure Draft Bill.
4. Any new or increased responsibilities placed on Local Government by the Consolidated Emergency Services Act must be accompanied by funding and resource support to enable Local Governments to adequately discharge those responsibilities.
5. The Association recognises that in addition to the Consolidated Emergency Services Act, the Regulations and other supporting materials that are developed to support it provide a key resource for Local Governments in understanding and discharging their legislative obligations.
6. The Association advocates for the Act to provide clear guidelines for the process for transferring responsibility for bushfire incident response from Local Government to DFES.

#### **8.5 Resource Sharing**

Local Governments and the Association support resource sharing across the Local Government Sector for the purpose of emergency management, to support Local Governments to undertake effective and timely response and recovery to emergencies as well as conduct business as usual. The Association will endeavour to facilitate support to the sector in undertaking resource sharing arrangements.

#### **8.6 Lessons Learnt Management**

The Association advocates for the implementation of a transparent and contemporary assurance framework for emergency management lessons management overseen by the State Emergency Management Committee. Findings from inquiries and reviews, and progress on implementation of recommendations, should be publicly reported regularly and consistently.

#### **8.7 Emergency Services Levy**

Local Government requests the implementation of the recommendations from the 2017 Economic Regulation Authority (ERA) Review of the Emergency Services Levy, which supported increased transparency and accountability in the administration and distribution of the ESL through:



1. Expansion of the ESL to fund Local Government emergency management activities across prevention, preparedness and response.
2. Administration of the ESL by an independent organisation that is funded through consolidated revenue, with regular independent reviews of expenditure and assessment of the effectiveness of ESL funding expenditure to support prevention, preparedness and response activities.
3. The ESL administration fee should recompense Local Governments for the complete cost of administering the ESL.
4. Public disclosure of the allocation and expenditure of the ESL.
5. Public disclosure by the State Government on the progress of implementation of each of the ERA Review recommendations.
6. A review of the role, responsibilities and reporting arrangements of the Community Emergency Services Manager (CESM) Program.

### **8.8 Local Government Grants Scheme (LGGS)**

Local Government supports:

1. A full, independent review of the LGGS to investigate and analyse how ESL funds are allocated to Local Government via the LGGS;
2. A redesign of the LGGS to remove the ineligible and eligible list and create a sustainable, modern, equitable grants program that funds Local Government emergency management activities across prevention, preparedness and response
3. An audit of existing buildings, facilities, appliances, vehicles, and major items of equipment for both Local Government Volunteer Bushfire Brigades (BFB) and State Emergency Services (SES) to inform the preparation of a Comprehensive Asset Management Plan and to guide future funding requests;
4. in the interim, an immediately increase in the quantum of State Government funding to enable the provision of funding of operating and capital grant applications in full, to provide all resources necessary for the safe and efficient operation of Local Government Bushfire Brigades, in accordance with obligations of the Work Health and Safety 2020 legislation.

### **8.9 Expansion of the Community Emergency Services Manager (CESM) Program**

That the Association advocates for an expansion of the Community Emergency Service Manager (CESM) Program, as follows:

1. All Local Governments should have the option of participating in the CESM Program.
2. The full cost of the CESM Program should be funded through the Emergency Services Levy.

### **8.10 Management of Bush Fire Brigades**

*To be developed.*

## 3.1 Senior Employees

### Policy Objective

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

### Policy Statement

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

- Chief Executive Officer
- General Manager Operations
- Chief Financial Officer
- Director Governance & Strategic
- Director Infrastructure

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

### Amendments to this Policy

Amendments to this policy require an absolute majority decision of council.

### History:

Policy reviewed: 29 June 2022

Policy amended: 29 June 2022

### Previous Policy:

Policy adopted: unknown

Policy No. 2.17

Payment listing May (21/22)					
Chq/EFT	Date	Name	Description	Invoice / Debit	Payment
EFT4166	05/05/2022	Andre Peter Frederick Kerp	Re-imbusement of taxi fares for W/E home to Perth airport and return 1 - 13 April 2022		184.59
PK010422	01/04/2022	Andre Peter Frederick Kerp	Re-imbusement of taxi fares for W/E home to Perth airport and return 1 - 13 April 2022	184.59	
EFT4167	05/05/2022	LEONORA MOTOR INN	Accommodation for S&R staff		145.00
24977	28/04/2022	LEONORA MOTOR INN	1 night accom (28/4 - twin share)	145.00	
EFT4168	05/05/2022	NATS	Safes x 2 + freight to Warburton		20,207.55
P43543SN	07/04/2022	NATS	Safes x 2 + freight to Warburton	7,899.65	
P43883SN	22/04/2022	NATS	Parts for Isuzu Rubbish truck + freight to Warburton	4,172.30	
P44032SN	29/04/2022	NATS	200 x Duraflex guideposts (4.0mm) R/W + Freight to Warburton	4,143.70	
P44031SN	29/04/2022	NATS	10 bundles x 107cm Waratah galvanized fence droppers + Freight to Warburton	1,859.00	
P44034SN	29/04/2022	NATS	80 x PVC DWC 40mm x 3m Piping, Freight from Bunnings to Warburton	1,912.90	
P44050SN	29/04/2022	NATS	Freight on security cameras and hardware	220.00	
EFT4169	05/05/2022	WARAKURNA ROADHOUSE	Diesel for 1EYW816		231.76
02-160893	14/04/2022	WARAKURNA ROADHOUSE	Diesel for 1EYW816	231.76	
EFT4170	05/05/2022	WARBURTON ROADHOUSE	Warburton Roadhouse account payment March 2022		4,088.18
MARCH 2022	01/03/2022	WARBURTON ROADHOUSE	Supplies for Shire meeting room, Diesel for 1HLA156, Diesel for 1HMJ403, Diesel for 1GJT224, Diesel for 1EKV323, Diesel for 1GDT303, Diesel for 1EYW816, Diesel for 1DWC269, Diesel for 1CRP311, Diesel for linecutter/mowers, Accommodation and meals for relief staff	4,088.18	
EFT4172	05/05/2022	Easifleet Management	Novated lease for DGC		955.85
157549	25/04/2022	Easifleet Management	Novated lease for DGC	955.85	
EFT4173	05/05/2022	NGAANYATJARRA COUNCIL (ABORIGINAL CORPORATION)	Small engine machinery servicing		678.70
18594	18/03/2022	NGAANYATJARRA COUNCIL (ABORIGINAL CORPORATION)	Small machinery repairs and servicing, mowers, leaf blowers, whipper snippers	678.70	
EFT4174	05/05/2022	Focus Networks	IT DR Plan proposal 2021		5,933.95
12457	28/04/2022	Focus Networks	Billable IT support service	74.25	
INV-9311G	28/04/2022	Focus Networks	IT DR Plan proposal 2021	4,537.50	
INV-9539G	29/04/2022	Focus Networks	Monitors for the IT DR site at CEO house in Warburton	1,322.20	
EFT4175	05/05/2022	The Fulcrum.Agency	Warburton Concept Plan, Stage 1, as per RFQ Vendor Panel		9,762.50
C21015-005	02/05/2022	The Fulcrum.Agency	Warburton Concept Plan, Stage 1, as per RFQ Vendor Panel	9,762.50	
EFT4176	05/05/2022	Market Creations Agency	Media/public relations services April 2022		495.00
IN91-10	29/04/2022	Market Creations Agency	Media/public relations services April 2022	495.00	
EFT4177	05/05/2022	The People & Culture Office	Undertake Organisation Review as per quotation		13,464.00
INV-357	25/04/2022	The People & Culture Office	Undertake Organisation Review as per quotation	13,464.00	
EFT4178	05/05/2022	Joseph Cheriathundathil Joseph	Reimbursement for relocation expenses Ops Coordinator		474.79
JCJ280122	28/01/2022	Joseph Cheriathundathil Joseph	Reimbursement for Ops Coordinator	474.79	
EFT4179	05/05/2022	DEPT FOR PLANNING & INFRASTRUCTURE (DPI)	DoT agency payments 182381 - 182385		3,581.10
182381 - 182385	29/04/2022	DEPT FOR PLANNING & INFRASTRUCTURE (DPI)	DoT agency payments 182381 - 182385	3,581.10	
EFT4180	05/05/2022	PLAZA HOTEL KALGOORLIE	Accommodation for S&R officers 29/4 - 1/5 2022		522.00
1025201	29/04/2022	PLAZA HOTEL KALGOORLIE	3 nights accomodation (29/4 - 2/5/22 - twin share)	522.00	
EFT4181	05/05/2022	NGAANYATJARRA COUNCIL REGIONAL HOUSING PROGRAM - Repairs & Maintenance	Plumbing repairs at Shire office - water leak on grassed area in front of reception		3,615.60
30832	28/03/2022	NGAANYATJARRA COUNCIL REGIONAL HOUSING PROGRAM - Repairs & Maintenance	Aircon and exhaust fan clean at the Early Years Complex	742.50	
30864	30/03/2022	NGAANYATJARRA COUNCIL REGIONAL HOUSING PROGRAM - Repairs & Maintenance	Plumbing repairs at Shire office - water leak on grassed area in front of reception	1,320.00	
30982	19/04/2022	NGAANYATJARRA COUNCIL REGIONAL HOUSING PROGRAM - Repairs & Maintenance	Secure Early Years Learning complex after break-in.	383.71	
30997	19/04/2022	NGAANYATJARRA COUNCIL REGIONAL HOUSING PROGRAM - Repairs & Maintenance	Security repairs to: Lot 167 Warburton, Lot 367 Warburton (Right hand side and left hand side), and Lot 158 Warburton (left hand side).	286.00	
31019	20/04/2022	NGAANYATJARRA COUNCIL REGIONAL HOUSING PROGRAM - Repairs & Maintenance	Repairs to Shire office after break-in	883.39	
EFT4182	05/05/2022	MOORE AUSTRALIA (WA) Pty Ltd	Risk management services and maintain selected registers 3rd Qtr 2021/22		8,516.20
423975	30/04/2022	MOORE AUSTRALIA (WA) Pty Ltd	Compilation of the statement of financial activity and EOM review service for March 2022	2,612.50	
424041	30/04/2022	MOORE AUSTRALIA (WA) Pty Ltd	Risk management services and maintain selected registers 3rd Qtr 2021/22	5,903.70	
EFT4183	05/05/2022	AUSTRALIAN TAXATION OFFICE	BAS payment March 2022		5,861.00
46706951745	21/04/2022	AUSTRALIAN TAXATION OFFICE	BAS payment March 2022	5,861.00	
EFT4184	05/05/2022	MCLEODS	Legal advice regarding EHO investigation		105.60
124202	29/04/2022	MCLEODS	Legal advice regarding EHO investigation	105.60	
EFT4185	05/05/2022	Focus Networks	Agreement for monthly MPS devices - April 2022		2,008.60
MPSD-12484	05/05/2022	Focus Networks	Agreement for monthly MPS devices - April 2022	2,008.60	
EFT4186	05/05/2022	NGAANYATJARRA Services (ELEC a/c)	Electricity account payment for March - April 2022		4,693.53
202205/11625	05/05/2022	NGAANYATJARRA Services (ELEC a/c)	Electricity account payment for March - April 2022	4,693.53	
EFT4187	05/05/2022	Comiskey's Contracting Pty Ltd	RFQ Tjirrkarli Road Culvert Construction - Supply and Installation of Drainage Pipes and Headwalls		185,789.68
220403	29/04/2022	Comiskey's Contracting Pty Ltd	RFQ Tjirrkarli Road Culvert Construction - Supply and Installation of Drainage Pipes and Headwalls	185,789.68	
EFT4188	05/05/2022	TINT N SECURE PTY LTD	Supply and install windows in S&R Troop Carriers		1,773.72
INV-11968	29/04/2022	TINT N SECURE PTY LTD	Supply and fit windscreen to S&R vehicle 1GJT 224, Supply and fit windows to S&R vehicle 1EJN112	1,773.72	
EFT4189	05/05/2022	DESERT INN HOTEL	Accommodation for S&R officers 2/5/2022		140.00
5569	03/05/2022	DESERT INN HOTEL	Accommodation for Sport & Rec Officers - Twin Share Room, Monday 02 May 2022	140.00	

EFT4190	05/05/2022	PLAZA HOTEL KALGOORLIE	Accommodation for S&R Supervisor 3 -5/4/2022		910.50
1024250	03/04/2022	PLAZA HOTEL KALGOORLIE	Accommodation and meals from 03/04/2022 - 05/04/2022 for S&R Supervisor	910.50	
EFT4191	05/05/2022	LAVERTON SUPPLIES MOTORS	Diesel for W/E Prado 1HLA156		123.22
01-139564	13/04/2022	LAVERTON SUPPLIES MOTORS	Diesel for W/E Prado 1HLA156	123.22	
EFT4192	06/05/2022	MCLEODS	Legal advice regarding complaint about Telstra Business Priority Adaptive Plans		970.93
124150	29/04/2022	MCLEODS	Legal Expenses for Waste issue as per Council Resolution 10.3 23 Feb 2022	292.45	
124151	29/04/2022	MCLEODS	Legal advice regarding application of the Bush Fires Act	183.39	
124152	29/04/2022	MCLEODS	Letter to Telstra re Adaptive Plans - Business Priority	495.09	
EFT4193	06/05/2022	BREAKAWAY C- / KEY FACTORS	Hire of plant and equipment for construction work on the Warburton to Blackstone Road		111,263.02
1836	04/05/2022	BREAKAWAY C- / KEY FACTORS	Hire of plant and equipment for construction work on the Warburton to Blackstone Road	111,263.02	
EFT4195	09/05/2022	NPY Womens Council	Shire 50% reimbursement contribution to caging Lot 11B, Warakurna		13,404.00
INV-1475	30/03/2022	NPY Womens Council	Shire 50% reimbursement contribution to caging Lot 11B, Warakurna as per attached quotation	13,404.00	
EFT4196	10/05/2022	WARBURTON ROADHOUSE	Warburton Roadhouse account payment April 2022		10,570.71
APRIL2022	01/04/2022	WARBURTON ROADHOUSE	Supplies for Shire meeting room, Diesel for W/E Prado 1HLA156, Diesel for O/C Isuzu 1HJM403, Diesel for DIS Landcruiser 1HED881, Diesel for S&R Supervisor Troop Carrier 1GJT224, Diesel for Navara 1EKV323, Diesel for W/S Landcruiser 1EYW816, Diesel for S&R Troop Carrier 1EJN112, Opal fuel for brushcutter/blower, Accommodation and meals for relief staff, Diesel for Shire rubbish truck 1GDT303	10,570.71	
EFT4197	10/05/2022	MILY (WARBURTON) STORE	Food supplies for school holiday program		767.60
01-004685	01/04/2022	MILY (WARBURTON) STORE	Tyre repair kit and tool for W/S Landcruiser 1EYW816	45.00	
01-006118	14/04/2022	MILY (WARBURTON) STORE	Food for School Holiday Program, Food for School Holiday Program	223.67	
01-006314	16/04/2022	MILY (WARBURTON) STORE	Items required for Lot 154 as selected	172.30	
01-006441	19/04/2022	MILY (WARBURTON) STORE	Food supplies for school holiday program	232.63	
01-006535	20/04/2022	MILY (WARBURTON) STORE	2 x 10L water, 1 x box full cream uht milk	59.00	
02-003975	26/04/2022	MILY (WARBURTON) STORE	Saw for yard work	35.00	
EFT4198	11/05/2022	NATS	Double bed mattress for S&R officer Lot 158		445.50
P44177SN	06/05/2022	NATS	Aquarius Double bed mattress + freight to Warburton	445.50	
EFT4199	11/05/2022	MILY (WARBURTON) STORE	2 x 10 x 1L full cream milk		62.00
02-004776	06/05/2022	MILY (WARBURTON) STORE	2 x box full cream uht milk	62.00	
EFT4200	11/05/2022	Easifleet Management	Novated lease for DGC		955.85
158298	09/05/2022	Easifleet Management	Novated lease for DGC	955.85	
EFT4201	11/05/2022	Focus Networks	Agreement for MFS, MRS, HAV, MFA, MCS, EPS, HVM, O365 for May 2022		2,728.06
SAAS-12510	06/05/2022	Focus Networks	Agreement for MFS, MRS, HAV, MFA, MCS, EPS, HVM, O365 for May 2022	2,728.06	
EFT4202	11/05/2022	Bob Waddell & Associates Pty Ltd	Assistance with the Shire's setup of its job ledger		165.00
2753	09/05/2022	Bob Waddell & Associates Pty Ltd	Discussion re own source expenditure and setup for overheads program 14	165.00	
EFT4203	11/05/2022	BREAKAWAY C- / KEY FACTORS	Hire of plant and equipment for construction work on the Great Central Road		143,906.39
1852	10/05/2022	BREAKAWAY C- / KEY FACTORS	Hire of plant and equipment for construction work on the Great Central Road	143,906.39	
EFT4204	11/05/2022	DESERT INN HOTEL	Accommodation and meals for W/E 6 May 2022		165.00
5572	09/05/2022	DESERT INN HOTEL	Accommodation and meal for W/E 6 May 2022	165.00	
EFT4205	11/05/2022	NGAANYATJARRA COUNCIL REGIONAL HOUSING PROGRAM - Repairs & Maintenance	Onsite visit to scope / quote for the work required - Break-in		236.50
31114	10/05/2022	NGAANYATJARRA COUNCIL REGIONAL HOUSING PROGRAM - Repairs & Maintenance	Onsite visit to scope / quote for the work required - Break-in	236.50	
EFT4206	16/05/2022	DAMIAN MCLEAN	SCM fees for 16 May 2022		440.00
DM160522	16/05/2022	DAMIAN MCLEAN	SCM fees for 16 May 2022	440.00	
EFT4207	16/05/2022	Julie Porter	SCM fees for 16 May 2022		220.00
JP160522	16/05/2022	Julie Porter	SCM fees for 16 May 2022	220.00	
EFT4208	16/05/2022	LALLA WEST	SCM fees for 16 May 2022		220.00
LW160522	16/05/2022	LALLA WEST	SCM fees for 16 May 2022	220.00	
EFT4209	16/05/2022	JOYLENE FRAZER	SCM fees for 16 May 2022		220.00
JF160522	16/05/2022	JOYLENE FRAZER	SCM fees for 16 May 2022	220.00	
EFT4210	16/05/2022	ANDREW JONES	SCM fees for 16 May 2022		220.00
AJ160522	16/05/2022	ANDREW JONES	SCM fees for 16 May 2022	220.00	
EFT4211	16/05/2022	DEBRA FRAZER	SCM fees for 16 May 2022		220.00
DF160522	16/05/2022	DEBRA FRAZER	SCM fees for 16 May 2022	220.00	
EFT4212	19/05/2022	AUSTRALIAN TAXATION OFFICE	BAS payment for April 2022		5,798.00
46251041663	17/05/2022	AUSTRALIAN TAXATION OFFICE	BAS payment for April 2022	5,798.00	
EFT4213	19/05/2022	LANDGATE	EXTRACTS OF ABORIGINAL COMMUNITIES ROAD CENTRELINES		504.35
70260678	12/05/2022	LANDGATE	EXTRACTS OF ABORIGINAL COMMUNITIES ROAD CENTRELINES	504.35	
EFT4214	19/05/2022	WARAKURNA ROADHOUSE	Diesel for W/E Prado 1HLA156		144.01
02-162555	12/05/2022	WARAKURNA ROADHOUSE	Diesel for W/E Prado 1HLA156	144.01	
EFT4215	19/05/2022	Daniel Weatherhead	Reimbursement for S&R A/Supervisor		1,946.23
DW200422	20/04/2022	Daniel Weatherhead	Diesel for S&R Troop Carrier 1EJN112	205.39	
DW29/4/22	29/04/2022	Daniel Weatherhead	Taxi fare, Sports equipment for S&R program	1,319.61	
DW13/5/22	13/05/2022	Daniel Weatherhead	Reimbursement for private travel for S&R A/Supervisor per TRP	421.23	
EFT4216	19/05/2022	Vocus Pty Ltd	Shire office internet March - April 2022		2,171.61
P846172	01/04/2022	Vocus Pty Ltd	Shire office internet March - April 2022	1,236.61	
P857565	01/05/2022	Vocus Pty Ltd	Shire office internet May 2022	935.00	


EFT4217	19/05/2022	Local Government Professionals Australia WA	Online course for A/C		110.00
32524	05/05/2022	Local Government Professionals Australia WA	Governance Fundamentals e-learning module for AC	110.00	
EFT4218	19/05/2022	BREAKAWAY C-/ KEY FACTORS	Hire of plant and equipment for construction work on the Great Central Road		127,052.89
1858	18/05/2022	BREAKAWAY C-/ KEY FACTORS	Hire of plant and equipment for construction work on the Great Central Road	127,052.89	
EFT4219	19/05/2022	NGAANYATJARRA COUNCIL REGIONAL HOUSING PROGRAM - Repairs & Maintenance	Emergency repairs at Lot 11b Warakurna after break-in.		3,753.41
31150	18/05/2022	NGAANYATJARRA COUNCIL REGIONAL HOUSING PROGRAM - Repairs & Maintenance	Emergency Repairs to Lot 11B (RHS) Warakurna after a break-in	3,753.41	
EFT4220	19/05/2022	Close Solutions P/L (South East Fire & Safety)	Fire equipment servicing and replacement at the Shire office		613.80
4387	15/05/2022	Close Solutions P/L (South East Fire & Safety)	Servicing of Fire and Safety Equipment - Shire office	613.80	
EFT4221	19/05/2022	LAVERTON SUPPLIES MOTORS	Diesel for S&R troop carriers		353.06
02-253121	28/04/2022	LAVERTON SUPPLIES MOTORS	Diesel for S&R troop carrier 1EJN112, Diesel for S7R troop carrier 1GJT224	353.06	
EFT4222	24/05/2022	DAMIAN MCLEAN	OCM fees for May 2022		440.00
DM240522	24/05/2022	DAMIAN MCLEAN	OCM fees for May 2022	440.00	
EFT4223	24/05/2022	Julie Porter	OCM fees for May 2022		220.00
JP240522	24/05/2022	Julie Porter	OCM fees for May 2022	220.00	
EFT4224	24/05/2022	LALLA WEST	OCM fees for May 2022		220.00
LW240522	24/05/2022	LALLA WEST	OCM fees for May 2022	220.00	
EFT4225	24/05/2022	JOYLENE FRAZER	OCM fees for May 2022		220.00
JF240522	24/05/2022	JOYLENE FRAZER	OCM fees for May 2022	220.00	
EFT4226	24/05/2022	DEBRA FRAZER	OCM fees for May 2022		220.00
DF240522	24/05/2022	DEBRA FRAZER	OCM fees for May 2022	220.00	
EFT4227	25/05/2022	GOLDFIELDS RECORDS STORAGE	Contribution towards fixed costs at the Goldfields Records Facility 2019/20 - 2020/21		3,431.80
590	08/04/2022	GOLDFIELDS RECORDS STORAGE	Contribution towards fixed costs at the Goldfields Records Facility 2019/20 - 2020/21	3,431.80	
EFT4228	27/05/2022	Andre Peter Frederick Kerp	Reimbursement for W/E May 2022		177.98
AK060522	06/05/2022	Andre Peter Frederick Kerp	Taxi fare reimbursement W/E 6/5 - 18/5/2022	177.98	
EFT4229	27/05/2022	NATS	4 x Cooper tires 285/70R17 AT3 XLT B/S + Freight to Warburton (\$132 inc)		2,710.62
P44503SN	20/05/2022	NATS	Delivery of Winc order from NATS to Warburton	220.00	
P44502SN	20/05/2022	NATS	4 x Cooper tires 285/70R17 AT3 XLT B/S + Freight to Warburton (\$132 inc)	2,167.22	
P44544SN	20/05/2022	NATS	20 rolls of pink flagging tape from Seton	323.40	
EFT4230	27/05/2022	MILY (WARBURTON) STORE	Petty cash recoup		2,420.00
82-000249	20/05/2022	MILY (WARBURTON) STORE	Purchase of goods for resale in Warta shop	2,420.00	
EFT4231	27/05/2022	Tecsec Security Solutions	Hardware for repairs to Shire security alarm		542.17
NS11989#01-1	26/05/2022	Tecsec Security Solutions	Alarm system wireless receiver and Piezo replacement	542.17	
EFT4232	27/05/2022	Easifleet Management	Novated lease for DGC		955.85
158703	23/05/2022	Easifleet Management	Novated lease for DGC	955.85	
EFT4233	27/05/2022	Bob Waddell & Associates Pty Ltd	Assistance with Council's own source expenditure and setup of overheads		1,650.00
2703	21/03/2022	Bob Waddell & Associates Pty Ltd	Assistance with Council's own source expenditure and setup of overheads	990.00	
2769	23/05/2022	Bob Waddell & Associates Pty Ltd	Assistance with Council's own source expenditure and setup of overheads	660.00	
EFT4234	27/05/2022	Joseph Cheriathundathil Joseph	Reimbursement for O/C		131.96
JJ180522	18/05/2022	Joseph Cheriathundathil Joseph	Adhesive for windscreen 1GDT303	131.96	
EFT4235	27/05/2022	BREAKAWAY C-/ KEY FACTORS	Hire of plant and equipment for construction work on the Great Central Road		122,689.26
1864	24/05/2022	BREAKAWAY C-/ KEY FACTORS	Hire of plant and equipment for construction work on the Great Central Road	122,689.26	
EFT4236	27/05/2022	GLOBETROTTER CORPORATE TRAVEL	Flights for Councillor Thomas to attend 2022 ALGA Conference in Canberra		1,507.45
917346	19/05/2022	GLOBETROTTER CORPORATE TRAVEL	Flights for W/E Perth to Laverton return 3/6 - 10/6/2022	510.27	
916810	20/05/2022	GLOBETROTTER CORPORATE TRAVEL	Flights for Cr Preston Thomas to attend 2022 ALGA in Canberra	997.18	
EFT4237	27/05/2022	STAPLES AUSTRALIA (WINC)	Stationery order for Shire office May 2022		871.63
8877111877	06/05/2022	STAPLES AUSTRALIA (WINC)	Stationery order for Shire office May 2022, Stationery order for Shire office May 2022	871.63	
EFT4238	27/05/2022	CORE BUSINESS AUSTRALIA	Job # J960 Ng WHS Monitor licence and implementation Claim 4 - April 2022		154.00
INV-1255 J960	30/04/2022	CORE BUSINESS AUSTRALIA	Job # J960 Ng WHS Monitor licence and implementation, Claim 4 - April 2022	154.00	
EFT4239	31/05/2022	LANDGATE	UV roll and mining tenement schedule		469.25
374771	24/05/2022	LANDGATE	UV roll and mining tenement schedule	469.25	
EFT4240	31/05/2022	Bob Waddell & Associates Pty Ltd	Rates processing M2022/1 + final notices		990.00
2782	30/05/2022	Bob Waddell & Associates Pty Ltd	Assistance with Shires own source expenditure and 2022/23 budget	123.75	
2790	30/05/2022	Bob Waddell & Associates Pty Ltd	Rates processing M2022/1 + final notices	866.25	
EFT4241	31/05/2022	DESERT INN HOTEL	Accommodation and meal for CEO 26/5/2022		165.00
5604	30/05/2022	DESERT INN HOTEL	Accommodation and meals for CEO 26 May 2022	165.00	
EFT4242	31/05/2022	Close Solutions P/L (South East Fire & Safety)	Replace and install new hose on fire hydrant at Shire office		278.85
4406	30/05/2022	Close Solutions P/L (South East Fire & Safety)	Replacement hose for fire hydrant near Kapi Cafe	278.85	
EFT4243	31/05/2022	LAVERTON SUPPLIES MOTORS	Diesel for W/E Prado 1HLA156		133.25
02-256782	17/05/2022	LAVERTON SUPPLIES MOTORS	DIESEL FUEL TOYOTA PRADO REGO 1HLA156	133.25	
DD2217.1	01/05/2022	WESTPAC BANK	Transaction fees for March 2022		37.00
BF010422	01/04/2022	WESTPAC BANK	Bank fees for March 2022	22.00	
TF010422	01/04/2022	WESTPAC BANK	Transaction fees for March 2022	15.00	
DD2218.1	04/05/2022	COMMONWEALTH BANK OF AUSTRALIA	CBA EFTPOS merchant facility fee March 2022		21.82
CBA040422	04/04/2022	COMMONWEALTH BANK OF AUSTRALIA	CBA EFTPOS merchant facility fee March 2022	21.82	
DD2243.1	02/05/2022	WESTPAC BANK	Transaction fees for April 2022		46.50
BF020522	02/05/2022	WESTPAC BANK	Bank fees for April 2022	22.00	

TF020522	02/05/2022	WESTPAC BANK	Transaction fees for April 2022	24.50	
DD2244.1	03/05/2022	COMMONWEALTH BANK OF AUSTRALIA	CBA eftpos merchant facility fee April 2022		24.87
CBA030522	03/05/2022	COMMONWEALTH BANK OF AUSTRALIA	CBA eftpos merchant facility fee April 2022	24.87	
DD2246.1	04/05/2022	CEO Westpac Credit Card	CEO credit card recharge - purchase for S&R program		4,139.20
KH040522	04/05/2022	CEO Westpac Credit Card	Purchase of bikes for the S&R program	4,139.20	
PAY	11/05/2022	Payroll Direct Debit Of Net Pays	Payroll Direct Debit Of Net Pays	43,979.59	43,979.59
DD2268.1	11/05/2022	Aware Super	Payroll deductions		3,970.12
SUPER	11/05/2022	Aware Super	Superannuation contributions	3,545.51	
DEDUCTION	11/05/2022	Aware Super	Payroll deductions	320.80	
DEDUCTION	11/05/2022	Aware Super	Payroll deductions	103.81	
DD2268.2	11/05/2022	VISION SUPER	Superannuation contributions		843.67
SUPER	11/05/2022	VISION SUPER	Superannuation contributions	843.67	
DD2268.3	11/05/2022	HOST PLUS	Superannuation contributions		135.82
SUPER	11/05/2022	HOST PLUS	Superannuation contributions	135.82	
DD2268.4	11/05/2022	The Trustee For Care Super	Superannuation contributions		130.26
SUPER	11/05/2022	The Trustee For Care Super	Superannuation contributions	130.26	
DD2268.5	11/05/2022	REST	Superannuation contributions		274.32
SUPER	11/05/2022	REST	Superannuation contributions	274.32	
DD2268.6	11/05/2022	MLC Superannuation	Superannuation contributions		290.04
SUPER	11/05/2022	MLC Superannuation	Superannuation contributions	290.04	
DD2268.7	11/05/2022	Local Government Super, NSW	Superannuation contributions		634.62
SUPER	11/05/2022	Local Government Super, NSW	Superannuation contributions	634.62	
DD2268.8	11/05/2022	CBUS SUPERANNUATION	Superannuation contributions		335.88
SUPER	11/05/2022	CBUS SUPERANNUATION	Superannuation contributions	335.88	
DD2274.1	13/05/2022	CEO Westpac Credit Card	CEO Westpac Mastercard payment April 2022		10.00
CEO130522	13/05/2022	CEO Westpac Credit Card	CEO Credit card fee April 2022	10.00	
DD2274.2	13/05/2022	DCEO Westpac Credit Card	DCEO Westpac Mastercard payment April 2022		273.87
DCEO130522	13/05/2022	DCEO Westpac Credit Card	Adobe acrobat subscription 27 March 2022 - 26 March 2023, DCEO credit card fee April 2022	273.87	
DD2274.3	13/05/2022	DGC Westpac Credit Card	DGC Westpac Mastercard payment April 2022		53.98
DGC130522	13/05/2022	DGC Westpac Credit Card	Adobe subscription April 2022, Adobe subscription May 2022, DGC credit card fee April 2022	53.98	
DD2274.4	13/05/2022	FAC Westpac Credit Card	FAC Westpac Mastercard payment April 2022		799.49
FAC130522	13/05/2022	FAC Westpac Credit Card	Shire office internet charge for April 2022, CEO/WE residence internet charge for April 2022, Diesel for FAC Prado 1HFB600, Diesel for FAC Prado 1HFB600, Diesel for FAC Prado 1HFB600, FAC credit card fee April 2022	799.49	
DD2274.5	13/05/2022	DIS Westpac Credit Card	DIS Westpac Mastercard payment April 2022		525.06
DIS130522	13/05/2022	DIS Westpac Credit Card	Diesel for DIS Landcruiser 1HED881, Booking change fee for Skippers, Taxi fare for DIS 14 April 2022, Taxi fare for DIS 19 April 2022, Taxi fare for DIS 19 April 2022, Credit card fee April 2022	525.06	
DD2279.1	12/05/2022	TELSTRA CORPORATION LTD	Telstra account April 2022		994.96
K231900980-8	27/04/2022	TELSTRA CORPORATION LTD	Telstra account April 2022	994.96	
PAY	25/05/2022	Payroll Direct Debit Of Net Pays	Payroll Direct Debit Of Net Pays	42,431.12	42,431.12
DD2284.1	25/05/2022	Aware Super	Payroll deductions		3,841.86
SUPER	25/05/2022	Aware Super	Superannuation contributions	3,417.25	
DEDUCTION	25/05/2022	Aware Super	Payroll deductions	103.81	
DEDUCTION	25/05/2022	Aware Super	Payroll deductions	320.80	
DD2284.2	25/05/2022	VISION SUPER	Superannuation contributions		843.67
SUPER	25/05/2022	VISION SUPER	Superannuation contributions	843.67	
DD2284.3	25/05/2022	HOST PLUS	Superannuation contributions		70.10
SUPER	25/05/2022	HOST PLUS	Superannuation contributions	70.10	
DD2284.4	25/05/2022	REST	Superannuation contributions		274.32
SUPER	25/05/2022	REST	Superannuation contributions	274.32	
DD2284.5	25/05/2022	MLC Superannuation	Superannuation contributions		290.04
SUPER	25/05/2022	MLC Superannuation	Superannuation contributions	290.04	
DD2284.6	25/05/2022	Local Government Super, NSW	Superannuation contributions		634.62
SUPER	25/05/2022	Local Government Super, NSW	Superannuation contributions	634.62	
DD2284.7	25/05/2022	CBUS SUPERANNUATION	Superannuation contributions		335.88
SUPER	25/05/2022	CBUS SUPERANNUATION	Superannuation contributions	335.88	
DD2300.1	18/05/2022	TELSTRA CORPORATION LTD	Telstra mobile account 17 March 2022 to 16 April 2022		570.69
990000011235	18/04/2022	TELSTRA CORPORATION LTD	Telstra mobile account 17 March 2022 to 16 April 2022	570.69	
<b>TOTALS</b>				<b>951,302.98</b>	<b>951,302.98</b>


## Shire of Ngaanyatjarraku

## Investment Register

Amount	Term	Credit Rating S&P	Institution	Interest Rate	Maturity Date	Total Cash
\$500,000	2 months	A-1+	CBA	0.43%	14-Jun-22	\$500,359.32
\$500,000	4 months	A-1+	CBA	0.82%	12-Aug-22	\$501,347.95
\$503,359	3 months	A-1+	CBA	2.38%	13-Sep-22	\$506,313.42
\$500,000	6 months	A-1+	CBA	1.15%	11-Oct-22	\$502,835.62
\$500,000	8 months	A-1+	CBA	1.43%	14-Dec-22	\$504,779.73
\$700,291	12 months	A-1+	CBA	3.18%	6-Feb-23	\$722,560.25
\$500,000	10 months	A-1+	CBA	1.68%	8-Feb-23	\$506,904.11
\$1,000,000	12 months	A-1+	CBA	1.91%	14-Apr-23	\$1,019,100
<b>\$4,703,650</b>						<b>\$4,764,200.40</b>

**Westpac 31 Day Notice Account** 

036-125 520231




**\$933,013.23**  
Available \$0.00

31 day Notice Westpac 0.35%


31 day Notice Westpac 0.10%

90 day Notice Westpac 0.60%


90 day Notice Westpac 0.25%

**Municipal Operating Account** 


036-016 831911



**\$1,997,786.19**

**Westpac 90 Day Notice Account** 

036-125 521074



**\$4,875,990.32**  
Available \$0.00

**SHIRE OF NGAANYATJARRAKU**  
**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the period ending 31 May 2022**

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

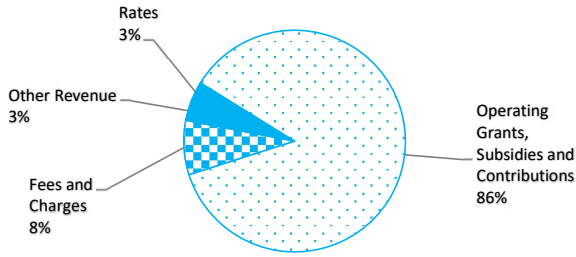
**TABLE OF CONTENTS**

Statement of Financial Activity by Program	5
Statement of Financial Activity by Nature or Type	7
Basis of Preparation	8
Note 1 Statement of Financial Activity Information	9
Note 2 Cash and Financial Assets	10
Note 3 Receivables	11
Note 4 Other Current Assets	12
Note 5 Payables	13
Note 6 Rate Revenue	14
Note 7 Disposal of Assets	15
Note 8 Capital Acquisitions	16
Note 9 Cash Reserves	18
Note 10 Other Current Liabilities	19
Note 11 Operating grants and contributions	20
Note 12 Non operating grants and contributions	21
Note 13 Budget Amendments	22
Note 14 Explanation of Material Variances	25

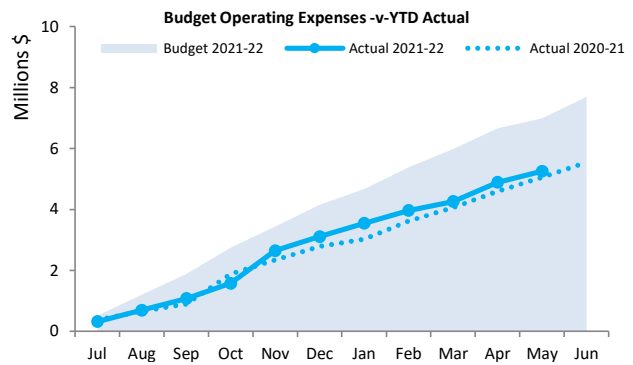
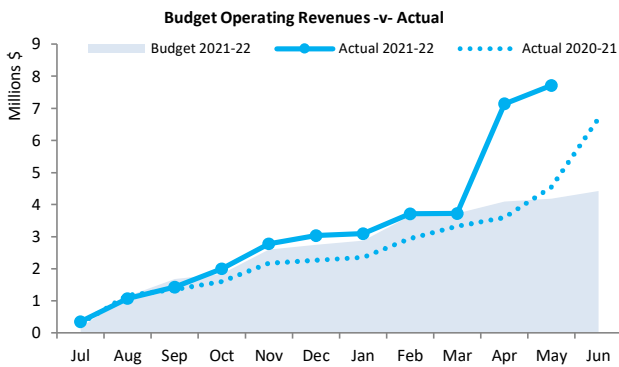
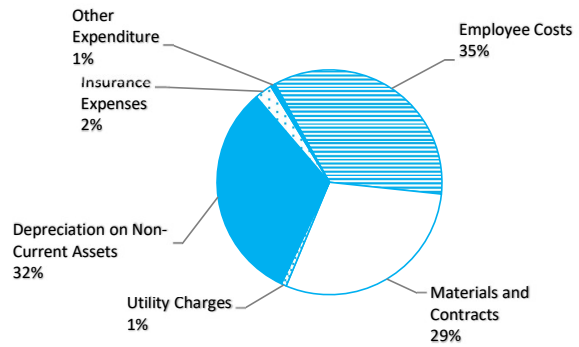


OPERATING ACTIVITIES

OPERATING REVENUE

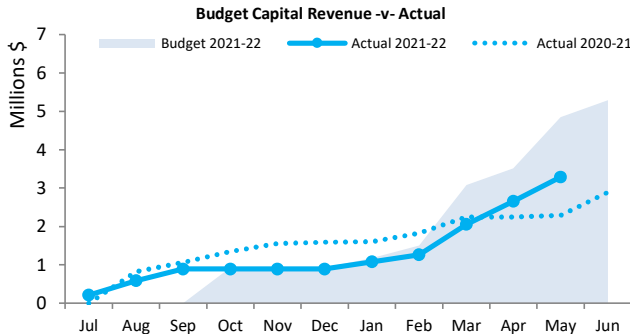


OPERATING EXPENSES

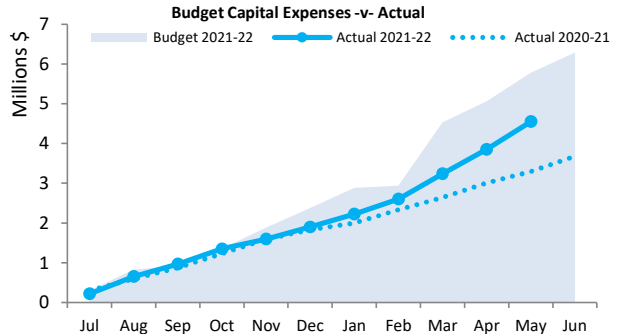


INVESTING ACTIVITIES

CAPITAL REVENUE

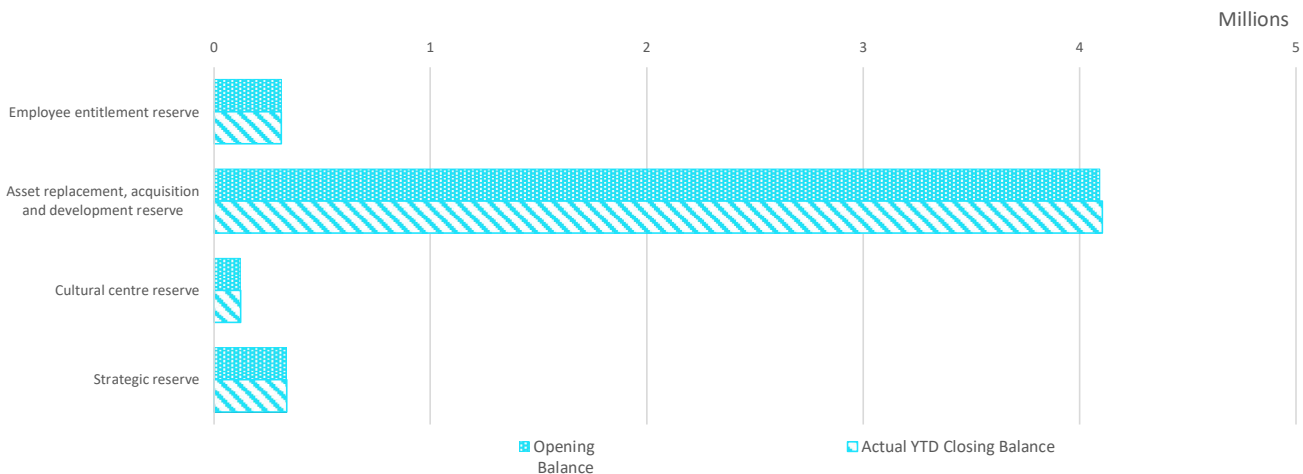


CAPITAL EXPENSES



FINANCING ACTIVITIES

RESERVES



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

Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$3.15 M	\$3.15 M	\$3.15 M	\$0.00 M
Closing	\$0.00 M	\$1.07 M	\$6.01 M	\$4.94 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$	% of total
Unrestricted Cash	\$6.75 M	58.1%
Restricted Cash	\$4.88 M	41.9%

Refer to Note 2 - Cash and Financial Assets

Payables		% Outstanding
	\$	
Trade Payables	\$0.31 M	
0 to 30 Days		98.3%
30 to 90 Days		1.5%
Over 90 Days		0.2%

Refer to Note 5 - Payables

Receivables		
	\$	% Collected
Rates Receivable	\$0.02 M	89.4%
Trade Receivable	\$1.07 M	% Outstanding
30 to 90 Days		0.0%
Over 90 Days		0.1%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.49 M)	(\$1.18 M)	\$4.10 M	\$5.27 M

Refer to Statement of Financial Activity

Rates Revenue		
	\$	% Variance
YTD Actual	\$0.23 M	0.0%
YTD Budget	\$0.23 M	

Refer to Note 6 - Rate Revenue

Operating Grants and Contributions		
	\$	% Variance
YTD Actual	\$6.61 M	
YTD Budget	\$4.16 M	59.1%

Refer to Note 11 - Operating Grants and Contributions

Fees and Charges		
	\$	% Variance
YTD Actual	\$0.61 M	
YTD Budget	\$0.34 M	78.1%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.96 M)	(\$0.89 M)	(\$1.22 M)	(\$0.33 M)

Refer to Statement of Financial Activity

Proceeds on sale		
	\$	%
YTD Actual	\$0.04 M	
Amended Budget	\$0.04 M	100.0%

Refer to Note 7 - Disposal of Assets

Asset Acquisition		
	\$	% Spent
YTD Actual	\$4.55 M	
Amended Budget	\$6.29 M	72.3%

Refer to Note 8 - Capital Acquisitions

Capital Grants		
	\$	% Received
YTD Actual	\$3.29 M	
Amended Budget	\$5.30 M	62.1%

Refer to Note 8 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.70 M)	(\$0.01 M)	(\$0.01 M)	\$0.00 M

Refer to Statement of Financial Activity

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

Refer to Note 8 - Borrowings

Reserves	
	\$
Reserves balance	\$4.88 M
Interest earned	\$0.01 M

Refer to Note 9 - Cash Reserves

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

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

**PROGRAM NAME AND OBJECTIVES  
GOVERNANCE**

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

**ACTIVITIES**

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

**GENERAL PURPOSE FUNDING**

To collect revenue to allow for the provision of services.

Rates, general purpose government grants and interest revenue.

**LAW, ORDER, PUBLIC SAFETY**

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

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

**HEALTH**

To provide an operational framework for environmental and community health.

Inspection of food outlets and their control, and a waste pick-up service Warburton.

**EDUCATION AND WELFARE**

To provide services to children and youth.

Nil

**HOUSING**

To provide and maintain staff housing.

Provision and maintenance of staff housing.

**COMMUNITY AMENITIES**

To provide services required by the community.

Rubbish collection services, litter control; Warburton

**RECREATION AND CULTURE**

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

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

**TRANSPORT**

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

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

**ECONOMIC SERVICES**

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

Tourism and area promotion and building control.

**OTHER PROPERTY AND SERVICES**

To monitor and control council's overheads operating accounts.

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

STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2022

STATUTORY REPORTING PROGRAMS

	Ref Note	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	1(c)	3,149,420	3,149,420	<b>3,149,420</b>	0	0.00%	
<b>Operating Activities</b>							
<b>Revenue from operating activities</b>							
Governance		207,041	206,867	<b>216,283</b>	9,416	4.55%	
General purpose funding - general rates	6	230,465	230,465	<b>230,465</b>	0	0.00%	
General purpose funding - other		1,479,708	1,477,577	<b>3,733,168</b>	2,255,591	152.65%	▲
Law, order and public safety		440	440	<b>440</b>	0	0.00%	
Health		320	320	<b>0</b>	(320)	(100.00%)	
Education and welfare		102,000	76,500	<b>112,400</b>	35,900	46.93%	▲
Housing		145,000	108,750	<b>201,857</b>	93,107	85.62%	▲
Community amenities		130,925	130,876	<b>130,779</b>	(97)	(0.07%)	
Recreation and culture		248,926	206,839	<b>320,587</b>	113,748	54.99%	▲
Transport		1,877,525	1,739,336	<b>2,767,633</b>	1,028,297	59.12%	▲
Economic services		3,530	3,212	<b>3,530</b>	318	9.90%	
		<b>4,425,880</b>	<b>4,181,182</b>	<b>7,717,142</b>	3,535,960		
<b>Expenditure from operating activities</b>							
Governance		(11,075)	(10,152)	<b>(97,493)</b>	(87,341)	(860.33%)	▼
Law, order and public safety		(42,332)	(41,643)	<b>(7,938)</b>	33,705	80.94%	▲
Health		(306,202)	(273,749)	<b>(192,421)</b>	81,328	29.71%	▲
Education and welfare		(61,612)	(54,487)	<b>(43,585)</b>	10,902	20.01%	
Housing		(414,836)	(362,715)	<b>(224,422)</b>	138,293	38.13%	▲
Community amenities		(318,908)	(281,530)	<b>(199,907)</b>	81,623	28.99%	▲
Recreation and culture		(652,929)	(567,746)	<b>(441,744)</b>	126,002	22.19%	▲
Transport		(5,583,312)	(5,117,860)	<b>(3,828,098)</b>	1,289,762	25.20%	▲
Economic services		(304,129)	(278,729)	<b>(158,131)</b>	120,598	43.27%	▲
Other property and services		0	0	<b>(57,843)</b>	(57,843)	0.00%	▼
		<b>(7,695,335)</b>	<b>(6,988,611)</b>	<b>(5,251,582)</b>	1,737,029		
Non-cash amounts excluded from operating activities	1(a)	1,780,261	1,629,021	<b>1,630,973</b>	1,952	0.12%	
<b>Amount attributable to operating activities</b>		<b>(1,489,194)</b>	<b>(1,178,408)</b>	<b>4,096,533</b>	5,274,941		
<b>Investing Activities</b>							
Proceeds from non-operating grants, subsidies and contributions	12	5,295,093	4,853,820	<b>3,288,912</b>	(1,564,908)	(32.24%)	▼
Proceeds from disposal of assets	7	38,636	38,636	<b>38,636</b>	0	0.00%	
Payments for property, plant and equipment and infrastructure	8	(6,293,664)	(5,779,974)	<b>(4,549,634)</b>	1,230,340	21.29%	▲
<b>Amount attributable to investing activities</b>		<b>(959,935)</b>	<b>(887,518)</b>	<b>(1,222,086)</b>	(334,568)		
<b>Financing Activities</b>							
Transfer to reserves	9	(700,291)	(13,854)	<b>(13,854)</b>	0	0.00%	
<b>Amount attributable to financing activities</b>		<b>(700,291)</b>	<b>(13,854)</b>	<b>(13,854)</b>	0		
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>0</b>	<b>1,069,640</b>	<b>6,010,013</b>			

KEY INFORMATION

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

Refer to Note 14 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2021-22 year is \$20,000 or 10.00% whichever is the greater.

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

**Note: General purpose funding - other revenue includes \$2,257,043 relating to the 2022/2023 Financial Assistance Grant allocation.**

**Note: Transport revenue includes \$880,777 relating to the 2022/2023 Financial Assistance Grant allocation.**

## KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 31 MAY 2022

## NATURE OR TYPE DESCRIPTIONS

### REVENUE

#### RATES

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

#### OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

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

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

#### REVENUE FROM CONTRACTS WITH CUSTOMERS

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

#### FEES AND CHARGES

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

#### SERVICE CHARGES

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

#### INTEREST EARNINGS

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

#### OTHER REVENUE / INCOME

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

#### PROFIT ON ASSET DISPOSAL

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

### EXPENSES

#### EMPLOYEE COSTS

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

#### MATERIALS AND CONTRACTS

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

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

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

#### INSURANCE

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

#### LOSS ON ASSET DISPOSAL

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

#### DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

#### INTEREST EXPENSES

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

#### OTHER EXPENDITURE

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

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2022**

**BY NATURE OR TYPE**

	Ref Note	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	1(c)	3,149,420	3,149,420	<b>3,149,420</b>	0	0.00%	
<b>Operating Activities</b>							
<b>Revenue from operating activities</b>							
Rates	6	230,465	230,465	<b>230,465</b>	0	0.00%	
Operating grants, subsidies and contributions	11	3,463,932	3,325,568	<b>6,610,769</b>	3,285,201	98.79%	▲
Fees and charges		442,620	340,503	<b>606,322</b>	265,819	78.07%	▲
Interest earnings		25,179	23,049	<b>21,596</b>	(1,453)	(6.30%)	
Other revenue		230,231	228,144	<b>214,537</b>	(13,607)	(5.96%)	
Profit on disposal of assets	7	33,453	33,453	<b>33,453</b>	0	0.00%	
		<b>4,425,880</b>	<b>4,181,182</b>	<b>7,717,142</b>	3,535,960		
<b>Expenditure from operating activities</b>							
Employee costs		(2,478,624)	(2,204,299)	<b>(1,824,621)</b>	379,678	17.22%	▲
Materials and contracts		(3,136,844)	(2,874,721)	<b>(1,554,831)</b>	1,319,890	45.91%	▲
Utility charges		(70,350)	(62,455)	<b>(40,380)</b>	22,075	35.35%	▲
Depreciation on non-current assets		(1,813,714)	(1,662,474)	<b>(1,664,426)</b>	(1,952)	(0.12%)	
Interest expenses		(1,500)	0	<b>0</b>	0	0.00%	
Insurance expenses		(131,731)	(130,294)	<b>(131,413)</b>	(1,119)	(0.86%)	
Other expenditure		(62,572)	(54,368)	<b>(35,911)</b>	18,457	33.95%	
		<b>(7,695,335)</b>	<b>(6,988,611)</b>	<b>(5,251,582)</b>	1,737,029		
Non-cash amounts excluded from operating activities	1(a)	1,780,261	1,629,021	<b>1,630,973</b>	1,952	0.12%	
<b>Amount attributable to operating activities</b>		<b>(1,489,194)</b>	<b>(1,178,408)</b>	<b>4,096,533</b>	5,274,941		
<b>Investing activities</b>							
Proceeds from non-operating grants, subsidies and contributions	12	5,295,093	4,853,820	<b>3,288,912</b>	(1,564,908)	(32.24%)	▼
Proceeds from disposal of assets	7	38,636	38,636	<b>38,636</b>	0	0.00%	
Payments for property, plant and equipment	8	(6,293,664)	(5,779,974)	<b>(4,549,634)</b>	1,230,340	21.29%	▲
<b>Amount attributable to investing activities</b>		<b>(959,935)</b>	<b>(887,518)</b>	<b>(1,222,086)</b>	(334,568)		
<b>Financing Activities</b>							
Transfer to reserves	9	(700,291)	(13,854)	<b>(13,854)</b>	0	0.00%	
<b>Amount attributable to financing activities</b>		<b>(700,291)</b>	<b>(13,854)</b>	<b>(13,854)</b>	0		
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>0</b>	<b>1,069,640</b>	<b>6,010,013</b>			

**KEY INFORMATION**

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

Refer to Note 14 for an explanation of the reasons for the variance.

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

**Note: Operating grants, subsidies and contributions include \$3,137,820 relating to the 2022/2023 Financial Assistance Grant allocation.**

### **BASIS OF PREPARATION**

The financial report has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

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

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost. All right-of-use assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost rather than at fair value. The exception is vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

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

#### **THE LOCAL GOVERNMENT REPORTING ENTITY**

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

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

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

### **SIGNIFICANT ACCOUNTING POLICES**

#### **CRITICAL ACCOUNTING ESTIMATES**

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

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

#### **GOODS AND SERVICES TAX**

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

#### **ROUNDING OFF FIGURES**

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

#### **PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 21 June 2022

(a) Non-cash items excluded from operating activities

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

	Notes	Amended Budget	YTD Budget (a)	YTD Actual (b)
<b>Non-cash items excluded from operating activities</b>		\$	\$	\$
<b>Adjustments to operating activities</b>				
Less: Profit on asset disposals	7	(33,453)	(33,453)	(33,453)
Add: Depreciation on assets		1,813,714	1,662,474	1,664,426
<b>Total non-cash items excluded from operating activities</b>		<b>1,780,261</b>	<b>1,629,021</b>	<b>1,630,973</b>

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

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

		Last Year Closing 30 June 2021	This Time Last Year 31 May 2021	Year to Date 31 May 2022
<b>Adjustments to net current assets</b>				
Less: Reserves - restricted cash	9	(4,862,136)	(3,858,946)	(4,875,990)
<b>Total adjustments to net current assets</b>		<b>(4,862,136)</b>	<b>(3,858,946)</b>	<b>(4,875,990)</b>

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

<b>Current assets</b>				
Cash and cash equivalents	2	10,059,898	7,476,312	8,625,274
Financial assets at amortised cost	2	0	0	3,000,000
Rates receivables	3	0	31	24,331
Receivables	3	41,312	255,658	1,070,093
Other current assets	4	70,629	50,497	57,029
<b>Less: Current liabilities</b>				
Payables	5	(452,494)	(83,331)	(447,292)
Contract liabilities	10	(670,832)	(1,218,804)	(775,267)
Liabilities under transfers to acquire or construct non-financial assets to be controlled by the entity	10	(833,421)	0	(464,629)
Provisions	10	(203,536)	(154,226)	(203,536)
<b>Less: Total adjustments to net current assets</b>	1(b)	<b>(4,862,136)</b>	<b>(3,858,946)</b>	<b>(4,875,990)</b>
<b>Closing funding surplus / (deficit)</b>		<b>3,149,420</b>	<b>2,467,191</b>	<b>6,010,013</b>

**CURRENT AND NON-CURRENT CLASSIFICATION**

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



Description	Classification	Unrestricted	Restricted	Total Cash and Financial Assets	Institution	Interest Rate	Maturity Date
		\$	\$	\$			
<b>Cash on hand</b>							
Cash Advance	Cash and cash equivalents	2,600	0	2,600	Cash on Hand	Nil	Nil
Cash at Bank - Municipal	Cash and cash equivalents	1,163,671	0	1,163,671	Westpac	Variable	Nil
Cash at Bank - Municipal	Cash and cash equivalents	2,083,013	0	2,083,013	Westpac	Variable	Nil
Cash at Bank - Municipal	Cash and cash equivalents	500,000	0	500,000	CBA	0.43%	Jun-22
Cash at Bank - Municipal	Financial assets at amortised cost	500,000	0	500,000	CBA	0.82%	Aug-22
Cash at Bank - Municipal	Financial assets at amortised cost	500,000	0	500,000	CBA	1.15%	Oct-22
Cash at Bank - Municipal	Financial assets at amortised cost	500,000	0	500,000	CBA	1.43%	Dec-22
Cash at Bank - Municipal	Financial assets at amortised cost	500,000	0	500,000	CBA	1.68%	Feb-23
Cash at Bank - Municipal	Financial assets at amortised cost	1,000,000	0	1,000,000	CBA	1.91%	Apr-23
Cash at Bank - Reserve	Cash and cash equivalents	0	4,875,990	4,875,990	Westpac	Variable	Nil
<b>Total</b>		<b>6,749,284</b>	<b>4,875,990</b>	<b>11,625,274</b>			
<b>Comprising</b>							
Cash and cash equivalents		3,749,284	4,875,990	8,625,274			
Financial assets at amortised cost		3,000,000	0	3,000,000			
		<b>6,749,284</b>	<b>4,875,990</b>	<b>11,625,274</b>			

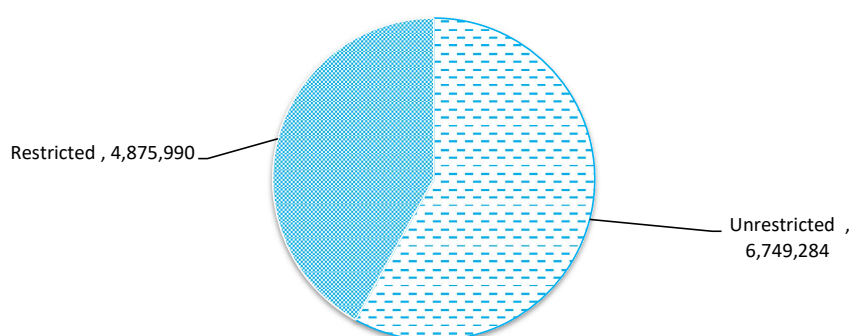
**KEY INFORMATION**

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

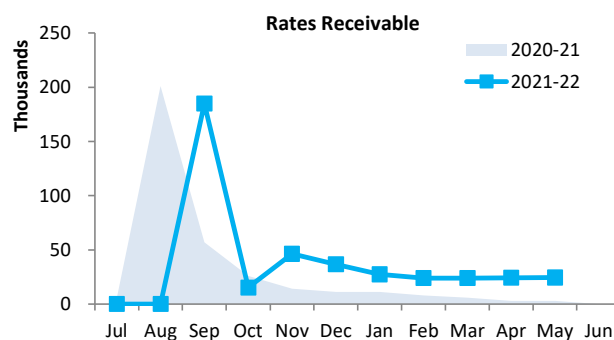
The local government classifies financial assets at amortised cost if both of the following criteria are met:

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

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



Rates receivable	30 June 2021	31 May 2022
	\$	\$
Gross rates in arrears previous year	4,833	0
Levied this year	172,589	230,465
Less - collections to date	(177,422)	(206,134)
<b>Net rates collectable</b>	<b>0</b>	<b>24,331</b>
% Collected	100%	89.4%

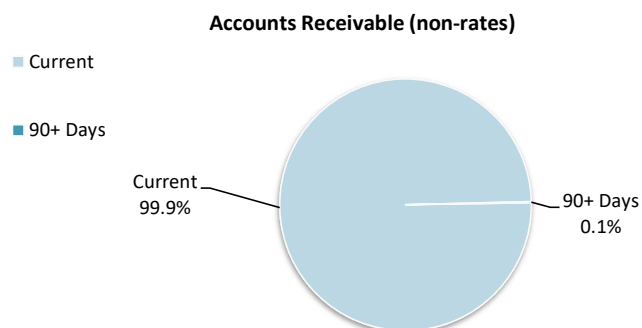


Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	991,126	0	0	1,392	992,518
Percentage		99.9%	0%	0%	0.1%	
<b>Balance per trial balance</b>						
Sundry receivable						992,518
GST receivable						77,575
<b>Total receivables general outstanding</b>						<b>1,070,093</b>

Amounts shown above include GST (where applicable)

#### KEY INFORMATION

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



Other current assets	Opening Balance 1 July 2021	Asset Increase	Asset Reduction	Closing Balance 31 May 2022
	\$	\$	\$	\$
<b>Inventory</b>				
Stock on hand	57,029	0	0	57,029
<b>Other current assets</b>				
Accrued income	13,600	0	(13,600)	0
<b>Total other current assets</b>	<b>70,629</b>	<b>0</b>	<b>(13,600)</b>	<b>57,029</b>
<b>Amounts shown above include GST (where applicable)</b>				

KEY INFORMATION

**Inventory**

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

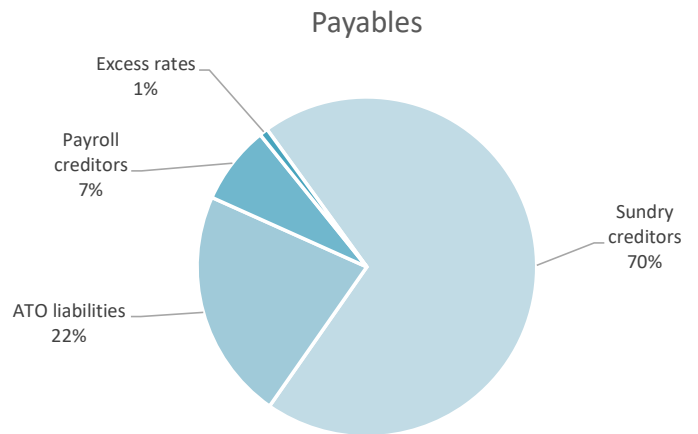
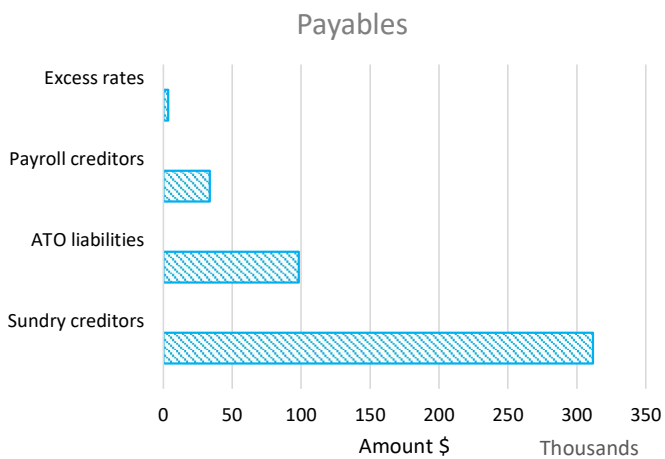
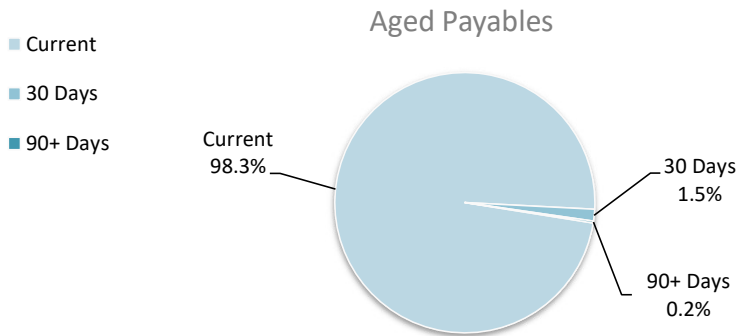
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	306,439	4,613	0	688	311,740
Percentage		98.3%	1.5%	0%	0.2%	
<b>Balance per trial balance</b>						
Sundry creditors						311,740
ATO liabilities						98,361
Payroll creditors						33,638
Excess rates						3,553
<b>Total payables general outstanding</b>						<b>447,292</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

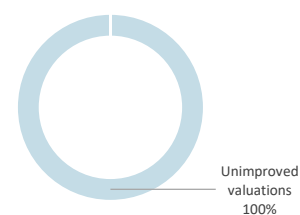
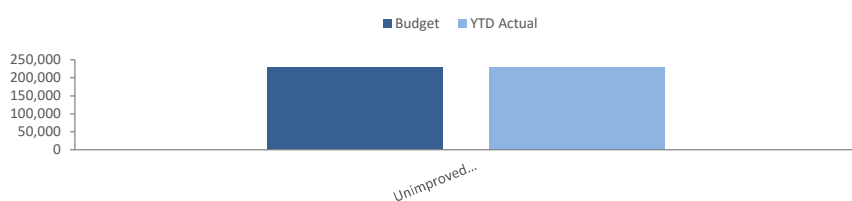
Trade and other payables represent liabilities for goods and services provided to the Shire that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are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



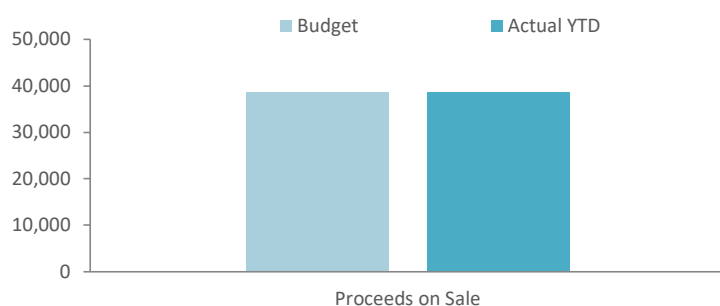
General rate revenue	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
<b>RATE TYPE</b>				\$	\$	\$	\$	\$	\$	\$	\$
<b>Unimproved value</b>											
Unimproved valuations	0.2100	28	898,344	184,356	41,350	3,779	229,485	184,356	41,350	3,779	229,485
<b>Sub-Total</b>		<b>28</b>	<b>898,344</b>	<b>184,356</b>	<b>41,350</b>	<b>3,779</b>	<b>229,485</b>	<b>184,356</b>	<b>41,350</b>	<b>3,779</b>	<b>229,485</b>
<b>Minimum payment</b>			<b>Minimum \$</b>								
<b>Unimproved value</b>											
Unimproved valuations	245	4	3,471	980	0	0	980	980	0	0	980
<b>Sub-total</b>		<b>4</b>	<b>3,471</b>	<b>980</b>	<b>0</b>	<b>0</b>	<b>980</b>	<b>980</b>	<b>0</b>	<b>0</b>	<b>980</b>
<b>Total general rates</b>							<b>230,465</b>				<b>230,465</b>

**KEY INFORMATION**

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2021 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.



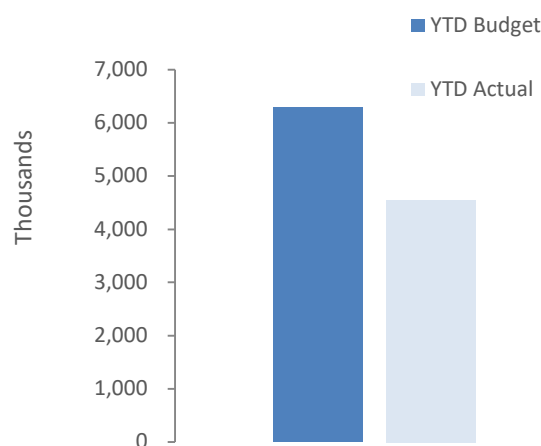
Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Plant and equipment</b>								
	<b>Transport</b>								
	Toyota Prado - PE052	5,183	38,636	33,453	0	5,183	38,636	33,453	0
		<b>5,183</b>	<b>38,636</b>	<b>33,453</b>	<b>0</b>	<b>5,183</b>	<b>38,636</b>	<b>33,453</b>	<b>0</b>



Capital acquisitions	Amended		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land & Buildings	282,185	259,674	80,594	(179,080)
Furniture & Equipment	80,000	74,000	50,037	(23,963)
Plant & Equipment	233,782	223,032	103,844	(119,188)
Infrastructure - Roads	5,692,697	5,218,268	4,313,278	(904,990)
Infrastructure - Recreation	5,000	5,000	1,881	(3,119)
<b>Payments for Capital Acquisitions</b>	<b>6,293,664</b>	<b>5,779,974</b>	<b>4,549,634</b>	<b>(1,230,340)</b>
<b>Total Capital Acquisitions</b>	<b>6,293,664</b>	<b>5,779,974</b>	<b>4,549,634</b>	<b>(1,230,340)</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	5,295,093	4,853,820	3,288,912	(1,564,908)
Other (disposals & C/Fwd)	38,636	38,636	38,636	0
Contribution - operations	959,935	887,518	1,222,086	334,568
<b>Capital funding total</b>	<b>6,293,664</b>	<b>5,779,974</b>	<b>4,549,634</b>	<b>(1,230,340)</b>

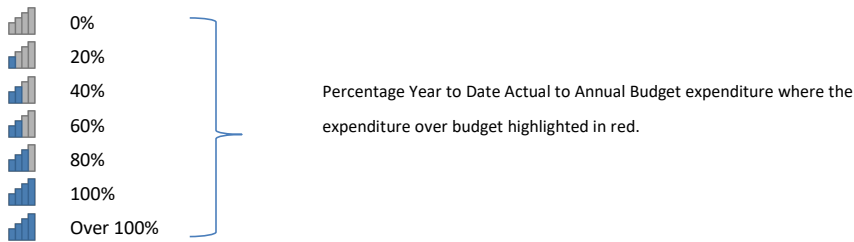
#### SIGNIFICANT ACCOUNTING POLICIES

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



Capital expenditure total

Level of completion indicators



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

Account Description		Amended		Year to Date Actual	Variance (Under)/Over	
		Current Budget	Year to Date Budget			
<b>Capital Expenditure</b>						
Land & Buildings						
	092500	Housing CapEx	12,185	12,185	12,185	0
	121200	Storage Compound (Land & Buildings - new)	270,000	247,489	68,409	(179,080)
	<b>Land &amp; Buildings Total</b>		<b>282,185</b>	<b>259,674</b>	<b>80,594</b>	<b>(179,080)</b>
Furniture & Equipment						
	042562	Furniture & Equipment - Computer	80,000	74,000	50,037	(23,963)
	<b>Furniture &amp; Equipment Total</b>		<b>80,000</b>	<b>74,000</b>	<b>50,037</b>	<b>(23,963)</b>
Plant & Equipment						
	042565	Plant & Equipment	60,000	60,000	59,062	(938)
	102100	Plant & Equipment (New)	44,782	44,782	44,782	0
	123007	Plant & Equipment Purchases	129,000	118,250	0	(118,250)
	<b>Plant &amp; Equipment Total</b>		<b>233,782</b>	<b>223,032</b>	<b>103,844</b>	<b>(119,188)</b>
Infrastructure - Roads						
	121008	Wanarn Access	838,779	768,878	519,958	(248,920)
	121400	Great Central Road - MRWA Capex	2,089,849	1,915,694	1,424,409	(491,285)
	147612	Warburton Blackstone (RRG)	1,779,081	1,630,816	1,687,432	56,616
	147622	Warburton Bypass - MRWA	88,500	81,114	13,106	(68,008)
	147625	Giles Mulga Park (RRG)	495,000	453,750	397,985	(55,765)
	147631	Warburton Town Roads - renewal / upgrade	101,488	93,027	101,488	8,461
	147633	Tjirrkali community access, install causeways	300,000	274,989	168,900	(106,089)
	<b>Infrastructure - Roads Total</b>		<b>5,692,697</b>	<b>5,218,268</b>	<b>4,313,278</b>	<b>(904,990)</b>
Infrastructure - Recreation						
	147564	Warbon Oval Shade Structure	5,000	5,000	1,881	(3,119)
	<b>Infrastructure - Recreation Total</b>		<b>5,000</b>	<b>5,000</b>	<b>1,881</b>	<b>(3,119)</b>
	<b>Grand Total</b>		<b>6,293,664</b>	<b>5,779,974</b>	<b>4,549,634</b>	<b>(1,230,340)</b>



Cash backed reserve

Reserve name	Opening Balance	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$
Employee entitlement reserve	311,532	887	0	0	0	0	311,532	312,419
Asset replacement, acquisition and development reserve	4,093,527	11,665	700,291	0	0	0	4,793,818	4,105,192
Cultural centre reserve	122,077	348	0	0	0	0	122,077	122,425
Strategic reserve	335,000	954	0	0	0	0	335,000	335,954
	<b>4,862,136</b>	<b>13,854</b>	<b>700,291</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,562,427</b>	<b>4,875,990</b>

	Opening Balance	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance
Other current liabilities	1 July 2021				31 May 2022
	\$		\$	\$	\$
<b>Other liabilities</b>					
- Contract liabilities	670,832	0	1,363,960	(1,259,525)	775,267
- Liabilities under transfers to acquire or construct non-financial assets to be controlled by the entity	833,421	0	1,833,155	(2,201,947)	464,629
<b>Total other liabilities</b>	<b>1,504,253</b>	<b>0</b>	<b>3,197,115</b>	<b>(3,461,472)</b>	<b>1,239,896</b>
<b>Provisions</b>					
Provision for annual leave	108,414	0	0	0	108,414
Provision for long service leave	95,122	0	0	0	95,122
<b>Total Provisions</b>	<b>203,536</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>203,536</b>
<b>Total other current liabilities</b>	<b>1,707,789</b>	<b>0</b>	<b>3,197,115</b>	<b>(3,461,472)</b>	<b>1,443,432</b>

Amounts shown above include GST (where applicable)

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

#### KEY INFORMATION

##### Provisions

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

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

##### Employee benefits

###### Short-term employee benefits

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

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

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

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

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

##### Contract liabilities

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

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability 1 July 2021	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 May 2022	Current Liability 31 May 2022	Amended Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Operating grants and subsidies</b>								
<b>Governance</b>								
General Grants (Untied)	0	0	0	0	0	1,454,529	1,454,528	3,711,572
<b>Community amenities</b>								
Grant income	99,405	0	(99,405)	0	0	99,405	99,405	99,405
<b>Recreation and culture</b>								
Grant-Others	0	0	0	0	0	10,000	10,000	10,000
Grant-Ministry Sport & Recreation	0	0	0	0	0	50,000	50,000	50,000
<b>Transport</b>								
Grants - Direct	0	0	0	0	0	185,918	185,918	185,918
Govt Grant - RA, Ab Access (Operating)	412,517	918,951	(805,186)	526,282	526,282	1,531,517	1,403,886	883,569
MRWA Grant - GCR Maintenance	158,910	445,009	(354,934)	248,985	248,985	538,909	493,999	289,924
Fed, Roads Grant (untied)	0	0	0	0	0	493,600	452,463	1,374,377
	<b>670,832</b>	<b>1,363,960</b>	<b>(1,259,525)</b>	<b>775,267</b>	<b>775,267</b>	<b>4,363,878</b>	<b>4,150,199</b>	<b>6,604,765</b>
<b>Operating contributions</b>								
<b>Governance</b>								
Licensing Commission	0	0	0	0	0	2,000	1,826	2,078
<b>Recreation and culture</b>								
Contributions	0	0	0	0	0	3,926	3,926	3,926
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,926</b>	<b>5,752</b>	<b>6,004</b>
<b>TOTALS</b>	<b>670,832</b>	<b>1,363,960</b>	<b>(1,259,525)</b>	<b>775,267</b>	<b>775,267</b>	<b>4,369,804</b>	<b>4,155,951</b>	<b>6,610,769</b>

Provider	Unspent non operating grants, subsidies and contributions liability					Non operating grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Amended Budget	YTD	YTD
	1 July 2021		(As revenue)	31 May 2022	31 May 2022	Revenue	Budget	Revenue
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Non-operating grants and subsidies</b>								
<b>Transport</b>								
Grants - MRWA GCR income for CapEx	589,849	585,441	(889,849)	285,441	285,441	2,009,849	1,842,357	1,424,409
Grants - Stimulus Funding	243,572	0	(243,572)	0	0	393,253	360,481	243,572
Grant - Special Projects	0	1,247,714	(1,068,526)	179,188	179,188	2,475,872	2,269,546	1,204,812
Grant-Roads to Recovery	0	0	0	0	0	416,119	381,436	416,119
	<b>833,421</b>	<b>1,833,155</b>	<b>(2,201,947)</b>	<b>464,629</b>	<b>464,629</b>	<b>5,295,093</b>	<b>4,853,820</b>	<b>3,288,912</b>

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Code	Description	Council Resolution	Classification	Non Cash	Increase in	Decrease in	Amended
				Adjustment	Available Cash	Available Cash	Budget Running Balance
				\$	\$	\$	\$
	<b>Budget adoption</b>		Opening surplus		0	(2,370)	0
030196	Interim rates	30/03/22 - Item 10.2	Operating Revenue		41,500	0	41,500
030197	Rates general	30/03/22 - Item 10.2	Operating Revenue		0	(4,296)	37,204
030199	Back Rates	30/03/22 - Item 10.2	Operating Revenue		3,779	0	40,983
030197	Rates General Interest	30/03/22 - Item 10.2	Operating Revenue		300	0	41,283
030302	Interest on Investments - Municipal Fund	30/03/22 - Item 10.2	Operating Revenue		0	(1,805)	39,478
030303	Interest on Investment - Reserves	30/03/22 - Item 10.2	Operating Revenue		1,534	0	41,012
030301	General Grants (Untied)	30/03/22 - Item 10.2	Operating Revenue		0	(38,807)	2,205
055005	Tfr to Asset Replace/Acq/Dev Res Fund	30/03/22 - Item 10.2	Capital Expenses		0	(560,000)	(557,795)
042398	Reimbursements	30/03/22 - Item 10.2	Operating Revenue		202,391	0	(355,404)
041321	Contributions & Reimbursements	30/03/22 - Item 10.2	Operating Revenue		400	0	(355,004)
041040	Election expenses	30/03/22 - Item 10.2	Operating Expenses		19,300	0	(335,704)
041093	Attendance Fees - Other Meetings	30/03/22 - Item 10.2	Operating Expenses		0	(500)	(336,204)
041094	Meetings - Other Costs	30/03/22 - Item 10.2	Operating Expenses		1,000	0	(335,204)
041150	Insurance	30/03/22 - Item 10.2	Operating Expenses		0	(748)	(335,952)
041160	Subscriptions	30/03/22 - Item 10.2	Operating Expenses		0	(2,500)	(338,452)
041281	Elected member professional development	30/03/22 - Item 10.2	Operating Expenses		2,000	0	(336,452)
041541	Administration Expenses Allocated	30/03/22 - Item 10.2	Operating Expenses		1,278	0	(335,174)
042010	Salaries	30/03/22 - Item 10.2	Operating Expenses		0	(27,500)	(362,674)
042044	Relief Staff Travelling	30/03/22 - Item 10.2	Operating Expenses		0	(500)	(363,174)
042051	Office Maintenance/Operations	30/03/22 - Item 10.2	Operating Expenses		6,700	0	(356,474)
042053	Office Gardens Maintenance	30/03/22 - Item 10.2	Operating Expenses		0	(11,613)	(368,087)
042080	Telephone/Fax Charges	30/03/22 - Item 10.2	Operating Expenses		0	(2,000)	(370,087)
042100	Advertising	30/03/22 - Item 10.2	Operating Expenses		2,000	0	(368,087)
042120	Bank Charges	30/03/22 - Item 10.2	Operating Expenses		0	(200)	(368,287)
042150	Accounting / Compliance Services	30/03/22 - Item 10.2	Operating Expenses		0	(55,000)	(423,287)
042160	Other Office Expenses	30/03/22 - Item 10.2	Operating Expenses		6,500	0	(416,787)
042164	Maintenance of Communications Equipment	30/03/22 - Item 10.2	Operating Expenses		1,000	0	(415,787)
042170	Vehicle Expenses - Operating	30/03/22 - Item 10.2	Operating Expenses		1,925	0	(413,862)
042180	Travelling and Accomodation	30/03/22 - Item 10.2	Operating Expenses		5,000	0	(408,862)
042182	Staff Leave Travelling Expenses	30/03/22 - Item 10.2	Operating Expenses		0	(2,500)	(411,362)
042200	Audit Fees	30/03/22 - Item 10.2	Operating Expenses		10,000	0	(401,362)
042211	Lands Service Review	30/03/22 - Item 10.2	Operating Expenses		40,000	0	(361,362)
042212	National Redress Scheme	30/03/22 - Item 10.2	Operating Expenses		2,000	0	(359,362)
042213	Information Technology / Management	30/03/22 - Item 10.2	Operating Expenses		11,000	0	(348,362)
042220	Valuation Expenses	30/03/22 - Item 10.2	Operating Expenses		10,000	0	(338,362)
042222	Uniforms & Personal Protective Equipment	30/03/22 - Item 10.2	Operating Expenses		0	(1,000)	(339,362)
042232	Legal Expenses - Other	30/03/22 - Item 10.2	Operating Expenses		0	(20,000)	(359,362)
042260	Insurance	30/03/22 - Item 10.2	Operating Expenses		1,306	0	(358,056)
042400	Less Administraion Expenses Allocated to Other Prc	30/03/22 - Item 10.2	Operating Expenses		173,206	0	(184,850)
042562	Furniture & Equipment - Computer	30/03/22 - Item 10.2	Capital Expenses		40,000	0	(144,850)
042562	Furniture & Equipment - Computer	30/03/22 - Item 10.2	Capital Expenses		0	(65,000)	(209,850)
042565	Plant & Equipment	30/03/22 - Item 10.2	Capital Revenue		30,000	0	(179,850)
051051	Administrative Expenses Allocated	30/03/22 - Item 10.2	Operating Expenses		0	(725)	(180,575)
051283	FESA Emergency Services Levy	30/03/22 - Item 10.2	Operating Expenses		368	0	(180,207)
051400	FESA Emergency Services Contribution	30/03/22 - Item 10.2	Operating Revenue		0	(2)	(180,209)
051401	FESA Emergency Services Levy	30/03/22 - Item 10.2	Operating Revenue		16	0	(180,193)
074010	Health Inspections	30/03/22 - Item 10.2	Operating Expenses		0	(51,009)	(231,202)
074040	Vehicle Running Expenses	30/03/22 - Item 10.2	Operating Expenses		2,028	0	(229,174)
074281	Administration Expenses Allocated	30/03/22 - Item 10.2	Operating Expenses		0	(17,087)	(246,261)
074284	Other Expenses	30/03/22 - Item 10.2	Operating Expenses		0	(19,000)	(265,261)
075020	Pest Control	30/03/22 - Item 10.2	Operating Expenses		0	(1,131)	(266,392)
075021	Administrative Expenses Allocated	30/03/22 - Item 10.2	Operating Expenses		0	(226)	(266,618)
074271	School Health Education Programme	30/03/22 - Item 10.2	Operating Expenses		3,000	0	(263,618)
074278	Analytical Expenses	30/03/22 - Item 10.2	Operating Expenses		0	(2,000)	(265,618)
077272	Administrative Expenses Allocated	30/03/22 - Item 10.2	Operating Expenses		54	0	(265,564)
083321	EYC Building Maintenance / Operations	30/03/22 - Item 10.2	Operating Expenses		200	0	(265,364)
083322	Early Years Administration Expense Allocated	30/03/22 - Item 10.2	Operating Expenses		0	(656)	(266,020)
085310	Depreciation-Education & Welfare	30/03/22 - Item 10.2	Non Cash Item	122			(265,898)
091100	Staff Housing Operations	30/03/22 - Item 10.2	Operating Expenses		20,553	0	(245,345)
092048	Administrative Expenses Allocated	30/03/22 - Item 10.2	Operating Expenses		337	0	(245,008)

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2022**

**NOTE 13  
BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Code	Description	Council Resolution	Classification	Increase in			Amended Budget Running Balance
				Non Cash Adjustment	Available Cash	Decrease in Available Cash	
				\$	\$	\$	\$
092100	Other Housing - Operations	30/03/22 - Item 10.2	Operating Expenses		23,915	0	(221,093)
092400	Rent - Shire Housing	30/03/22 - Item 10.2	Operating Revenue		5,000	0	(216,093)
092500	Housing CapEx	30/03/22 - Item 10.2	Capital Expenses		0	(12,185)	(228,278)
101021	Wages	30/03/22 - Item 10.2	Operating Expenses		156,216	0	(72,062)
101026	Plant Operation Costs	30/03/22 - Item 10.2	Operating Expenses		4,596	0	(67,466)
101028	Communication expenses	30/03/22 - Item 10.2	Operating Expenses		0	(1,000)	(68,466)
101030	Refuse Site Maintenance	30/03/22 - Item 10.2	Operating Expenses		25,000	0	(43,466)
101050	Travelling Expenses	30/03/22 - Item 10.2	Operating Expenses		5,000	0	(38,466)
101070	Administrative Expenses Allocated	30/03/22 - Item 10.2	Operating Expenses		19,112	0	(19,354)
101100	Depreciation-Sanitation Household Refuse	30/03/22 - Item 10.2	Non Cash Item	(1,733)			(21,087)
101410	Charges - Rubbish Removals	30/03/22 - Item 10.2	Operating Revenue		1,800	0	(19,287)
102100	Plant & Equipment (New)	30/03/22 - Item 10.2	Capital Expenses		55,218	0	35,931
111021	Administrative Expenses Allocated	30/03/22 - Item 10.2	Operating Expenses		3,266	0	39,197
111030	Contribution - Cultural Centre	30/03/22 - Item 10.2	Operating Expenses		8,000	0	47,197
111031	Community Resource Centre - Repairs & Mtce	30/03/22 - Item 10.2	Operating Expenses		14,400	0	61,597
111100	Buildings (Upgrade)	30/03/22 - Item 10.2	Capital Expenses		20,000	0	81,597
112020	Contribution-Swimming Centre	30/03/22 - Item 10.2	Operating Expenses		20,000	0	101,597
113055	Lighting-Grassed Ovals	30/03/22 - Item 10.2	Operating Expenses		5,000	0	106,597
113280	Salaries- Sports & Recreation Officer	30/03/22 - Item 10.2	Operating Expenses		27,052	0	133,649
113284	Relocation Expenses	30/03/22 - Item 10.2	Operating Expenses		2,000	0	135,649
113285	Travel & Accommodation Expenses	30/03/22 - Item 10.2	Operating Expenses		1,500	0	137,149
113286	Motor Vehicle Running Expenses	30/03/22 - Item 10.2	Operating Expenses		3,000	0	140,149
113291	Administrative Expenses Allocated	30/03/22 - Item 10.2	Operating Expenses		1,442	0	141,591
113294	Contract Relief	30/03/22 - Item 10.2	Operating Expenses		100	0	141,691
113301	Conferences & Staff Training	30/03/22 - Item 10.2	Operating Expenses		2,000	0	143,691
113312	Drop-In Centre Equipment	30/03/22 - Item 10.2	Operating Expenses		0	(20,000)	123,691
113313	Youth/DIC Misc. Equipment	30/03/22 - Item 10.2	Operating Expenses		0	(495)	123,196
113319	Youth Festivals & Events	30/03/22 - Item 10.2	Operating Expenses		5,000	0	128,196
113502	Grant-Others	30/03/22 - Item 10.2	Operating Revenue		10,000	0	138,196
113505	Contributions	30/03/22 - Item 10.2	Operating Revenue		3,926	0	142,122
113508	Grant-Ministry Sport & Recreation	30/03/22 - Item 10.2	Operating Revenue		50,000	0	192,122
147564	Warbon Oval Shade Structure	30/03/22 - Item 10.2	Operating Expenses		3,119	0	195,241
114280	Contribution-TV/Radio Community Facilities	30/03/22 - Item 10.2	Operating Expenses		3,400	0	198,641
144300	Administrative Expenses Allocated	30/03/22 - Item 10.2	Operating Expenses		197	0	198,838
116260	Administrative Expenses Allocated	30/03/22 - Item 10.2	Operating Expenses		1,156	0	199,994
116271	Contribution-Promotion of Aboriginal Art	30/03/22 - Item 10.2	Operating Expenses		3,000	0	202,994
116272	Exhibitions	30/03/22 - Item 10.2	Operating Expenses		6,000	0	208,994
116295	Centre Maintenance	30/03/22 - Item 10.2	Operating Expenses		9,400	0	218,394
116312	Cafe Maintenance	30/03/22 - Item 10.2	Operating Expenses		0	(4,441)	213,953
116314	Equipment Maintenance & Repairs-Cafe	30/03/22 - Item 10.2	Operating Expenses		3,000	0	216,953
116315	Purchase of Goods for Resale-Retail	30/03/22 - Item 10.2	Operating Expenses		2,000	0	218,953
116333	Gallery Maintenance	30/03/22 - Item 10.2	Operating Expenses		0	(4,200)	214,753
121301	Grants - Stimulus Funding	30/03/22 - Item 10.2	Operating Revenue		0	(905,872)	(691,119)
121008	Wanarn Access	30/03/22 - Item 10.2	Capital Expenses		0	(438,779)	(1,129,898)
147612	Warburton Blackstone (RRG)	30/03/22 - Item 10.2	Capital Expenses		0	(300,000)	(1,429,898)
147622	Warburton Bypass - MRWA	30/03/22 - Item 10.2	Capital Expenses		0	(88,500)	(1,518,398)
147631	Warburton Town Roads - renewal / upgrade	30/03/22 - Item 10.2	Capital Expenses		914,384	0	(604,014)
147633	Tjirrkali community access, install causeways	30/03/22 - Item 10.2	Capital Expenses		0	(300,000)	(904,014)
123007	Plant & Equipment Purchases	30/03/22 - Item 10.2	Capital Expenses		0	(35,000)	(939,014)
122360	Grant - Special Projects	30/03/22 - Item 10.2	Capital Revenue		900,000	0	(39,014)
121000	Administrative Expenses Allocated	30/03/22 - Item 10.2	Operating Expenses		0	(179,648)	(218,662)
122004	Other Minor Road Works	30/03/22 - Item 10.2	Operating Expenses		63,868	0	(154,794)
122009	Warburton Bypass Road	30/03/22 - Item 10.2	Operating Expenses		3,500	0	(151,294)
122027	Patjarr Community Access	30/03/22 - Item 10.2	Operating Expenses		0	(24,000)	(175,294)
122202	Road Supervision / Mgmt	30/03/22 - Item 10.2	Operating Expenses		42,471	0	(132,823)
122280	AMP Review	30/03/22 - Item 10.2	Operating Expenses		2,500	0	(130,323)
122281	R2030 Survey Centre Line MRWA	30/03/22 - Item 10.2	Operating Expenses		5,000	0	(125,323)
122282	Roman Road Inventory System - System Mtce	30/03/22 - Item 10.2	Operating Expenses		0	(2,000)	(127,323)
122289	Plant Operation Costs	30/03/22 - Item 10.2	Operating Expenses		0	(1,425)	(128,748)
122295	Travelling Expenses	30/03/22 - Item 10.2	Operating Expenses		0	(5,000)	(133,748)
123100	Depreciation-Transport.Road Mntce	30/03/22 - Item 10.2	Non Cash Item	(17,651)			(151,399)

Please refer to the compilation report

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2022**

**NOTE 13  
BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Code	Description	Council Resolution	Classification	Non Cash	Increase in	Decrease in	Amended
				Adjustment	Cash	Available Cash	Budget Running Balance
				\$	\$	\$	\$
122373	Fed, Roads Grant (untied)	30/03/22 - Item 10.2	Operating Revenue		197,650	0	46,251
123002	Profit on Disposal of Asset	30/03/22 - Item 10.2	Non Cash Item	18,453			64,704
027019	Proceeds Sale of Assets	30/03/22 - Item 10.2	Capital Revenue		0	(36,364)	28,340
131000	Administrative Expenses Allocated	30/03/22 - Item 10.2	Operating Expenses		0	(2,862)	25,478
132200	Tourism Consultancy	30/03/22 - Item 10.2	Operating Expenses		5,000	0	30,478
132289	Tourism Expenditure - Other (Minor)	30/03/22 - Item 10.2	Operating Expenses		0	(3,000)	27,478
131001	Administrative Expenses Allocated	30/03/22 - Item 10.2	Operating Expenses		1,157	0	28,635
133010	Building Inspections	30/03/22 - Item 10.2	Operating Expenses		9,031	0	37,666
133400	Building Commission Fees	30/03/22 - Item 10.2	Operating Revenue		1,072	0	38,738
133410	Charges Building Fees	30/03/22 - Item 10.2	Operating Revenue		1,458	0	40,196
055005	Tfr to Asset Replace/Acq/Dev Res Fund	30/03/22 - Item 10.2	Capital Expenses		0	(38,635)	1,561
				<b>(809)</b>	<b>3,291,581</b>	<b>(3,291,581)</b>	<b>0</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2022**

**NOTE 14  
EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.

The material variance adopted by Council for the 2021-22 year is \$20,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Explanation of positive variances		Explanation of negative variances	
			Timing	Permanent	Timing	Permanent
	\$	%				
<b>Revenue from operating activities</b>						
General purpose funding - other	2,255,591	152.65%	▲	Advance payment of FAGS income		
Education and welfare	35,900	46.93%	▲	While timing accounts for some of this variance. A permanent \$10,000 will remain at year end		
Housing	93,107	85.62%	▲	Quarterly invoicing has created a timing variance.		
Recreation and culture	113,748	54.99%	▲	Quarterly invoicing has created a timing variance.		
Transport	1,028,297	59.12%	▲	Adjustment required to budgeting at MYBR of non-operating income		
<b>Expenditure from operating activities</b>						
Governance	(87,341)	(860.33%)	▼			Under expenditure in various accounts is causing an underallocation of Admin expenses, this is flowing through to some other programs.
Law, order and public safety	33,705	80.94%	▲	Plant & Equipment maintenance and donation yet to occur.		\$20,000 for DFES fire officer is not proceeding.
Health	81,328	29.71%	▲	Employee related expenditure is currently under budget, new EHO has now commenced. Admin allocations are also contributing to this variance.		
Housing	138,293	38.13%	▲	Lack of staff to perform maintenance work on housing is causing this variance.		
Community amenities	81,623	28.99%	▲	Underallocation of admin expenses is the other contributor. Low staff numbers is the big contributor to this variance.		
Recreation and culture	126,002	22.19%	▲	The waste consultancy is also well under budget. Salaries and related costs are well under budget.		
Transport	1,289,762	25.20%	▲	Expenditure on TV/Radio broadcasting is lower than anticipated. Warta shop purchasing is also under budget.		
Economic services	120,598	43.27%	▲	Work on the road program is well behind schedule. Projects will be carried forward to 22.23 budget where necessary.		
Other property and services	(57,843)	0.00%	▼	The Tourism Consultancy project is well behind schedule creating this favourable variance.		
<b>Investing activities</b>						
Proceeds from non-operating grants, subsidies and contributions	(1,564,908)	(32.24%)	▼	Incorrectly allocated to the program will be moved to employee costs in transport.		Adjustment required to budgeting of non-operating income at MYBR. Revenue recognition is contributing - see Note 11
Payments for property, plant and equipment and infrastructure	1,230,340	21.29%	▲	The work on the storage compound is well behind anticipated. Road works also continues to be behind schedule.		
						These will be carried forward to 22/23 budget where necessary.



**SHIRE OF NGAANYATJARRAKU**  
**SCHEDULE OF FEES AND CHARGES 2022/23**

A/c Number	2021/22 (GST excl) \$	GST	Fees Inclusive of GST	2022/23 (GST excl) \$	GST	Fees Inclusive of GST	
<b>Photocopying (per copy)</b>							
- A4 (Shire supplied paper)	42392	\$0.18	\$0.02	\$0.20	\$0.18	\$0.02	\$0.20
- A4 (customer supplied paper)	42392	\$0.09	\$0.01	\$0.10	\$0.09	\$0.01	\$0.10
- A3 (Shire supplied paper)	42392	\$0.27	\$0.03	\$0.30	\$0.27	\$0.03	\$0.30
- A3 (customer supplied paper)	42392	\$0.14	\$0.01	\$0.15	\$0.14	\$0.01	\$0.15
<b>Laminating (per page)</b>							
- A4	42392	\$0.91	\$0.09	\$1.00	\$0.91	\$0.09	\$1.00
- A3	42392	\$1.82	\$0.18	\$2.00	\$1.82	\$0.18	\$2.00
<b>Facsimile transmission (per page)</b>							
- Outgoing	42392	\$0.91	\$0.09	\$1.00	\$0.91	\$0.09	\$1.00
- Incoming	42392	\$0.45	\$0.05	\$0.50	\$0.45	\$0.05	\$0.50
<b>Meeting Room Hire</b>							
Meeting Room Hire (per hour - up to 3 hours)	116329	\$60.00	\$6.00	\$66.00	\$60.00	\$6.00	\$66.00
Meeting Room Hire (per day)	116329	\$250.00	\$25.00	\$275.00	\$250.00	\$25.00	\$275.00
Cleaning charges (per hour – min 1 hour)	116329	\$75.00	\$7.50	\$82.50	\$75.00	\$7.50	\$82.50
Meeting room hire (2 days or more hire)	116329	Days x rate		Days x rate	(Number of days hire x daily rate)		
<b>Rates</b>							
General Minimum rate	30197	\$245.00	Free	\$245.00	\$245.00	Free	\$245.00
General Rate - Unimproved Value	30197	\$0.21	Free	\$0.21	\$0.21	Free	\$0.21
<b>Rubbish Charges – All applicable communities</b>							
Rubbish removal/site maintenance - Household	101410	\$348.00	Free	\$348.00	\$348.00	Free	\$348.00
Rubbish removal/site maintenance - Commercial	101410	\$1,320.00	Free	\$1,320.00	\$1,320.00	Free	\$1,320.00
<b>Sport and Recreation</b>							
Sport and Recreation Officer – per hour	113505	\$34.00	10%	\$37.40	\$55.00	10%	\$60.50
Mileage – per game	113505	\$30.00	10%	\$33.00	0.75c ATO rate per k/m	10%	0.825
<b>Sale of local Indigenous Artwork / Artefacts</b>							
Mark-up on purchase price - local	116319	33%	10%	46.3%	33%	10%	46.3%
Mark-up on purchase price – other galleries	116319	0%	10%	10%	0%	10%	10%
Commission on artwork / artefacts	116326	0%	10%	10%	0%	10%	10%
		Small \$248.73 Medium 367.70 Large \$713.820		Small \$273.60 Medium 404.47 Large \$785.20	Small \$256.18 Medium 378.73 Large \$735.23		Small \$281.80 Medium 416.60 Large \$808.75
<b>Rental – Office / Housing</b>							
Warburton Community Resource Centre - as per rental agreement	111036		10%			10%	
Duplex Unit (or as per existing contract)	42605	\$421.36	10%	\$463.50	\$434.00	10%	\$477.41
House (or as per existing contract)	42605	\$566.50	10%	\$623.15	\$583.50	10%	\$641.84

A/c Number	2021/22 (GST excl) \$	GST	Fees Inclusive of GST	2022/23 (GST excl) \$	GST	Fees Inclusive of GST
<b>Building &amp; Regulatory Services</b>						
<b>Building Permit Application Fees:</b>						
	<b>Uncertified Residential</b> - 0.32% of estimated value of construction (incl. GST) minimum \$97.70					
133410	Minimum \$97.70	GST Free	Minimum \$97.70	Minimum \$97.70	GST Free	Minimum \$97.70
	<b>Certified Residential</b> - 0.19% of estimated value of construction (incl. GST) minimum \$97.70					
133410	Minimum \$97.70	GST Free	Minimum \$97.70	Minimum \$97.70	GST Free	Minimum \$97.70
	<b>Commercial / Industrial</b> - 0.09% of estimated value of construction (incl. GST) minimum \$97.70					
133410	Minimum \$97.70	GST Free	Minimum \$97.70	Minimum \$97.70	GST Free	Minimum \$97.70
	<b>BCITF Levy</b> - 0.2% of estimated value of construction (incl. GST) – [*only applies to estimated values over \$20,000] minimum of \$200					
133489	Minimum \$200	GST Free	Minimum \$200	Minimum \$200	GST Free	Minimum \$200
	<b>Building Services Levy</b> - \$61.65 for works values below \$45,000 and 0.137% for works valued over \$45,000 (building or demolition)					
133400	Minimum \$61.65	GST Free	Minimum \$61.65	Minimum \$61.65	GST Free	Minimum \$61.65
	<b>Demolition Permit</b> (for a Class 1 or Class 10 building or incidental structure)					
133410	Minimum \$97.70	GST Free	Minimum \$97.70	Minimum \$97.70	GST Free	Minimum \$97.70
	<b>Application to extend the time during which a building or demolition permit has effect</b>					
133410	Minimum \$97.70	GST Free	Minimum \$97.70	Minimum \$97.70	GST Free	Minimum \$97.70
<b>Application for Occupancy Permits, Building Approval Certificates:</b>						
	<b>Occupancy Permit for a completed building</b>					
133410	\$97.70	GST Free	\$97.70	\$97.70	GST Free	\$97.70
	<b>Temporary Occupancy Permit for an incomplete building</b>					
133410	\$97.70	GST Free	\$97.70	\$97.70	GST Free	\$97.70
	<b>Replacement of an Occupancy Permit for permanent change of the building's use or classification</b>					
133410	\$97.70	GST Free	\$97.70	\$97.70	GST Free	\$97.70
	<b>Occupancy Permit for unauthorised work</b> – 0.18% of estimated value of construction					
133410	Minimum \$97.70	GST Free	Minimum \$97.70	Minimum \$97.70	GST Free	Minimum \$97.70
	<b>Building Approval Certificate for unauthorised work</b> – 0.38% of estimated value of construction					
133410	Minimum \$97.70	GST Free	Minimum \$97.70	Minimum \$97.70	GST Free	Minimum \$97.70
	<b>Occupancy Permit for an existing building</b>					
133410	\$97.70	GST Free	\$97.70	\$97.70	GST Free	\$97.70
	<b>Building Approval Certificate for an existing building where unauthorised work has not been done</b>					
133410	\$97.70	GST Free	\$97.70	\$97.70	GST Free	\$97.70
	<b>Application to extend the time during which an Occupancy Permit or Building Approval Certificate has effect</b>					
133410	\$97.70	GST Free	\$97.70	\$97.70	GST Free	\$97.70
	<b>Application to inspect and obtain a copy of building records</b>					
133410	\$96.00 each	GST Free	\$96.00 each	\$100 each	GST Free	\$100 each
	<b>Application to install battery smoke detectors, dwellings (from 1 October 2018)</b>					
133410				\$179.40 per dwelling	GST Free	\$179.40 per dwelling
	<b>General inspections</b>					
133410	\$118.00 per hour	GST Free	\$118.00 per hour	\$120 per hour	GST Free	\$120 per hour
<b>Fees for construction or installation of an apparatus for the treatment of sewerage:</b>						
	<b>Local Government Septic Tank Application fee</b>					
103450	\$118.00	GST Free	\$118.00	\$118.00	GST Free	\$118.00
	<b>Department of Health Fee - DoH Application referral Only</b>					
103450	\$61.00	GST Free	\$61.00	\$66.00	GST Free	\$66.00
	<b>Local Government Report</b>					
103450	\$110.00	GST Free	\$110.00	\$118.00	GST Free	\$118.00
<b>Food Act Fees (Section 140) – pro rata on proclamation</b>						
	<b>Registration/Notification under Food Act 2008</b>					
74380	\$50.00	GST Free	\$50.00	\$60.00	GST Free	\$60.00
	<b>Caravan Park licence/registration fee</b>					
74381	\$200.00	GST Free	\$200.00	Minimum \$200.00	GST Free	Minimum \$200.00
\$6 per bay, \$200 minimum						



Shire of **Ngaanyatjaraku**  
ON A JOURNEY

# Workforce Plan 2022 - 2026



# Contents

1.0	Introduction .....	2
2.0	Integrated Planning Framework .....	3
3.0	Shire of Ngaanyatjarraku Analysis .....	4
4.0	Strategic Community Plan Workforce Implications .....	9
5.0	Strategies to Meet Future Workforce Needs.....	11
6.0	Monitoring and Evaluation of Outcomes.....	17
Appendix A	Risk Assessment Methodology .....	18

Shire of Ngaanyatjarraku  
Great Central Road  
Warburton Aboriginal Community  
Western Australia

Postal address:  
PMB 87  
Kalgoorlie WA 6430

Phone: 08 8956 7966  
Facsimile: 08 8956 7959  
Email: [mail@ngaanyatjarraku.wa.gov.au](mailto:mail@ngaanyatjarraku.wa.gov.au)



# 1.0 Introduction

We are pleased to present the Shire of Ngaanyatjarraku Workforce Plan 2022 - 2026. The Plan assists the Shire to respond to its workforce challenges in a strategic way as we work with the community to build a sustainable future and a capable workforce.

The Shire's Strategic Community Plan and Corporate Business Plan outline the community's hopes and aspirations and the Workforce Plan plays an important part as we seek to ensure the Shire has the right people, in the right place, at the right time, to meet the needs of our community.

It is important to recognise the unique and significant challenges the Shire of Ngaanyatjarraku face due to the extreme remoteness, access to the district and level of community amenities, in attracting and retaining employees.

The Shire continues its journey to meet the changing service demands of its community. The Shire must attract and retain the personnel to meet the increasing demands of risk management, accountability, and increased service provision being devolved from the state and federal governments. A skilled, flexible, and productive workforce across the organisation is required to deliver the Shire's Strategic Community Plan objectives. It also requires us to build a culture of innovation and continual improvement to make it happen.

Kevin Hannagan  
Chief Executive Officer

**Our vision:**  
**The Shire of**  
**Ngaanyatjarraku**  
**- on a journey**



## 2.0 Integrated Planning Framework

### 2.1 What is workforce planning?

Workforce planning is a process of analysis to ensure the Shire has the right people, in the right place, at the right time to achieve the objectives set out in the Shire’s Strategic Community Plan.

Workforce planning assists management to anticipate change, identify the important issues driving workforce activity and implement the strategies to support positive workforce development and strategic outcomes.

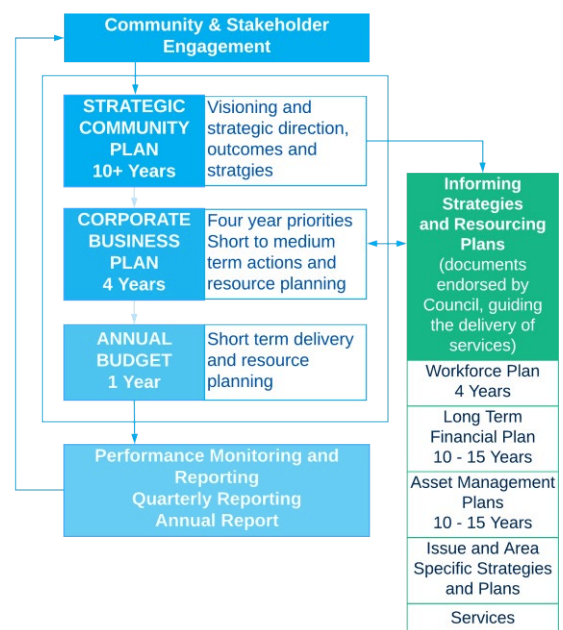
### 2.2 Key principles of workforce planning

- Building workforce strategies aligned to and supporting the Shire’s strategic direction and values;
- Ensuring the workforce planning process is part of the Shire’s Integrated Planning Process;
- Actively involve managers and employees in developing, communicating and implementing the workforce strategies;
- Utilising a risk management approach to workforce planning and identifying ‘mission critical’ areas of operations;
- Establishing effective implementation processes to ensure the successful execution of core strategies; and
- Continually monitoring and evaluating the progress towards implementing the workforce strategies and measuring its contribution towards meeting the Shire’s strategic goals.

### 2.3 Integration with the Integrated Planning and Reporting Framework

Workforce planning responds to the requirements under the State Integrated Planning and Reporting Framework which is a planning obligation on all local governments in Western Australia. The key elements of the framework are<sup>1</sup>:

- Strategic Community Planning;
- Corporate Business Planning;
- Budgeting; and
- Reporting.



The Shire has developed a Strategic Community Plan and Corporate Business Plan, with these plans informed and supported by a Strategic Resource Plan (incorporating long term financial and asset management planning) along with this Workforce Plan.

<sup>1</sup> Department of Local Government Integrated Planning and Reporting Framework and Guidelines p. 17

## 3.0 Shire of Ngaanyatjarraku Analysis

### 3.1 Shire of Ngaanyatjarraku Demographics

The Shire of Ngaanyatjarraku is situated within the Central Desert of Western Australia, covering an area of 159,821 km<sup>2</sup>, with the town of Warburton located 1,542 km northeast of Perth and 320 km west of the Northern Territory border.



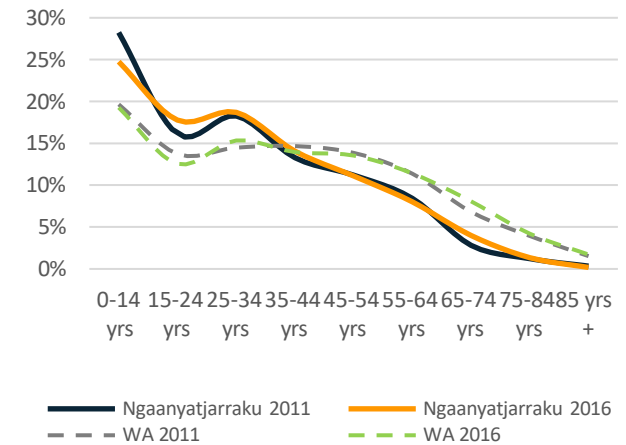
### 3.2 Population distribution

In 2016, the Shire of Ngaanyatjarraku’s population on the night of the census was 1,606<sup>2</sup>, this is an increase from the 1,437 estimated population at the time of the 2011 census.

The chart below reflects the percentage of the estimated resident population within each age grouping for the district of the Shire of Ngaanyatjarraku (represented by the blue (2011) and gold (2016) lines) and Western Australia (represented by the grey (2011) and green (2016) dotted lines).

In comparison to the Western Australia demographic (reflected by the dotted grey and green lines), the district has a higher proportion of younger residents in the 0-44 year age ranges with a lower proportion in all age groups over 45 years than the State average.

Percentage Population by Age



<sup>2</sup> Australian Bureau of Statistics, Ngaanyatjarraku (S) (LGA56620) 2016 Census of Population and Housing, viewed 20 January 2021

## 3.0 Shire of Ngaanyatjarraku Analysis (continued)

### 3.3 The External Environment

There are a range of external trends and challenges that influence and determine the key strategies developed in this Workforce Plan. These key trends include:

#### 3.3.1 Socio Demographic Trends

- A multi-generational workforce, each with their own needs, aspirations, and expectations;
- High percentage, 75% or 1,220, of the population within the Shire is under 45 year's old;
- Unemployment rate of 27.1% at the time of the 2016 census;
- Lack of support services; and
- Greater work/life balance expectations.

#### 3.3.2 Competition

- Projected talent and skill shortage; and
- State Government agencies.

#### 3.3.3 Economic

- Cost of living and inflationary pressures within WA, intensified due to remote location;
- Grant funding levels not keeping pace with inflation;
- Global and national economic uncertainty resulting in a reducing availability of external grants and contributions; and
- The extremely low rate base of the Shire of Ngaanyatjarraku, results in high reliance on Financial Assistance Grants.

#### 3.3.4 Political

- The implementation of initiatives in relation to the Integrated and Reporting Framework may require additional local resources as well as new capabilities;
- Increasing expectation in relation to corporate governance standards and transparency of decision making, bringing with it a range of workforce considerations; and
- Disparate service provision levels from state and federal government in comparison to other regions (Pilbara and Kimberley).

### 3.3.5 Technology

- The pace of change and emerging technology trends present local governments with both challenges and opportunities in managing information, delivering services, improving processes and decision making;
- Technology provides a range of tools to assist workforce management including communicating with employees, e-learning, employee monitoring and connecting employees across locations;
- Telecommunications network coverage, reliability and service provision (landline, mobile and internet) has immense impact due to remote location; and
- Trends such as social media, cloud based applications, robotic automation will be of particular importance and application in the future, provided reliable internet connections are available.

### 3.3.6 Industry

- There is an increasing lack of sustainability in financing renewal of assets, with ageing community infrastructure playing a major role. There is a heavy reliance on state or federal funding; and
- Significant cost shifting from other levels of government to the local level without the associated resources.

### 3.3.7 Customers

- Many customers are becoming better informed and assertive about their rights; and
- Lack of community engagement is of concern.



## 3.0 Shire of Ngaanyatjarraku Analysis (continued)

### 3.4 The External Labour Market

The external labour market demand indicates difficulties in attracting and retaining skilled staff in key occupations across the State, due mainly to continuing labour demand in the mining, construction and professional services, scientific and technical service, public service, community and health sectors. This is based on the occupations in high and medium demand in the WA State Priorities Occupation List 2019<sup>3</sup> produced by the Department of Training and Workforce Development. However, there is the additional challenges of location remoteness and undesirability that further impact recruitment and retention to the district. Also, retaining key staff has proven challenging due to other agencies located in the Lands recruiting these employees.

Some of the specific positions that are regarded as being in high demand in Western Australia, which may impact the Shire in regards recruitment and retention include:

- Chief executive;
- Environmental health officer;
- Building inspector
- Accountant / finance manager; and
- Engineers.

It is noted that the external market is somewhat volatile due to changing economic conditions in the mining, manufacturing and construction industries. There have been significant impacts from the COVID-19 Pandemic, still to be recognised through the data collection process.

All employment positions within the Shire are difficult to fill largely due to the remote location and in particular positions requiring skills and qualifications are difficult to source.

### 3.5 Shire of Ngaanyatjarraku Internal Operating Environment

#### 3.5.1 Service Delivery

The Shire provides a number of services to the community as listed below, including collaborative services with the Shire's of Laverton, Leonora, Wiluna and Menzies, for the mutual benefit of our communities:

- Co-ordination of Council activities and functions;
- Co-ordination of management functions;
- Liaison with Government and Ministerial offices;
- Corporate Governance | strategic planning;
- Business | economic development;
- Statutory compliance;
- Executive support to Council;
- Special projects;
- Financial administration;
- Human resources | workplace health and safety;
- Information Technology | communication;
- Sport and Recreation services (Warburton);
- Information services;
- Procurement;
- Asset management
- Information | tourism services;
- Roads | streets;
- Shire buildings maintenance;
- Emergency services;
- Health administration | statutory services;
- Building | planning services.

<sup>3</sup> Department of Training & Workforce Development: SPOL year: 2019  
<https://www.dtwd.wa.gov.au/workforce-development#whats-on-the-spol>

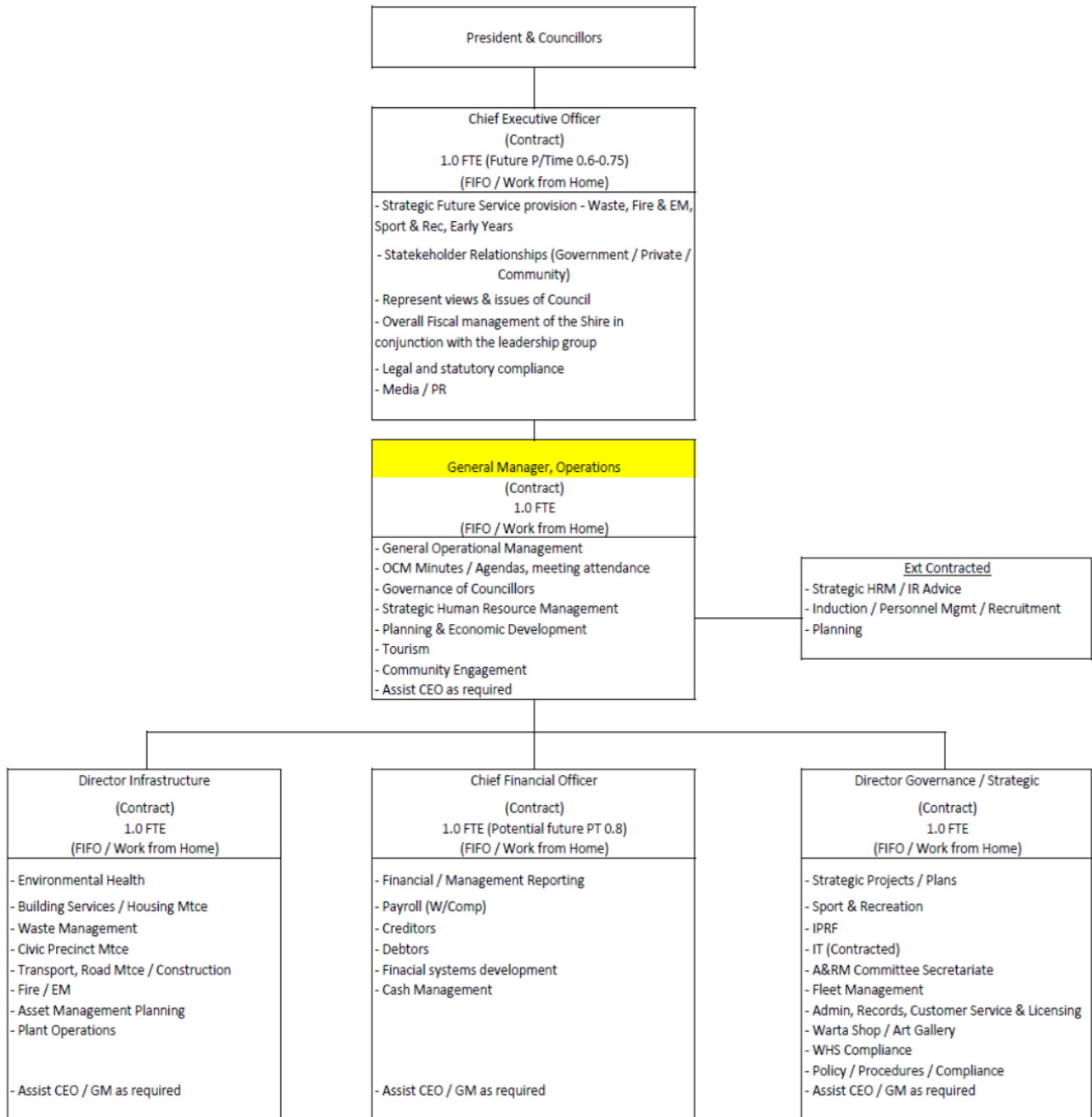
# 3.0 Shire of Ngaanyatjarraku Analysis (continued)

## 3.6 Organisation Structure

The organisational structure is a dynamic process and needs to be developed in accordance with changing priorities and considering the difficulty in attracting and retaining suitably qualified employees to the Shire.

### 3.6.1 Organisation Structure – as at 1 July 2022

#### Proposed Organisational Structure, 1 July 2022



Staff

Env Health / Building Officer (0.4 FIFO Contract)  
Works Engineer (0.60 FIFO Contract)  
Works Officer (1.0)  
Building Mtce Officer (0.50 Contract)  
Operations Coordinator (1.0)  
Waste Staff Warburton (EFT 2.5)

Staff

Payroll / Finance Officer (1.0)  
**Relief Finance Officer (1.0)**  
  
**New Positions**

Staff

Rec & Sport Supv, Warburton (1.0)  
Rec & Sport Off x 2 (2.0)  
Rec & Sport Support (0.50)  
Admin Coord (1.0)  
Customer Service Officer (1.0)  
Trainee CSO (1.0)

### 3.7 Workforce Profile

Information	Shire of Ngaanyatjarraku - as at 20 January 2021 <sup>4</sup>	
Number of employees	25	Full time equivalent employees 17.5
Gender	32% (8) female	68% (17) male
Total annual salaries and wages	\$2.676m	
Employment type	There is a range of full time, part time, fixed term contract and casual staff employed	
Annual/LSL liability (20/21)	Current \$203,536	Non-Current \$13,791
Awards and Agreements	LGIA and Contracts	
Age profile	The average age of current employees is 42.4 years	
Years of Service	The average length of service is 2.3 years	

<sup>4</sup> Shire of Ngaanyatjarraku Employee Records at 20 January 2021.

# 3.0 Shire of Ngaanyatjarraku Analysis (continued)

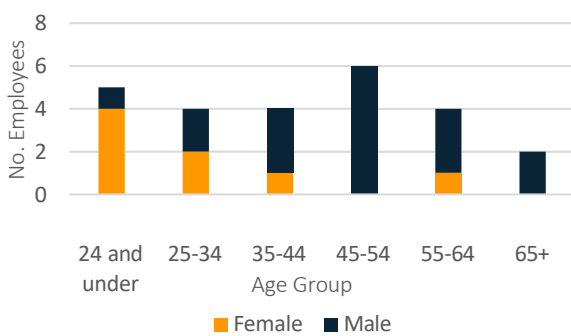
## 3.8 Workforce Demographics and Profile

This section contains an analysis of some key workforce metrics such as age, gender and terminations. Included in this analysis are full time, part time and casual staff as well as those on leave, including long service and maternity leave, however contractors, agency staff and group apprentices are excluded.

With a small workforce, there are potential issues relating to knowledge retention and business continuity should key staff, often with years of experience, exit the organisation at short notice. Strategies to address this issue include cross functional training for business critical tasks, ensuring policy and procedures are documented,

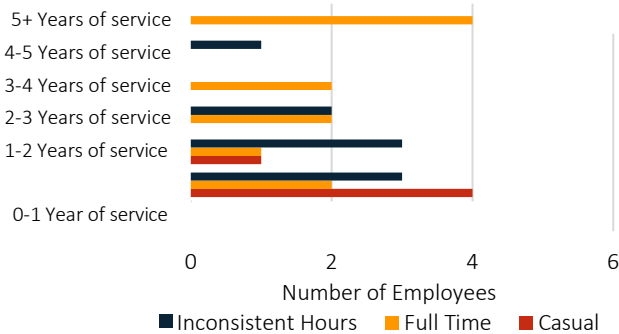
current and appropriate.

Workforce by Age and Gender



### Length of Service

Of the current 25 employees, 12 are identified as full time with most of these (8) employed with the Shire more than 2 years. Retaining these key staff is important to the efficient governance and function of the Shire.

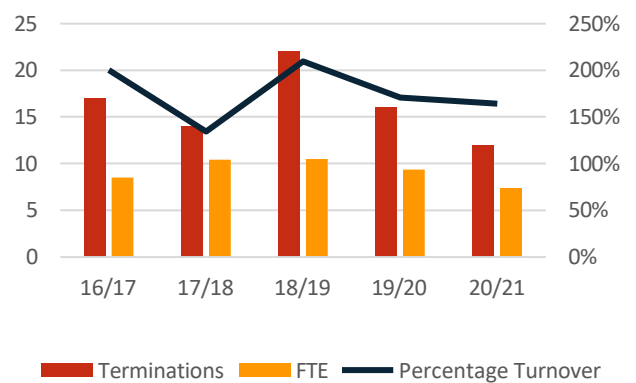


## 3.8.1 Termination Rates

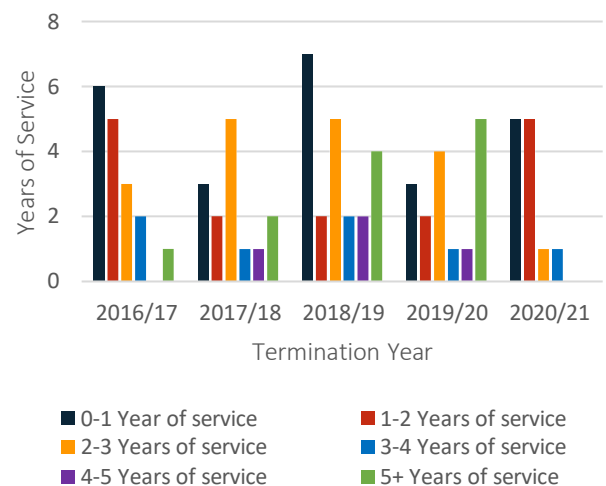
Below are graphs showing the exit rates for the Shire of Ngaanyatjarraku by age and length of service for the period 2016/17 to 2020/21. These need to be considered in the context of the size of the workforce and overall length of service. Over this period the average annual turnover rate is 176%, this needs to be considered in light of the high level of contract and casual employees.

In light of the remoteness of the Shire, the harsh environment and size of the workforce, this rate whilst high, is considered reflective of the significant challenges the Shire faces.

Turnover Rate



Termination Rates by Years of Service 2016/17 to 2020/21



## 4.0 Strategic Community Plan Workforce Implications

### 4.1 Strategic Community Plan and Corporate Business Plan

The Shire planned a detailed engagement project, seeking the community's input in developing the new Strategic Community Plan. Due to the current COVID-19 situation and the restrictions on entering remote communities, this engagement was adjusted, with a survey made available to all residents seeking input along with opportunity for key stakeholders to provide input via email and phone conversations. Following this engagement process, the Strategic Community Plan is undergoing major review to ensure it continues to align with the community's aspirations. A summary of priorities over the next four years are incorporated into the Shire's Corporate Business Plan.

The Workforce Plan is part of a broader integrated planning framework, aimed at achieving the Shire's vision as identified in the Strategic Community Plan. The Strategic Community Plan identifies three key themes: **Our People, Our Land and Our Leadership**.

There are a range of challenges impacting on the Shire and potential strategic shifts in business operations may occur, directly impacting the way services are delivered and resourced.

### 4.2 Core Business and Service Delivery

Over a number of years, the Shire has been subject to a considerable increase in the number of core and non-core services it is required to deliver. This increase has occurred through a variety of means including higher resident expectations and significant cost shifting to local government. Of note, there is also a large disparity between aboriginal services supported by the State and Federal Governments, compared to the Kimberley and Pilbara Regions, including swimming pools, waste services, aboriginal environmental health, early years child development, Sport and Recreation Services and youth services. This places significant pressure on current resources to deliver existing and basic community services. And it further limits the opportunity to focus resources on emerging areas of strategic importance such as community development and increasing advocacy and strategic leadership and facilitation roles.

As part of the overall planning process, elected members and executive have redefined the range of core and non-core areas that form the basis of its delivery of its services to the community. They have also identified core and non-core services that potentially could be:

- Outsourced to an external provider;
- Insourced from other Shires; and
- Open to collaborative opportunities with other Shires to provide services on one another's behalf.

The above strategic issues have significant implications for workforce planning including:

- Reallocation of resources as collaborative, insourcing and outsourcing arrangements are identified and acted upon;
- New or enhanced skill requirements to operate in a more collaborative manner, manage projects and contracts in future insourced or outsourced delivery models; and
- Management of staff during associated change processes.

### 4.3 Key Risk Areas

An analysis of the current workforce identified the following risks areas. These risks have been assessed using the risk based approach as set out in Appendix A. A scoring system was used to determine a risk category of extreme, high, moderate, low or very low.

The risk events are scored according to their likelihood, and consequence and risk mitigation strategic actions have been developed.

The result of the assessment is presented in the table below, with the last column being cross referenced to the primary mitigation strategies set out in Section 5.9 of this plan.

## 4. Strategic Community Plan Workforce Implications (continued)

### 4.4 Workforce Risk Assessment

Risk Issues	Likelihood	Strategic Consequences	Operational Consequences	Combined Consequences	Risk Category <sup>5</sup>	Risk Treatments (Reference S5.9)
Knowledge loss due to staff turnover	Likely	Minor	Major	Major	High	3.1   3.2
Physical and financial constraints limit staff numbers (high employment costs due to remote location)	Likely	Minor	Major	Major	High	3.1
High staff turnover due to remote location	Likely	Major	Major	Major	High	3.2
Competition with government agencies based in area for resources	Likely	Minor	Major	Major	High	3.1
Sudden unplanned loss of key staff	Possible	Major	Major	Major	High	3.2
Organisational capacity insufficient to meet future needs	Possible	Major	Major	Major	High	3.1
Selection, recruitment and training costs increase	Possible	Minor	Minor	Minor	Moderate	1.1
Operational procedures not followed due to lack of staff training	Unlikely	Minor	Major	Major	Low	1.3   2.1   3.1
Long leave absences of key staff due to large accrued leave entitlement	Unlikely	Minor	Minor	Minor	Low	3.2

## 5.0 Strategies to Meet Future Workforce Needs

### 5.1 Workforce Supply Demand Analysis

#### 5.1.1 Corporate Services

In meeting future challenges, the Shire continually reviews its core functions in terms of potential outsourcing, insourcing and collaborations.

The initiatives identified below will have an impact upon the corporate services section, in terms of:

- Reviewing internal processes and procedures with the goal of gaining greater transactional efficiencies; and
- Providing strong reporting outcomes and operational advice to the Elected Members and the executive.

The staffing resource for corporate services remains relatively unchanged over the term of the Plan, with no forecast increases or decreases. However, the Shire is in consultation with State and Federal Government agencies for service delivery in community services - early years child development.

#### 5.1.2 Governance and Strategic Services

To address the high level of elected member, governance support and compliance requirements current and forecast, the development of a governance and strategic directorate has been identified as necessary. The initiatives identified below will be of key focus for this area:

- Reviewing internal processes and procedures with the goal of strengthening governance practices; and
- Providing strong integrated planning and reporting outcomes and operational advice to the Elected Members and the executive.
- Maintaining strong insurance and fleet management practices.

The Shire currently participates in a regional collaborative group with the Shire's of Laverton, Leonora, Menzies and Wiluna for the provision of a range of outsourced statutory compliance services to assist with the increasing levels of compliance requirements being placed on local governments. The Shire is consulting with the State for improved service delivery provision in the areas of sport and recreation and youth services and programs that may impact future staffing levels.

#### 5.1.3 Infrastructure Services

Infrastructure services are stable, although of note due to the remote location, attracting and retaining employees in this area is an ongoing challenge. The Shire outsources its road maintenance and construction services. Required resource capacity is forecast to be adequately maintained at current levels, with the exception of increase in waste, fire and emergency services staffing levels required. The Shire is consulting with the State for waste management services that may impact future staffing levels.

### 5.2 Strategic Shifts

There has been a significant shift over the last few years in the delivery of core and non-core business of local government, due to federal and state government cost shifting and this is seen within the Shire. The transfer of responsibility for remote aboriginal communities from the Federal to State government has resulted in major reductions in funding to the Shire and severely impacting its long term financial sustainability. The Shire has had to reduce community service provision significantly to avoid trading insolvent.

The Shire faces ongoing challenges in providing basic key services to the community. The area does not have the same level of support and service provision by the state and federal governments as remote communities in the Pilbara and Kimberley.

The role of the Shire continues to progress to a more facilitative, advocacy, project manager role rather than a "doer" or direct deliverer of services. This has significant implications for the Shire in the short, mid and long term. It may result in new or changing job roles, skills and additional allocation of resources to meet some of the changing requirements. However, due the Shire's reliance of grant funding, resources to fund these requirements is severely limited.

#### 5.3 Service Delivery Models

There is a significant need and opportunity for the Shire to analyse how it delivers services to add to efficiency and effectiveness. This may include the review and updating of processes for greater efficiency, automating, considering alternative delivery models and collaborative approaches. This will have significant implications for the corporate and governance services area as they will be required to drive these processes.

## 5. Strategies to Meet Future Workforce Needs (Continued)

### 5.4 Succession Management

Currently, succession planning is managed by developing multi-skilled employees to ensure in the event of sudden loss of staff, key positions are covered to limit service delivery impact. As noted, the employee turnover rate is high, resulting in high risk to adequate service provision and governance. The executive are progressing development of process and strategy documentation, to assist mitigating this risk. As there are currently only three executive management staff, they are required to cover a very large range of disciplines, thereby increasing the difficulty in replacing key staff.

### 5.5 Developing Young Local Talent

It is difficult to source and retain local talent as there are no support services for training and development, like TAFE for developing skilled local talent. There is also strong competition from other government agencies servicing the region. Programs need to be developed to encourage and support young school leavers to want to participate in the workforce. However, with the lack of Federal and State government support services, e.g. Centrelink and TAFE, this is very difficult.

### 5.6 Additional Incentives

The Shire currently offers subsidised accommodation for most employees. Location allowance as per the award and loyalty allowance as per Council's strategy, food, phone, travel allowances, utilities and additional annual leave are also provided. A relocation allowance is available for certain positions and is negotiated through the recruitment process.

Remote service provision, including drive-in-drive-out and fly-in-fly-out opportunities, are available for positions that are not essential to be located in Warburton. This is important to note, in particular for specialist skills that are hard to source.

### 5.7 Projected Organisation Structure

As detailed above, future service delivery levels and requirements have been considered and the organisation structure was adopted 24 May 2022. with forecast developed during the term of this Plan. This structure reflects the identified needs, including positions subject to funding.



## 5. Strategies to Meet Future Workforce Needs (Continued)

### 5.8 Performance Outcomes and Measures

The following diagram identifies the Shire's strategic objectives and how the Shire intends to assess the effectiveness of the actions.

#### 5.8.1 Diagram: Workforce Plan Performance Measurement



The four key strategic objectives identified above drive the core strategies of the Workforce Plan, these are in the tables following.

## 5. Strategies to Meet Future Workforce Needs (Continued)

### 5.9 Workforce Objectives and Strategies

<b>Objective: 1. Attracting and selecting a capable and committed workforce</b>						
Strategy	Action	2022-23	2023-24	2024-25	2025-26	→
1.1 Customised recruitment strategies that meet the needs and expectations of the organisation	1.1.1 As vacancies arise consider opportunities within organisation structure and bespoke recruitment to the new role requirements	■	■	■	■	→
1.2 Identify and market the benefits of working for the Shire of Ngaanyatjarraku	1.2.1 Maintain list of financial and non-financial rewards and benefits offered to employees	■	■	■	■	→
1.3 Ensure an appropriate induction and orientation process	1.3.1 Ensure appropriate induction and orientation processes are in place	■	■	■	■	→
<b>Objective: 2. Retaining and engaging our valued workforce</b>						
2.1 Provide sufficient job role clarity, work direction, workload management, feedback on performance and support in doing their work	2.1.1 Ensure current job descriptions are in place and provided at commencement in roles	■	■	■	■	→
	2.1.2 Undertake performance reviews as per policy and employment agreements	■	■	■	■	→
2.2 Regular communication with the workforce	2.2.1 Continue regular meetings (phone, video conferencing) between executive and supervisors	■	■	■	■	→
<b>Objective: 3. A strategic workforce, with the capability and capacity to meet strategic objectives</b>						
3.1 Appropriate organisational structure	3.1.1 Regular assessment of organisation structure, seeking to meet the needs of the organisation whilst recognising the funding restrictions	■	■	■	■	→
	3.1.2 Continue to seek external funding where possible and look for opportunities for resource sharing where appropriate	■	■	■	■	→
3.2 Recognised critical positions and critical position management	3.2.1 Recruit skilled personnel as required, recognising opportunities for FIFO and off-site employees or contractors to meet essential skills if appropriate	■	■	■	■	→
	3.2.2 Ensure appropriate policies and procedures documented to assist in mitigating knowledge loss risk due to staff turnover	■	■	■	■	→
3.3 Ensure appropriate job descriptions	3.3.1 Job descriptions reviews conducted as part of the induction and performance review process	■	■	■	■	→

## 5. Strategies to Meet Future Workforce Needs (Continued)

### 5.10 Key Performance Indicators

Key performance indicators are listed below.

STRATEGIC WORKFORCE OBJECTIVE	WORKFORCE OUTCOMES	ASSESSMENT	RATIO OR MEASURE
Attracting and selecting a capable and committed workforce	Adequate staff levels with appropriate skills	Effectiveness of recruitment processes	Average number of vacancies annually
Retaining and engaging our valued workforce	Staff turnover	The percentage of employee initiated separation rate	Gross number of staff resignations divided by total staff
	Sick leave	The number of workplace absences due to health related reasons	Number of sick day absences divided by number of available working days
A strategic workforce, with the capability and capacity to meet strategic objectives	Appropriate policies and procedures in plan	Review of policies and procedures (Audit Regulation 17 Review)	Non-compliance noted
	Occupational Health and Safety	Frequency and cost of lost time injuries	Total hours lost due to injury divided by number of work hours available

## 6.0 Monitoring and Evaluation of Outcomes

### 6.1 Evaluation

The ongoing evaluation of the Workforce Plan is required to address the following:

- The progress towards meeting the performance indicator targets; and
- The progress towards meeting strategic actions of the Workforce Plan.

### 6.2 Implementation

Implementation of the Workforce Plan may be impacted by competitive priorities and the need for the application of dedicated resources. For a return to be achieved on the current planning investment, these matters will need to continue to be a focus in the future.

### 6.3 Review

Regular review of the Workforce Plan, particularly the strategies and actions contained in the tables, is required to ensure they are being achieved. The preferred timing is a review at least annually. The Long Term Financial Plan will need to be reviewed annually and its financial impact included in the Corporate Business Plan and Annual Budget.

### 6.4 References

Reference to the following documents or sources was made during the preparation of the Plan:

- Shire of Ngaanyatjarraku Integrated Strategic Plan 2018-2028 (reviewed 24 June 2020);
- Shire website [ngaanyatjarraku.wa.gov.au](http://ngaanyatjarraku.wa.gov.au); and
- Shire of Ngaanyatjarraku Human Resources data as at January 2021.

### 6.5 Document Management

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Prepared with the assistance of:

Moore Australia (WA) Pty Ltd  
Telephone: (08) 9225 5355  
Email: [perth@moore-australia.com.au](mailto:perth@moore-australia.com.au)

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## Appendix A Risk Assessment Methodology

PROBABILITY OF OCCURRENCE OR LIKELIHOOD			
LIKELIHOOD	DEFINITION	FREQUENCY OF NOTED OCCURRENCES	SCORE
Almost Certain	Expected to occur in most circumstances or occurs regularly. A clear opportunity already apparent, which can easily be achieved.	More than once per year.	5
Likely	Occurrence is noticeable or is likely to occur, an opportunity that has been explored and may be achievable.	At least once per year.	4
Possible	Occurs occasionally or may occur, possible opportunity identified.	At least once in 5 years.	3
Unlikely	Occurs infrequently or is not likely to occur, opportunity that is unlikely to happen.	At least once in 10 years.	2
Rare	Only occurs in exceptional circumstances, opportunity that is very unlikely to happen.	Less than once in 20 years.	1

	LIKELIHOOD	CONSEQUENCE					
			Insignificant	Minor	Moderate	Major	Catastrophic
		Score	1	2	3	4	5
Almost Certain	5	Moderate	High	High	Extreme/Exceptional	Extreme/Exceptional	
Likely	4	Moderate	Moderate	High	High	Extreme/Exceptional	
Possible	3	Low	Moderate	Moderate	High	High	
Unlikely	2	Low	Low	Moderate	Moderate	High	
Rare	1	Very Low	Low	Low	Moderate	Moderate	

ACTION REQUIRED	
Extreme/Exceptional	Immediate corrective action required
High	Prioritised action required
Moderate	Planned action required
Low	Planned action required
Very Low	Manage by routine procedures

## Appendix A Risk Assessment Methodology (continued)

Area Impacted	Impact	CONSEQUENCE				
		Catastrophic	Major	Moderate	Minor	Insignificant
Service Delivery/ Business Disruption	Loss of service.	Major including several important areas of service and/or a protracted period.	Complete loss of an important service area for a short period.	Major effect to an important service area for a short period, brief impact on multiple areas.	Brief disruption of important service area, Noticeable effect to non-crucial service area,	Negligible impact on the effectiveness of the organisation's processes.
	Improvement to service(s).	Exceptional.	Major.	Moderate.	Minor.	Negligible.
	Disruption in business processes.	Ongoing loss of business systems.	Major.	Moderate.	Minor.	Negligible.
Financial	Loss of assets.	>15% of asset value.	5%-15% of asset value.	2%-5% of asset value.	< 2 of asset value.	Insignificant.
	Impact on annual revenues or costs (Adverse or positive).	> 15% deviation from budget.	5%→15% deviation from budget.	2%→5% deviation from budget.	<2% deviation from budget.	Negligible income and/or savings.
	External Audit issues.	Audit unable to be completed.	Audit qualification on the report and accounts.	Management letter contains significant issues.	Management letter contains minor issues.	Matters discussed with management not reported.
Physical	Level of Incident.	Extreme affecting organisation's survival.	Significant affecting multiple locations.	Localised significant effect on operations.	Localised no effect on operations.	Not notifiable or reportable.
Legislative/ Regulatory/ Policy/ OSH	Regulatory non-compliance.	Criminal.	Major Revenue or cost implications. Individuals at risk of harm.	Minor Revenue or cost implications.		
	Code of Conduct.	Extreme.	Significant.	Breach.	Minor breach.	Little or no impact.
	Personal details compromised/ revealed.	All.	Many.	Some.	Isolated.	An individual's.
Performance	Level of Injury.	Death.	Multiple serious injuries.	Serious injury and /or illness.	First aid or minor lost time injury.	Incident with or without minor injury.
	Ability to achieve key objectives.	Unable to achieve.	Major impact.	Moderate impact.	Minor impact.	Negligible impact.
	Improvement on the delivery of key strategic objectives.	Exceptional improvement.	Major improvement.	Moderate improvement.	Minor improvement.	Negligible improvement.
	Ability to be managed with the current resources.	External resources required.	Impact cannot be managed.	Significant adjustment to resource allocation.	Additional internal management efforts required.	Impact can be managed through routine activities.
Environmental	Loss of Infrastructure.	Ongoing loss of critical infrastructure.	Long-term loss of critical infrastructure.	Loss of support infrastructure.	Interruption to support infrastructure.	Negligible interruption to support infrastructure.
	Environmental harm	Catastrophic long term environmental harm.	Significant long-term environmental harm.	Significant short-term environmental harm.	Minor transient environmental harm.	Negligible transient environmental harm
	Improvement to environment	Exceptional improvement and/or national environment.	Major improvement.	Moderate improvement.	Minor improvement.	Negligible improvement.



# Shire of Ngaanyatjaraku

## Register of Delegations

### Table of Contents

---

<b>1. Local Government Act 1995 Delegations.....</b>	<b>3</b>
1.1 Delegations to CEO.....	3
1.1.1 Appointment of Authorised Persons .....	3
1.1.2 Payment to employees in addition to contract or award.....	4
1.1.3 Payment from municipal fund or trust fund .....	5
1.1.4 Power to invest and manage investments .....	6
1.1.5 Tenders and Expressions of Interest for Supply of Goods and Services .....	7
1.1.6 Declare vehicle is abandoned wreck.....	9
1.1.7 Disposing of confiscated or uncollected goods.....	10
1.1.8 Close thoroughfare to vehicles.....	11
1.1.9 Disposal of property.....	12
1.1.10 Senior employees – Revoked 24 June 2020.....	13
1.1.11 Obstructions on thoroughfare .....	14
1.1.12 Gates across public thoroughfare.....	15
1.1.13 Dangerous excavations in or near public thoroughfare .....	16
1.1.14 Crossing from public thoroughfare to private land or private thoroughfare .....	17
1.1.15 Private works on, over or under public places.....	17
1.1.16 Power to write off debts.....	19
1.1.17 Legal representation costs for an elected member or employee .....	20
1.1.18 Determine application for rates exemption .....	21
1.1.19 Authorise persons to receive complaints and withdrawals of complaints .....	22
1.1.20 Appointment of Acting CEO.....	23
<b>2. Building Act 2011 Delegations .....</b>	<b>24</b>
2.1.1 Grant or refuse a building permit .....	24
2.1.2 Grant or refuse a demolition permit .....	26
2.1.3 Grant of occupancy permit or building approval certificate .....	28
2.1.4 Building Orders.....	29
2.1.5 Grant or refuse approval of battery powered smoke alarms.....	31
<b>3 Food Act 2008 Delegations .....</b>	<b>31</b>

<b>3.1</b>	<b>Prohibition orders</b> .....	32
<b>3.2</b>	<b>Registration of food businesses</b> .....	33
<b>3.3</b>	<b>Appoint Authorised Officers and Designated Officers</b> .....	34



# 1. Local Government Act 1995 Delegations

## 1.1 Delegations to CEO

<b>1.1.1 Appointment of Authorised Persons</b>	
<b>Specific Statutory Power or Duty Delegated:</b>  <i>This is a summary only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation</i>	Appoint person or classes of persons as authorised persons for the purpose of fulfilling particular functions [s. 3.24, s. 9.10]
<b>Source of Statutory Power or Duty Delegated:</b>	Local Government Act 1995: Section 3.24 Authorising persons under this subdivision (Part 3, Division 3, Subdivision 2 – Certain provisions about land) Section 9.10 Appointment of authorised persons
<b>Statutory Power of Delegation:</b>	Local Government Act 1995: Section 5.42 Delegation of some powers or duties to CEO
<b>Power Delegated by:</b>	Local Government
<b>Power Delegated to:</b>	Chief Executive Officer
<b>Conditions of Delegation</b>	1. A register of Authorised Persons is to be maintained as a record of the Local Government 2. Only persons who are appropriately qualified and trained may be appointed as Authorised Persons
<b>Statutory Power to Sub-delegate</b>	Local Government Act 1995: Section 5.44 CEO may delegate some powers and duties to other employees
<b>CEO Sub-delegation to:</b>	N.A.
<b>CEO Conditions on Sub-delegation:</b>  <i>Conditions on the original delegation also apply to any sub-delegation</i>	N.A.
<b>Date Adopted:</b>	25 October 2017
<b>Date Reviewed:</b>	24 June 2020
<b>Date Reviewed:</b>	28 April 2021
<b>Date Reviewed:</b>	29 June 2022

<b>1.1.2 Payment to employees in addition to contract or award</b>	
<b>Specific Statutory Power or Duty Delegated:</b>  <i>This is a summary only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation</i>	Make a payment to an employee whose employment with the local government is finishing an amount in addition to any amount to which the employee is entitled under a contract of employment or award relating to the employee
<b>Source of Statutory Power or Duty Delegated:</b>	Local Government Act 1995:  Section 5.50 (1a) Power to make payment to an employee whose employment with the local government is finishing an amount in addition to any amount to which the employee is entitled under a contract of employment or award
<b>Statutory Power of Delegation:</b>	Local Government Act 1995:  Section 5.42 Delegation of some powers or duties to CEO
<b>Power Delegated by:</b>	Local Government
<b>Power Delegated to:</b>	Chief Executive Officer
<b>Conditions of Delegation</b>	1. Payment may only be made where policy has been adopted by Local Government under section 5.50(1)(a) and in a manner consistent with such policy.
<b>Statutory Power to Sub-delegate</b>	Local Government Act 1995:  Section 5.44 CEO may delegate some powers and duties to other employees
<b>CEO Sub-delegation to:</b>	N.A.
<b>CEO Conditions on Sub-delegation:</b>  <i>Conditions on the original delegation also apply to any sub-delegation</i>	N.A.
<b>Date Adopted:</b>	25 October 2017
<b>Date Reviewed:</b>	24 June 2020
<b>Date Reviewed:</b>	28 April 2021.
<b>Date Reviewed:</b>	29 June 2022

<b>1.1.3 Payment from municipal fund or trust fund</b>	
<b>Specific Statutory Power or Duty Delegated:</b>  <i>This is a summary only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation</i>	Make payments from municipal fund or trust fund
<b>Source of Statutory Power or Duty Delegated:</b>	Local Government (Financial Management) Regulations 1996: Reg. 12(1)(a) Power to make payments from municipal fund or trust fund
<b>Statutory Power of Delegation:</b>	Local Government Act 1995: Section 5.42 Delegation of some powers or duties to CEO
<b>Power Delegated by:</b>	Local Government
<b>Power Delegated to:</b>	Chief Executive Officer
<b>Conditions of Delegation</b>	<ol style="list-style-type: none"> <li>1. Compliance with reg. 13 of Local Government (Financial Management) Regulations 1996</li> <li>2. Compliance with any applicable Council Policy, including but not limited to Purchasing Policy</li> </ol>
<b>Statutory Power to Sub-delegate</b>	Local Government Act 1995: Section 5.44 CEO may delegate some powers and duties to other employees
<b>CEO Sub-delegation to:</b>	<b>General Manager Operations</b> <b>Chief Financial Officer</b> Finance & Administration Coordinator Director Governance & Corporate Director Infrastructure Services
<b>CEO Conditions on Sub-delegation:</b>  <i>Conditions on the original delegation also apply to any sub-delegation</i>	For Payroll and Creditors payment authorizations as per sub-delegation letter.
<b>Date Adopted:</b>	25 October 2017
<b>Date Reviewed:</b>	24 June 2020
<b>Date Reviewed:</b>	28 April 2021
<b>Date Reviewed:</b>	29 June 2022

<b>1.1.4 Power to invest and manage investments</b>	
<p><b>Specific Statutory Power or Duty Delegated:</b></p> <p><i>This is a summary only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation</i></p>	<ol style="list-style-type: none"> <li>1. Invest money held in the municipal or trust fund that is not, for the time being, required for any other purpose under Part III of the <i>Trustees Act 1962</i> [s. 6.14(1)]</li> <li>2. Establish and document internal control procedures to be followed by employees to ensure control over investments, enabling the identification of the nature and location of all investments and the transactions related to each investment [reg.19]</li> </ol>
<p><b>Source of Statutory Power or Duty Delegated:</b></p>	<p>Local Government Act 1995: Section 6.14(1) Power to invest monies held in municipal or trust fund</p> <p>Local Government (Financial Management) Regulations 1996: Regulation 19 Investments, control procedures for</p>
<p><b>Statutory Power of Delegation:</b></p>	<p>Local Government Act 1995: Section 5.42 Delegation of some powers or duties to CEO</p>
<p><b>Power Delegated by:</b></p>	<p>Local Government</p>
<p><b>Power Delegated to:</b></p>	<p>Chief Executive Officer</p>
<p><b>Conditions of Delegation</b></p>	<ol style="list-style-type: none"> <li>1. Investments must be in accordance with any applicable Council Policy.</li> <li>2. Procedures for control of investments must be documented and reviewed to the Chief Executive Officer's satisfaction within each two-year period.</li> </ol>
<p><b>Statutory Power to Sub-delegate</b></p>	<p>Local Government Act 1995: Section 5.44 CEO may delegate some powers and duties to other employees</p>
<p><b>CEO Sub-delegation to:</b></p>	<p>General Manager Operations, Chief Financial Officer, Director Governance &amp; Corporate, Director Infrastructure Services</p>
<p><b>CEO Conditions on Sub-delegation:</b> <i>Conditions on the original delegation also apply to any sub-delegation</i></p>	<p>N.A.</p>
<p><b>Date Adopted:</b></p>	<p>25 October 2017</p>
<p><b>Date Reviewed:</b></p>	<p>24 June 2020</p>
<p><b>Date Reviewed:</b></p>	<p>28 April 2021</p>
<p><b>Date Reviewed:</b></p>	<p>29 June 2022</p>

## 1.1.5 Tenders and Expressions of Interest for Supply of Goods and Services

### Specific Statutory Power or Duty Delegated:

*This is a summary only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation*

1. Determine because of the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier [reg.11(f), Local Government (Functions and General) Regulations 1996 (**FG Reg**)]
2. Publicly invite tenders where required to do so [s. 3.57; reg. 11, FG Reg]
3. Publicly invite tenders although not required to do so [reg. 13 FG Reg]
4. Call tenders for the disposal of impounded goods in accordance with section 3.58 [s.3.47]
5. Determine written criteria for acceptance of tenders [reg. 14(2a), FG Reg]
6. Determine the information that is to be disclosed to those interested in submitting a tender [reg.14(4)(a), FG Reg]
7. Vary tender information after public notice of invitation to tender and before the close of tenders [reg. 14(5), FG Reg]
8. Seek clarification from tenderers in relation to information contained in their tender submission [reg. 18(4a), FG Reg]
9. Evaluate tenders by means of written evaluation and decide which is the most advantageous [reg. 18(4), FG Reg]
10. Accept, reject or decline any tender [reg. 18(2),(4),(5) FG Reg]
11. Make minor variations in relation to the goods or services required under an accepted tender before entering into a contract [reg. 20(1), FG Reg]
12. Choose the next most advantageous tender to accept where chosen tenderer is unable or unwilling to form a contract or minor variation cannot be agreed with the successful tenderer [reg. 20(2), FG Reg]
13. Determine when to seek expressions of interest and to invite expressions of interest to supply goods or services [reg. 21, FG Reg].
14. Consider expressions of interest and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [reg. 23, FG Reg].

### Source of Statutory Power or Duty Delegated:

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

Local Government (Functions and General) Regulations 1996:  
reg.11 When tenders have to be publicly invited  
reg.13 Requirements when local government invites tenders though not required to do so

	<p>reg.14 Publicly inviting tenders, requirements for</p> <p>reg.18 Rejecting and accepting tenders</p> <p>reg.20 Variation of requirements before entry into contract</p> <p>reg. 21 Invite expressions of interest</p> <p>reg. 23 Consider expressions of interest</p>
<b>Statutory Power of Delegation:</b>	Local Government Act 1995: section 5.42 Delegation of some powers or duties to the CEO
<b>Power Delegated by:</b>	Local Government
<b>Power Delegated to:</b>	Chief Executive Officer
<b>Conditions of Delegation</b>	<ol style="list-style-type: none"> <li>1. May only call tenders where there is an adopted budget for the proposed procurement, with the exception being in the period immediately prior to the adoption of a new Annual Budget where the proposed procurement is required to fulfil a routine contract related to the day to day operations of the Shire, with an imminent expiry date and the value of the proposed contract has been included in the draft Annual Budget papers.</li> <li>2. May only accept a tender where the consideration under the resulting contract is \$250,000 or less and the item is identified in the adopted Annual Budget.</li> </ol>
<b>Statutory Power to Sub-delegate</b>	Local Government Act 1995: Section 5.44 CEO may delegate some powers and duties to other employees
<b>CEO Sub-delegation to:</b>	N.A.
<b>CEO Conditions on Sub-delegation:</b>	N.A.
<b>Date Adopted:</b>	25 October 2017
<b>Date Reviewed:</b>	24 June 2020
<b>Date Reviewed:</b>	28 April 2021
<b>Date Reviewed:</b>	29 June 2022

<b>1.1.6 Declare vehicle is abandoned wreck</b>	
<p><b>Specific Statutory Power or Duty Delegated:</b></p> <p><i>This is a summary only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation</i></p>	<p>1. Declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(4)]</p>
<p><b>Source of Statutory Power or Duty Delegated:</b></p>	<p>Local Government Act 1995: s.3.40A(4) Abandoned vehicle wreck may be taken</p>
<p><b>Statutory Power of Delegation:</b></p>	<p>Local Government Act 1995: section 5.42 Delegation of some powers or duties to the CEO</p>
<p><b>Power Delegated by:</b></p>	<p>Local Government</p>
<p><b>Power Delegated to:</b></p>	<p>Chief Executive Officer</p>
<p><b>Conditions of Delegation</b></p>	
<p><b>Statutory Power to Sub-delegate</b></p>	<p>Local Government Act 1995: Section 5.44 CEO may delegate some powers and duties to other employees</p>
<p><b>CEO Sub-delegation to:</b></p>	<p>N.A.</p>
<p><b>CEO Conditions on Sub-delegation:</b></p>	<p>N.A.</p>
<p><b>Date Adopted:</b></p>	<p>25 October 2017</p>
<p><b>Date Reviewed:</b></p>	<p>24 June 2020</p>
<p><b>Date Reviewed:</b></p>	<p>28 April 2021</p>
<p><b>Date Reviewed:</b></p>	<p>29 June 2022</p>

<b>1.1.7 Disposing of confiscated or uncollected goods</b>	
<p><b>Specific Statutory Power or Duty Delegated:</b></p> <p><i>This is a summary only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation</i></p>	<ol style="list-style-type: none"> <li>1. Sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s.3.43 [s.3.47].</li> <li>2. Recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48]</li> </ol>
<p><b>Source of Statutory Power or Duty Delegated:</b></p>	<p>Local Government Act 1995: s.3.47 Confiscated or uncollected goods, disposal of s.3.48 Impounding expenses, recovery of</p>
<p><b>Statutory Power of Delegation:</b></p>	<p>Local Government Act 1995: section 5.42 Delegation of some powers or duties to the CEO</p>
<p><b>Power Delegated by:</b></p>	<p>Local Government</p>
<p><b>Power Delegated to:</b></p>	<p>Chief Executive Officer</p>
<p><b>Conditions of Delegation</b></p>	<p>N.A.</p>
<p><b>Statutory Power to Sub-delegate</b></p>	<p>Local Government Act 1995: Section 5.44 CEO may delegate some powers and duties to other employees</p>
<p><b>CEO Sub-delegation to:</b></p>	<p>N.A.</p>
<p><b>CEO Conditions on Sub-delegation:</b></p>	<p>N.A.</p>
<p><b>Date Adopted:</b></p>	<p>25 October 2017</p>
<p><b>Date Reviewed:</b></p>	<p>24 June 2020</p>
<p><b>Date Reviewed:</b></p>	<p>28 April 2021</p>
<p><b>Date Reviewed:</b></p>	<p>29 June 2022</p>



<b>1.1.8 Close thoroughfare to vehicles</b>	
<p><b>Specific Statutory Power or Duty Delegated:</b></p> <p><i>This is a summary only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation</i></p>	<ol style="list-style-type: none"> <li>1. Close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding 4 weeks [s.3.50(1)]</li> <li>2. Determine to close a thoroughfare for a period exceeding 4 weeks and before doing so give public notice and consider submissions relevant to the road closure/s proposed [s.3.50(1a), (2) and (4)].</li> <li>3. Authority to revoke an order to close a thoroughfare [s.3.50(6)].</li> <li>4. Authority to partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have significant adverse effect on users of the thoroughfare [s.3.50A]</li> <li>5. Where level or alignment of a thoroughfare is fixed or altered or where draining water from a thoroughfare to private land, notify affected owners and consider any submissions made [s3.51]</li> </ol>
<p><b>Source of Statutory Power or Duty Delegated:</b></p>	<p>Local Government Act 1995:</p> <p>s.3.50 Closing certain thoroughfares to vehicles</p> <p>s.3.50A Partial closure of thoroughfare for repairs or maintenance</p> <p>s. 3.51 Affected owners to be notified of certain proposals</p>
<p><b>Statutory Power of Delegation:</b></p>	<p>Local Government Act 1995:</p> <p>Section 5.42 Delegation of some powers or duties to the CEO</p>
<p><b>Power Delegated by:</b></p>	<p>Local Government</p>
<p><b>Power Delegated to:</b></p>	<p>Chief Executive Officer</p>
<p><b>Conditions of Delegation</b></p>	<p>N.A.</p>
<p><b>Statutory Power to Sub-delegate</b></p>	<p>Local Government Act 1995:</p> <p>Section 5.44 CEO may delegate some powers and duties to other employees</p>
<p><b>CEO Sub-delegation to:</b></p>	<p>Director Infrastructure Services</p>
<p><b>CEO Conditions on Sub-delegation:</b></p>	<p>N.A.</p>
<p><b>Date Adopted:</b></p>	<p>25 October 2017</p>
<p><b>Date Reviewed:</b></p>	<p>24 June 2020</p>
<p><b>Date Reviewed:</b></p>	<p>28 April 2021</p>
<p><b>Date Reviewed:</b></p>	<p>29 June 2022</p>

<b>1.1.9 Disposal of property</b>	
<p><b>Specific Statutory Power or Duty Delegated:</b></p> <p><i>This is a summary only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation</i></p>	<ol style="list-style-type: none"> <li>1. Dispose of property to the highest bidder at public auction [s.3.58(2)(a)]</li> <li>2. Dispose of property to the person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tenders [s.3.58(2)(b)]</li> <li>3. Dispose of property by private treaty in accordance with section 3.58(3) [s.3.58(3)].</li> </ol>
<b>Source of Statutory Power or Duty Delegated:</b>	Local Government Act 1995: s. 3.58(2) & (3) Disposing of Property
<b>Statutory Power of Delegation:</b>	Local Government Act 1995: Section 5.42 Delegation of some powers or duties to the CEO
<b>Power Delegated by:</b>	Local Government
<b>Power Delegated to:</b>	Chief Executive Officer
<b>Conditions of Delegation</b>	N.A.
<b>Statutory Power to Sub-delegate</b>	Local Government Act 1995: Section 5.44 CEO may delegate some powers and duties to other employees
<b>CEO Sub-delegation to:</b>	N.A.
<b>CEO Conditions on Sub-delegation:</b>	N.A.
<b>Date Adopted:</b>	25 October 2017
<b>Date Reviewed:</b>	24 June 2020
<b>Date Reviewed:</b>	28 April 2021
<b>Date Reviewed:</b>	29 June 2022

<b>1.1.10 Senior employees – Revoked 24 June 2020</b>	
<p><b>Specific Statutory Power or Duty Delegated:</b></p> <p><i>This is a summary only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation</i></p>	<p>1. Authority to designate any employee to be a senior employee [s. 5.37(1)]</p> <p>2. Authority to advertise the position of a senior employee if the position becomes vacant [s.5.37(3)]</p>
<p><b>Source of Statutory Power or Duty Delegated:</b></p>	<p>Local Government Act 1995: s. 5.37(1) &amp; (3) Senior employees</p>
<p><b>Statutory Power of Delegation:</b></p>	<p>Local Government Act 1995: Section 5.42 Delegation of some powers or duties to the CEO</p>
<p><b>Power Delegated by:</b></p>	<p>Local Government</p>
<p><b>Power Delegated to:</b></p>	<p>Chief Executive Officer</p>
<p><b>Conditions of Delegation</b></p>	
<p><b>Statutory Power to Sub-delegate</b></p>	<p>Local Government Act 1995: Section 5.44 CEO may delegate some powers and duties to other employees</p>
<p><b>CEO Sub-delegation to:</b></p>	<p>N.A.</p>
<p><b>CEO Conditions on Sub-delegation:</b></p>	<p>N.A.</p>

<b>1.1.11 Obstructions on thoroughfare</b>	
<p><b>Specific Statutory Power or Duty Delegated:</b></p> <p><i>This is a summary only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation</i></p>	<ol style="list-style-type: none"> <li>1. Provide permission including imposing appropriate conditions or to refuse to provide permission, for a person to place on a specified part of a public thoroughfare one or more specified things that may obstruct the public thoroughfare. [reg. 6(2) and (4) Local Government (Uniform Local Provisions) Regulations 1996 (<b>ULP Reg</b>)].</li> <li>2. Renew permission to obstruct a thoroughfare and to vary any condition imposed on the permission effective at the time written notice is given to the person to whom permission is granted [reg. 6(6), ULP Reg].</li> <li>3. Require an owner or occupier of land to remove any thing that has fallen from the land or from anything on the land, which is obstructing a public thoroughfare [reg.7A, ULP Reg].</li> <li>4. Require an owner or occupier of land to remove any part of a structure, tree or plant that is encroaching without lawful authority on a public thoroughfare [reg. 7, ULP Reg].</li> </ol>
<p><b>Source of Statutory Power or Duty Delegated:</b></p>	<p>Local Government (Uniform Local Provisions) Regulations 1996: Reg. 6 Obstruction of public thoroughfare by things placed and left Reg. 7A Obstruction of public thoroughfare by fallen things Reg. 7 Encroaching on public thoroughfare</p>
<p><b>Statutory Power of Delegation:</b></p>	<p>Local Government Act 1995: Section 5.42 Delegation of some powers or duties to the CEO</p>
<p><b>Power Delegated by:</b></p>	<p>Local Government</p>
<p><b>Power Delegated to:</b></p>	<p>Chief Executive Officer</p>
<p><b>Conditions of Delegation</b></p>	<ol style="list-style-type: none"> <li>1. Grant of permission for obstruction of public thoroughfare must comply with reg. 6(3) ULP Reg</li> </ol>
<p><b>Statutory Power to Sub-delegate</b></p>	<p>Local Government Act 1995: Section 5.44 CEO may delegate some powers and duties to other employees</p>
<p><b>CEO Sub-delegation to:</b></p>	<p>Director Infrastructure Services</p>
<p><b>CEO Conditions on Sub-delegation:</b></p>	<p>N.A.</p>
<p><b>Date Adopted:</b></p>	<p>25 October 2017</p>
<p><b>Date Reviewed:</b></p>	<p>24 June 2020</p>
<p><b>Date Reviewed:</b></p>	<p>28 April 2021</p>
<p><b>Date Reviewed:</b></p>	<p>29 June 2022</p>

<b>1.1.12 Gates across public thoroughfare</b>	
<p><b>Specific Statutory Power or Duty Delegated:</b></p> <p><i>This is a summary only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation</i></p>	<ol style="list-style-type: none"> <li>1. Provide, or refuse to provide, permission to have a gate or other device across a local government thoroughfare that permits the passage of motor traffic and prevents livestock straying [reg. 9(1), ULP Reg].</li> <li>2. Require an applicant to publish a notice of the application for the purpose of informing persons who may be affected by the proposed gate or device [reg. 9(2), ULP Reg].</li> <li>3. Impose conditions on granting permission [reg. 9(4), ULP Reg].</li> <li>4. Renew permission, or at any other time vary any condition, effective upon written notice to the person to whom permission was granted [reg. 9(5), ULP Reg].</li> <li>5. Cancel permission by written notice, and request the person to whom permission was granted to remove the gate or device within a specified time [reg. 9(6), ULP Reg].</li> </ol>
<b>Source of Statutory Power or Duty Delegated:</b>	Local Government (Uniform Local Provisions) Regulations 1996: reg. 9 Permission to have gate across public thoroughfare
<b>Statutory Power of Delegation:</b>	Local Government Act 1995: Section 5.42 Delegation of some powers or duties to the CEO
<b>Power Delegated by:</b>	Local Government
<b>Power Delegated to:</b>	Chief Executive Officer
<b>Conditions of Delegation</b>	<ol style="list-style-type: none"> <li>1. Permission granted must comply with reg. 9(3), ULP Reg.</li> <li>2. Each approval provided must be recorded in the Shire of Ngaanyatjaraku's statutory Register of Gates in accordance with reg. 8, ULP Reg.</li> </ol>
<b>Statutory Power to Sub-delegate</b>	Local Government Act 1995: Section 5.44 CEO may delegate some powers and duties to other employees
<b>CEO Sub-delegation to:</b>	<b>Director Infrastructure Services</b>
<b>CEO Conditions on Sub-delegation:</b>	N.A.
<b>Date Adopted:</b>	25 October 2017
<b>Date Reviewed:</b>	24 June 2020
<b>Date Reviewed:</b>	28 April 2021
<b>Date Reviewed:</b>	29 June 2022

<b>1.1.13 Dangerous excavations in or near public thoroughfare</b>	
<p><b>Specific Statutory Power or Duty Delegated:</b></p> <p><i>This is a summary only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation</i></p>	<ol style="list-style-type: none"> <li>1. Fill in or fence an excavation considered to be dangerous, or request the owner or occupier to fill in or fence the excavation, on land that adjoins a thoroughfare [reg.11(1), ULP Reg].</li> <li>2. Grant permission, and impose conditions as thought fit, to make or make and leave an excavation of specified dimensions and in a specified way in a specified part of a public thoroughfare or on a specified part of land adjoining a public thoroughfare [reg.11(4), (6), ULP Reg]</li> <li>3. Renew permission and vary any condition imposed effective upon written notice to the person to whom permission was granted (reg. 11(8), ULP Reg]</li> </ol>
<b>Source of Statutory Power or Duty Delegated:</b>	Local Government (Uniform Local Provisions) Regulations 1996: Regulation 11 Dangerous excavation in or near public thoroughfare
<b>Statutory Power of Delegation:</b>	Local Government Act 1995: Section 5.42 Delegation of some powers or duties to the CEO
<b>Power Delegated by:</b>	Local Government
<b>Power Delegated to:</b>	Chief Executive Officer
<b>Conditions of Delegation</b>	1. Permission granted must comply with reg. 11(5), ULP Reg.
<b>Statutory Power to Sub-delegate</b>	Local Government Act 1995: Section 5.44 CEO may delegate some powers and duties to other employees
<b>CEO Sub-delegation to:</b>	Director Infrastructure Services
<b>CEO Conditions on Sub-delegation:</b>	N.A.
<b>Date Adopted:</b>	25 October 2017
<b>Date Reviewed:</b>	24 June 2020
<b>Date Reviewed:</b>	28 April 2021
<b>Date Reviewed:</b>	29 June 2022

<b>1.1.14 Crossing from public thoroughfare to private land or private thoroughfare</b>	
<p><b>Specific Statutory Power or Duty Delegated:</b></p> <p><i>This is a summary only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation</i></p>	<ol style="list-style-type: none"> <li>1. Approve or refuse to approve, applications for the construction of a crossing giving access from a public thoroughfare to land or private thoroughfare serving land [reg. 12(1), ULP Reg].</li> <li>2. Give notice to an owner or occupier of land requiring the person to construct or repair a crossing [ULP reg. 13(1), ULP Reg].</li> <li>3. Construct or repair a crossing where the person fails to comply with a notice under reg. 13(1) and recover 50% of the cost of doing so as a debt due from the person [reg. 13(2), ULP Reg].</li> </ol>
<p><b>Source of Statutory Power or Duty Delegated:</b></p>	<p>Local Government (Uniform Local Provisions) Regulations 1996:</p> <p>Reg. 12(1) Authority to approve or refuse to approve applications for the construction of a crossing giving access from a public thoroughfare to land or private thoroughfare serving land</p> <p>Reg. 13(1) Authority to give notice to an owner or occupier of land requiring the person to construct or repair a crossing</p> <p>Reg. 13(2) Authority to construct or repair a crossing where the person fails to comply with a notice requiring them to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person</p>
<p><b>Statutory Power of Delegation:</b></p>	<p>Local Government Act 1995:</p> <p>Section 5.42 Delegation of some powers or duties to the CEO</p>
<p><b>Power Delegated by:</b></p>	<p>Local Government</p>
<p><b>Power Delegated to:</b></p>	<p>Chief Executive Officer</p>
<p><b>Conditions of Delegation</b></p>	<p>N.A.</p>
<p><b>Statutory Power to Sub-delegate</b></p>	<p>Local Government Act 1995:</p> <p>Section 5.44 CEO may delegate some powers and duties to other employees</p>
<p><b>CEO Sub-delegation to:</b></p>	<p>Director Infrastructure Services</p>
<p><b>CEO Conditions on Sub-delegation:</b></p>	<p>N.A.</p>
<p><b>Date Adopted:</b></p>	<p>25 October 2017</p>
<p><b>Date Reviewed:</b></p>	<p>24 June 2020</p>
<p><b>Date Reviewed:</b></p>	<p>28 April 2021</p>
<p><b>Date Reviewed:</b></p>	<p>29 June 2022</p>

<b>1.1.15 Private works on, over or under public places</b>	
<b>Specific Statutory Power or Duty Delegated:</b>  <i>This is a summary only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation</i>	<ol style="list-style-type: none"> <li>Grant permission or refuse permission to construct a specified thing on, over, or under a specified public thoroughfare or public place that is local government property [reg. 17(3), ULP Reg].</li> <li>Impose conditions on permission [reg. 17(5), ULP Reg].</li> </ol>
<b>Source of Statutory Power or Duty Delegated:</b>	Local Government (Uniform Local Provisions) Regulations 1996: Reg 17 Private works on, over, or under public places – Sch.9.1 cl.8
<b>Statutory Power of Delegation:</b>	Local Government Act 1995: Section 5.42 Delegation of some powers or duties to the CEO
<b>Power Delegated by:</b>	Local Government
<b>Power Delegated to:</b>	Chief Executive Officer
<b>Conditions of Delegation</b>	1. Permission must comply with reg. 17(4), ULP Reg
<b>Statutory Power to Sub-delegate</b>	Local Government Act 1995: Section 5.44 CEO may delegate some powers and duties to other employees
<b>CEO Sub-delegation to:</b>	Director Infrastructure Services
<b>CEO Conditions on Sub-delegation:</b>	N.A.
<b>Date Adopted:</b>	25 October 2017
<b>Date Adopted:</b>	24 June 2020
<b>Date Reviewed:</b>	28 April 2021
<b>Date Reviewed:</b>	29 June 2022



<b>1.1.16 Power to write off debts</b>	
<p><b>Specific Statutory Power or Duty Delegated:</b></p> <p><i>This is a summary only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation</i></p>	(c) write off any amount of money, which is owed to the local government [s.6.12(1)]
<b>Source of Statutory Power or Duty Delegated:</b>	Local Government Act 1995: s. 6.12(1)
<b>Statutory Power of Delegation:</b>	Local Government Act 1995: Section 5.42 Delegation of some powers or duties to the CEO
<b>Power Delegated by:</b>	Local Government
<b>Power Delegated to:</b>	Chief Executive Officer
<b>Conditions of Delegation</b>	<ol style="list-style-type: none"> <li>1. Maximum amount that can be written off for any one debtor account is \$20.00</li> <li>2. Compliance with any Council policy, including but not limited to Financial Hardship (Rates Relief) policy.</li> </ol>
<b>Statutory Power to Sub-delegate</b>	Local Government Act 1995: Section 5.44 CEO may delegate some powers and duties to other employees
<b>CEO Sub-delegation to:</b>	N.A.
<b>CEO Conditions on Sub-delegation:</b>	N.A.
<b>Date Adopted:</b>	25 October 2017
<b>Date Reviewed:</b>	24 June 2020
<b>Date Reviewed:</b>	28 April 2021
<b>Date Reviewed:</b>	29 June 2022

<b>1.1.17 Legal representation costs for an elected member or employee</b>	
<b>Specific Statutory Power or Duty Delegated:</b>  <i>This is a summary only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation</i>	To refuse or grant an application for payment of legal representation costs from the municipal fund [s6.7(2)] where a delay would be detrimental to the legal rights of the applicant [s9.56]
<b>Source of Statutory Power or Duty Delegated:</b>	Local Government Act 1995: s6.7(2) Municipal fund & s9.56 Certain persons protected from liability for wrongdoing
<b>Statutory Power of Delegation:</b>	Local Government Act 1995: Section 5.42 Delegation of some powers or duties to the CEO
<b>Power Delegated by:</b>	Local Government
<b>Power Delegated to:</b>	Chief Executive Officer
<b>Conditions of Delegation</b>	<ol style="list-style-type: none"> <li>1. Maximum amount of legal representation costs to be authorised by this delegation is \$10,000.</li> <li>2. Compliance with any Council policy, including but not limited to Legal Representation – Costs Indemnification policy.</li> </ol>
<b>Statutory Power to Sub-delegate</b>	Local Government Act 1995: Section 5.44 CEO may delegate some powers and duties to other employees
<b>CEO Sub-delegation to:</b>	N.A.
<b>CEO Conditions on Sub-delegation:</b>	N.A.
<b>Date Adopted:</b>	24 June 2020
<b>Date Reviewed:</b>	28 April 2021
<b>Date Reviewed:</b>	29 June 2022

<b>1.1.18 Determine application for rates exemption</b>	
<b>Specific Statutory Power or Duty Delegated:</b>  <i>This is a summary only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation</i>	To consider applications for rates exemption [s6.26]
<b>Source of Statutory Power or Duty Delegated:</b>	Local Government Act 1995: s6.26(2)(g) Ratable land for charitable purposes
<b>Statutory Power of Delegation:</b>	Local Government Act 1995: Section 5.42 Delegation of some powers or duties to the CEO
<b>Power Delegated by:</b>	Local Government
<b>Power Delegated to:</b>	Chief Executive Officer
<b>Conditions of Delegation</b>	1. Compliance with any Council policy, including but not limited to Rating Exemption policy.
<b>Statutory Power to Sub-delegate</b>	Local Government Act 1995: Section 5.44 CEO may delegate some powers and duties to other employees
<b>CEO Sub-delegation to:</b>	N.A.
<b>CEO Conditions on Sub-delegation:</b>	N.A.
<b>Date Adopted:</b>	24 June 2020
<b>Date Reviewed:</b>	28 April 2021
<b>Date Reviewed:</b>	29 June 2022

<b>1.1.19 Authorise persons to receive complaints and withdrawals of complaints</b>	
<b>Specific Statutory Power or Duty Delegated:</b>  <i>This is a summary only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation</i>	To authorise 1 or more persons to receive complaints and withdrawals of complaints under Division 3 of the Model Code of Conduct
<b>Source of Statutory Power or Duty Delegated:</b>	Clause 11(3) of the Model Code of Conduct, Schedule 1, Local Government (Model Code of Conduct) Regulations 2021
<b>Statutory Power of Delegation:</b>	Local Government Act 1995: Section 5.42 Delegation of some powers or duties to the CEO
<b>Power Delegated by:</b>	Local Government
<b>Power Delegated to:</b>	Chief Executive Officer
<b>Conditions of Delegation</b>	N.A.
<b>Statutory Power to Sub-delegate</b>	Local Government Act 1995: Section 5.44 CEO may delegate some powers and duties to other employees
<b>CEO Sub-delegation to:</b>	N.A.
<b>CEO Conditions on Sub-delegation:</b>	N.A.
<b>Date Adopted:</b>	28 April 2021
<b>Date Reviewed:</b>	N.A.

<b>1.1.20 Appointment of Acting CEO</b>	
<p><b>Specific Statutory Power or Duty Delegated:</b></p> <p><i>This is a summary only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation</i></p>	Authority to appoint an employee as Acting CEO
<b>Source of Statutory Power or Duty Delegated:</b>	Local Government Act 1995: Section 5.36(1)(a)
<b>Statutory Power of Delegation:</b>	Local Government Act 1995: Section 5.42 Delegation of some powers or duties to the CEO
<b>Power Delegated by:</b>	Local Government
<b>Power Delegated to:</b>	Chief Executive Officer
<b>Conditions of Delegation</b>	<p>The exercise of delegated power must comply with Policy 3.2 Appointment of Acting CEO.</p> <p>In accordance with Policy 3.2, the CEO may only:</p> <p>(a) appoint, in writing, a Senior Employee to be Acting CEO for a period, not exceeding 3 months, while the CEO is on leave; and</p> <p>(b) in respect of that period, authorise the payment of a Higher Duties Allowance (as defined in Policy 3.2) to that Senior Employee.</p>
<b>Statutory Power to Sub-delegate</b>	Local Government Act 1995: Section 5.44 CEO may delegate some powers and duties to other employees
<b>CEO Sub-delegation to:</b>	N.A.
<b>CEO Conditions on Sub-delegation:</b>	N.A.
<b>Date Adopted:</b>	28 April 2021
<b>Date Reviewed:</b>	N.A.

## 2. Building Act 2011 Delegations

### 2.1 Delegations to CEO

<b>2.1.1 Grant or refuse a building permit</b>	
<p><b>Specific Statutory Power or Duty Delegated:</b></p> <p><i>This is a summary only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation</i></p>	<ol style="list-style-type: none"> <li>1. Require an applicant to provide any documentation or information required to determine a building permit application [s.18(1)]</li> <li>2. Grant or refuse to grant a building permit [s.20(1),(2) and s.22].</li> <li>3. Impose, vary or revoke conditions on a building permit [s.27(1),(3)].</li> <li>4. Determine an application to extend time during which a building permit has effect [r.23].</li> <li>5. Impose any condition on the building permit extension that could have been imposed under s.27 [r.24(2)].</li> <li>6. Approve, or refuse to approve, an application for a new responsible person for a building permit [r.26].</li> </ol>
<p><b>Source of Statutory Power or Duty Delegated:</b></p>	<p>Building Act 2011:</p> <p>s.18 Further information</p> <p>s.20 Grant of building permit</p> <p>s.22 Further grounds for not granting an application</p> <p>s.27(1), (3) Impose conditions on permit</p> <p>Building Regulations 2012:</p> <p>r.23 Application to extend time during which permit has effect (s.32)</p> <p>r.24 Extension of time during which permit has effect (s.32(3))</p> <p>r.26 Approval of new responsible person (s.35(c))</p>
<p><b>Statutory Power of Delegation:</b></p>	<p>Building Act 2011:</p> <p>Section 127 Delegation: special permit authorities and local governments</p>
<p><b>Power Delegated by:</b></p>	<p>Permit Authority (Local Government)</p>
<p><b>Power Delegated to:</b></p>	<p>Chief Executive Officer</p>
<p><b>Conditions of Delegation</b></p>	<p>N.A.</p>
<p><b>Statutory Power to Sub-delegate</b></p>	<p>Building Act 2011:</p> <p>Section 127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)</p>
<p><b>CEO Sub-delegation to:</b></p>	<p>Environmental Health / Building Officer</p>

<b>CEO Conditions on Sub-delegation:</b>  <i>Conditions on the original delegation also apply to any sub-delegation</i>	N.A.
<b>Date Adopted:</b>	25 October 2017
<b>Date Reviewed:</b>	24 June 2020
<b>Date Reviewed:</b>	28 April 2021
<b>Date Reviewed:</b>	29 June 2022

<b>2.1.2 Grant or refuse a demolition permit</b>	
<p><b>Specific Statutory Power or Duty Delegated:</b></p> <p><i>This is a summary only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation</i></p>	<ol style="list-style-type: none"> <li>1. Require an applicant to provide any documentation or information required to determine a demolition permit application [s.18(1)].</li> <li>2. Grant a demolition permit [s.21(1)].</li> <li>3. Refuse a demolition permit [s.21(2)].</li> <li>4. Impose, vary or revoke conditions on a demolition permit [s.27(1)]</li> <li>5. Determine an application to extend time during which a demolition permit has effect [r.23]</li> <li>6. Approve, or refuse to approve, an application for a new responsible person for a demolition permit [r.26]</li> </ol>
<p><b>Source of Statutory Power or Duty Delegated:</b></p>	<p>Building Act 2011:</p> <p>s.18 Further information</p> <p>s.21 Grant of demolition permit</p> <p>s.22 Further grounds for not granting an application</p> <p>s.27(1), (3) Impose conditions on permit</p> <p>Building Regulations 2012:</p> <p>r.23 Application to extend time during which permit has effect (s.32)</p> <p>r.24 Extension of time during which permit has effect (s.32(3))</p> <p>r.26 Approval of new responsible person (s.35(c))</p>
<p><b>Statutory Power of Delegation:</b></p>	<p>Building Act 2011:</p> <p>Section 127 Delegation: special permit authorities and local governments</p>
<p><b>Power Delegated by:</b></p>	<p>Permit Authority (Local Government)</p>
<p><b>Power Delegated to:</b></p>	<p>Chief Executive Officer</p>
<p><b>Conditions of Delegation</b></p>	<p>N.A.</p>
<p><b>Statutory Power to Sub-delegate</b></p>	<p>Building Act 2011:</p> <p>Section 127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)</p>
<p><b>CEO Sub-delegation to:</b></p>	<p>Environmental Health / Building Officer</p>
<p><b>CEO Conditions on Sub-delegation:</b></p> <p><i>Conditions on the original delegation also apply to any sub-delegation</i></p>	<p>N.A.</p>
<p><b>Date Adopted:</b></p>	<p>25 October 2017</p>



<b>Date Reviewed:</b>	24 June 2020
<b>Date Reviewed:</b>	28 April 2021
<b>Date Reviewed:</b>	29 June 2022

<b>2.1.3 Grant of occupancy permit or building approval certificate</b>	
<p><b>Specific Statutory Power or Duty Delegated:</b></p> <p><i>This is a summary only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation</i></p>	<ol style="list-style-type: none"> <li>1. Require an applicant to provide any documentation or information required in order to determine an application [s.55].</li> <li>2. Grant, refuse to grant or to modify an occupancy permit or building approval certificate [s.58].</li> <li>3. Impose, add, vary or revoke conditions on an occupancy permit or building approval certificate [s.62(1) and (3)].</li> <li>4. Extend, or refuse to extend, the period in which an occupancy permit or modification or building approval certificate has effect [s.65(4) and r.40].</li> </ol>
<p><b>Source of Statutory Power or Duty Delegated:</b></p>	<p>Building Act 2011:</p> <p>s.55 Further information</p> <p>s.58 Grant of occupancy permit, building approval certificate</p> <p>s.62(1) and (3) Conditions imposed by permit authority</p> <p>s.65(4) Extension of period of duration</p> <p>Building Regulations 2012:</p> <p>r.40 Extension of period of duration of time limited occupancy permit or building approval certificate (s.65)</p>
<p><b>Statutory Power of Delegation:</b></p>	<p>Building Act 2011:</p> <p>Section 127 Delegation: special permit authorities and local governments</p>
<p><b>Power Delegated by:</b></p>	<p>Permit Authority (Local Government)</p>
<p><b>Power Delegated to:</b></p>	<p>Chief Executive Officer</p>
<p><b>Conditions of Delegation</b></p>	<p>Form and content of occupancy permit and building approval certificate is to comply with s. 61</p>
<p><b>Statutory Power to Sub-delegate</b></p>	<p>Building Act 2011:</p> <p>Section 127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)</p>
<p><b>CEO Sub-delegation to:</b></p>	<p>Environmental Health / Building Officer</p>
<p><b>CEO Conditions on Sub-delegation:</b><i>Conditions on the original delegation also apply to any sub-delegation</i></p>	<p>N.A.</p>
<p><b>Date Adopted:</b></p>	<p>25 October 2017</p>
<p><b>Date Reviewed:</b></p>	<p>24 June 2020 &amp; 28 April 2021</p>
<p><b>Date Reviewed:</b></p>	<p>29 June 2022</p>

<b>2.1.4 Building Orders</b>	
<p><b>Specific Statutory Power or Duty Delegated:</b></p> <p><i>This is a summary only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation</i></p>	<ol style="list-style-type: none"> <li>1. Make Building Orders in relation to: <ol style="list-style-type: none"> <li>a. Building work</li> <li>b. Demolition work</li> <li>c. An existing building or incidental structure [s.110(1)]</li> </ol> </li> <li>2. Give notice of a proposed building order and consider submissions received in response [s.111(1)]</li> <li>3. Revoke a building order [s.117]</li> <li>4. If there is non-compliance with a building order, cause an authorised person to: <ol style="list-style-type: none"> <li>a. take any action specified in the order ; or</li> <li>b. commence or complete any work specified in the order; or</li> <li>c. if any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease. [s.118(2)]</li> </ol> </li> <li>5. Take court action to recover as a debt, reasonable costs and expense incurred in doing anything in regard to non-compliance with a building order. [s.118(3)]</li> <li>6. Initiate a prosecution for non-compliance with a building order [s.133(1)]</li> </ol>
<p><b>Source of Statutory Power or Duty Delegated:</b></p>	<p>Building Act 2011:</p> <p>s.110(1) A permit authority may make a building order</p> <p>s.111(1) Notice of proposed building order other than building order (emergency)</p> <p>s.117(1) Revoke a building order</p> <p>s.118(2) and (3) Permit authority may give effect to building order if non-compliance</p> <p>s.133(1) A permit authority may commence a prosecution for an offence against this Act</p>
<p><b>Statutory Power of Delegation:</b></p>	<p>Building Act 2011:</p> <p>s.127(1) &amp; (3) Delegation: special permit authorities and local government</p>
<p><b>Power Delegated by:</b></p>	<p>Permit Authority (Local Government)</p>
<p><b>Power Delegated to:</b></p>	<p>Chief Executive Officer</p>
<p><b>Conditions of Delegation</b></p>	<p>N.A.</p>

<b>Statutory Power to Sub-delegate</b>	Building Act 2011: s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
<b>CEO Sub-delegation to:</b>	Environmental Health / Building Officer
<b>CEO Conditions on Sub-delegation:</b>	N.A.
<b>Date Adopted:</b>	25 October 2017
<b>Date Reviewed:</b>	24 June 2020
<b>Date Reviewed:</b>	28 April 2021
<b>Date Reviewed:</b>	29 June 2022

<b>2.1.5 Grant or refuse approval of battery powered smoke alarms</b>	
<p><b>Specific Statutory Power or Duty Delegated:</b></p> <p><i>This is a summary only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation</i></p>	<ol style="list-style-type: none"> <li>1. Approve of the use, in a dwelling or part of a dwelling, of a battery powered smoke alarm [r. 61(1)]</li> <li>2. Approve of the use, in a dwelling or part of a dwelling, of a battery powered smoke alarm where the alarm was installed before the approval is to be given (r. 61(2))</li> </ol>
<p><b>Source of Statutory Power or Duty Delegated:</b></p>	<p>Building Regulations 2012:</p> <p>r.61(1) Local government approval of battery powered smoke alarms</p> <p>r.61(2) Approval of battery powered smoke alarms where the alarm was installed before the approval is to be given</p>
<p><b>Statutory Power of Delegation:</b></p>	<p>Building Act 2011:</p> <p>Section 127 Delegation: special permit authorities and local governments</p>
<p><b>Power Delegated by:</b></p>	<p>Permit Authority (Local Government)</p>
<p><b>Power Delegated to:</b></p>	<p>Chief Executive Officer</p>
<p><b>Conditions of Delegation</b></p>	<p>Approval of the use of a battery powered smoke alarm to be granted only in accordance with:</p> <ol style="list-style-type: none"> <li>(a) r. 61(1) of the Building Regulations 2012; and</li> <li>(b) Council Policy DS 3.5 Dwelling Smoke Detectors.</li> </ol>
<p><b>Statutory Power to Sub-delegate</b></p>	<p>Building Act 2011:</p> <p>Section 127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)</p>
<p><b>CEO Sub-delegation to:</b></p>	<p>Environmental Health / Building Officer</p>
<p><b>CEO Conditions on Sub-delegation:</b></p> <p><i>Conditions on the original delegation also apply to any sub-delegation</i></p>	<p>N.A.</p>
<p><b>Date Adopted:</b></p>	<p>25 October 2017</p>
<p><b>Date Reviewed:</b></p>	<p>24 June 2020</p>
<p><b>Date Reviewed:</b></p>	<p>28 April 2021</p>
<p><b>Date Reviewed:</b></p>	<p>29 June 2022</p>

### 3 Food Act 2008 Delegations

<b>3.1 Prohibition orders</b>	
<p><b>Specific Statutory Power or Duty Delegated:</b></p> <p><i>This is a summary only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation</i></p>	<ol style="list-style-type: none"> <li>1. Serve a prohibition order on the proprietor of a food business in accordance with s.65 of the Food Act 2008 [s.65(1)].</li> <li>2. Give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s.66].</li> <li>3. Give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection [s.67(4)].</li> </ol>
<p><b>Source of Statutory Power or Duty Delegated:</b></p>	<p>Food Act 2008:</p> <p>s.65(1) Prohibition orders</p> <p>s.66 Certificate of clearance to be given in certain circumstances</p> <p>s.67(4) Request for re-inspection</p>
<p><b>Statutory Power of Delegation:</b></p>	<p>Food Act 2008:</p> <p>Section 118(2)(b) Local government (enforcement agency) may delegate a function conferred on it</p> <p>Section 118 (3) Delegation subject to conditions [s119] and guidelines adopted [s120]</p> <p>Section 118(4) Sub-delegation only permissible if expressly provided in regulations</p>
<p><b>Power Delegated by:</b></p>	<p>Enforcement Agency (Local Government)</p>
<p><b>Power Delegated to:</b></p>	<p>Chief Executive Officer</p>
<p><b>Conditions of Delegation</b></p>	<p>N.A.</p>
<p><b>Statutory Power to Sub-delegate</b></p>	<p>Nil. Food Regulations 2009 do not provide for sub-delegation.</p>
<p><b>CEO Sub-delegation to:</b></p>	<p>Environmental Health / Building Officer</p>
<p><b>CEO Conditions on Sub-delegation:</b></p>	<p>N.A.</p>
<p><b>Date Adopted:</b></p>	<p>25 October 2017</p>
<p><b>Date Reviewed:</b></p>	<p>24 June 2020 &amp; 28 April 2021</p>
<p><b>Date Reviewed:</b></p>	<p>29 June 2022</p>

<b>3.2 Registration of food businesses</b>	
<p><b>Specific Statutory Power or Duty Delegated:</b></p> <p><i>This is a summary only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation</i></p>	<ol style="list-style-type: none"> <li>1. Consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s.110(1) and (5)].</li> <li>2. Vary the conditions of registration or cancel the registration of a food business [s.112].</li> </ol>
<p><b>Source of Statutory Power or Duty Delegated:</b></p>	<p>Food Act 2008: s.110(1) and (5) Registration of food business s.112 Variation of conditions or cancellation of registration of food businesses</p>
<p><b>Statutory Power of Delegation:</b></p>	<p>Food Act 2008: Section 118(2)(b) Local government (enforcement agency) may delegate a function conferred on it Section 118(3) Delegation subject to conditions [s119] and guidelines adopted [s120] Section 118(4) Sub-delegation only permissible if expressly provided in regulations</p>
<p><b>Power Delegated by:</b></p>	<p>Enforcement Agency (Local Government)</p>
<p><b>Power Delegated to:</b></p>	<p>Chief Executive Officer</p>
<p><b>Conditions of Delegation</b></p>	<p>N.A.</p>
<p><b>Statutory Power to Sub-delegate</b></p>	<p>Nil. Food Regulations 2009 do not provide for sub-delegation.</p>
<p><b>CEO Sub-delegation to:</b></p>	<p>Environmental Health / Building Officer</p>
<p><b>CEO Conditions on Sub-delegation:</b></p>	<p>N.A.</p>
<p><b>Date Adopted:</b></p>	<p>25 October 2017</p>
<p><b>Date Reviewed:</b></p>	<p>24 June 2020</p>
<p><b>Date Reviewed:</b></p>	<p>28 April 2021</p>
<p><b>Date Reviewed:</b></p>	<p>29 June 2022</p>

<b>3.3 Appoint Authorised Officers and Designated Officers</b>	
<p><b>Specific Statutory Power or Duty Delegated:</b></p> <p><i>This is a summary only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation</i></p>	<ol style="list-style-type: none"> <li>1. Appoint a person to be an authorised officer for the purposes of the Food Act 2008 [s. 122(1)].</li> <li>2. Designate authorised person to be a designated officer [s. 126(13)].</li> </ol>
<p><b>Source of Statutory Power or Duty Delegated:</b></p>	<p>Food Act 2008:</p> <p>Section 122 (1) Appointment of authorised officers</p> <p>Section 126 (13) Enforcement agency may in writing designate authorised officers to be designated officers</p>
<p><b>Statutory Power of Delegation:</b></p>	<p>Food Act 2008:</p> <p>Section 118(2)(b) Local government (enforcement agency) may delegate a function conferred on it</p> <p>Section 118 (3) Delegation subject to conditions [s119] and guidelines adopted [s120]</p> <p>Section 118(4) Sub-delegation only permissible if expressly provided in regulations</p>
<p><b>Power Delegated by:</b></p>	<p>Enforcement Agency (Local Government)</p>
<p><b>Power Delegated to:</b></p>	<p>Chief Executive Officer</p>
<p><b>Conditions of Delegation</b></p>	<p>N.A.</p>
<p><b>Statutory Power to Sub-delegate</b></p>	<p>Nil. Food Regulations 2009 do not provide for sub-delegation.</p>
<p><b>CEO Sub-delegation to:</b></p>	<p>Environmental Health / Building Officer</p>
<p><b>CEO Conditions on Sub-delegation:</b></p>	<p>N.A.</p>
<p><b>Date Adopted:</b></p>	<p>25 October 2017</p>
<p><b>Date Reviewed:</b></p>	<p>24 June 2020</p>
<p><b>Date Reviewed:</b></p>	<p>28 April 2021</p>
<p><b>Date Reviewed:</b></p>	<p>29 June 2022</p>



## ACTION SHEET

Works Engineer – Peter Kerp

**Dates on Site 3<sup>rd</sup> June – 10<sup>th</sup> June 2022**

**Next site visit: 8<sup>th</sup> July – 20<sup>th</sup> July 2022**

Date	Subject	Action Taken
JUNE 2022	2021/2022 Annual Road Construction Program	<p>Gravel sheeting on Great Central Road SLK229.00 to SLK243.10 commenced 6/5/22. Works anticipated to be completed by 7/7/22 subject to favourable weather conditions and current crew numbers. Comiskey Contracting commenced widening, forming and gravel sheeting on Wanarn Rd SLK1.10 to SLK3.90 and SLK4.90 to SLK7.70 on 11/6/22. Works anticipated to be completed 22/6/22 subject to favourable weather conditions.</p> <p>The two maintenance graders have been stood down and operators added to the construction crew to satisfy MRWA funding arrangements for the Great Central Road Project.</p> <p>Sub-grade preparation has commenced on Tjirrkarli Rd from SLK88.70 to SLK88.70. Expected completion date is 26/6/22</p> <p>Capital Work Projects completed to date include:</p> <ul style="list-style-type: none"> <li>• Great Central Road SLK 243.10 to SLK255.00</li> <li>• Wanarn Road SLK12.50 to SLK15.00 and SLK7.00 to SLK9.70</li> <li>• Warburton Shire Depot Compound hard stand</li> <li>• Third Street SLK 0.26 to SLK1.00</li> <li>• Papulankutja Rd SLK189.25 to SLK194.25</li> <li>• Papulankutja Rd SLK160.90 to SLK165.90</li> <li>• Irrunytju Rd SLK112.00 to SLK116.00</li> <li>• Papulankutja Rd SLK31.00 to SLK35.00</li> <li>• Tjirrkarli Rd SLK88.67 to SLK89.21 Pipe culvert installations at 4 separate locations</li> </ul> <p>It is proposed for Breakaway to remain on Great Central Rd for the start on the 2022/23 road works program on SLK188.00 to SLK198.00 which is anticipated to take around 10 weeks to complete. Breakaway will mobilise to Irrunytju Rd on completion of Great Central Rd and then onto Papulankutja Rd.</p> <p><b>ACTION: Works Engineer/Works Officer continue to undertake site visits to Great Central Rd, Wanarn Rd and Tjirrkarli Rd to oversee the completion of works.</b></p>
JUNE 2022	RAMM Data Base	<p>Works Engineer reviewed data uploaded into RAMM since initial road condition survey undertaken in 2015 and follow-up visual road condition survey in 2021. The road data is collected and recorded in the multiple applications in the RAMM database. The RAMM Pavement and Surfacing application is where the road pavement and surface layers can be viewed and maintained. This application records initial construction, and new pavement and surfacing renewal works. It is this application that allows contiguous lengths of road that have the same characteristics for valuation purposes to be merged and valued as a single record for IP&amp;R purposes.</p> <p><b>ACTION: Works Engineer to continue reviewing RAMM Pavement and Surfacing application.</b></p>
JUNE 2022	Talis Engineering Consultants	<p>Talis Consultants were engaged by WALGA to undertake Road Condition Survey of roads in the Goldfields - Esperance LGs including remote aboriginal access roads. The shire negotiated with Talis to undertake condition survey of the 10 community's roads. Talis commenced this survey in September 2021. After completion</p>

Date	Subject	Action Taken
	Shire Road Network Condition Surveys	<p>the survey data was uploaded into the Shire's RAMM database. Inspection showed the following issues to be addressed by Talis:</p> <ol style="list-style-type: none"> <li>1. A separate report for Aboriginal Access Roads regarding a maintenance and improvement strategy for each road or segment. For example, urgent grading required, clear side drains, 150mm re-gravelling, widen to 9.0m, reconstruct floodways etc. Report pending</li> <li>2. Video and survey data in the form of a custom online or dedicated web portal. This medium was to be available to the Shire April 2022 following completion of the survey through the creation of a web portal site. Action pending.</li> <li>3. Talis to schedule a presentation to the Goldfields RRG of the results of the survey. Completed.</li> </ol> <p>Work Engineer has been in contact with Talis regarding the status of the 2 outstanding items above but still awaiting status report.</p> <p><b>ACTION: Works Engineer uploading construction data from gravel sheeting projects into RAMM database.</b></p>
JUNE 2022	Traffic Counts RAMM	<p>Traffic count data to be progressively uploaded into RAMM database system as counts are completed.</p> <p><b>ACTION: Works Engineer to progress traffic count uploads into RAMM as traffic counts are completed on individual roads</b></p>
JUNE 2022	Existing Gravel Pits Other Shire Arterial Roads	<p>Works Engineer and Works Officer progressively recorded data of existing road material in pits along Papulankutja, Irrunytju, Tjirrkarli, Mantamaru and Patjarr Roads to have solid data on these pits and their potential volume for further extraction of road material.</p> <p>At present, suitable road base material along Papulankutja Rd is low and potential pits require to be identified so the appropriate cultural and environmental surveys and approvals can be obtained in advance of further road works being done along this road.</p> <p><b>Action: Work Engineer/Works Officer to progress existing and potential gravel road construction material sources within the Shire to enable cultural and environmental approvals can be obtained well in advance of future road construction works.</b></p>
JUNE 2022	Various Road Signage	<p>Various street signs proposed for installation at following locations:</p> <ol style="list-style-type: none"> <li>1. Nyinninga Rd street name sign at junction with Papulankutja Rd and Mantamaru Rd respectively.</li> <li>2. Mantamaru Rd street name sign at junction with GCR and Nyinninga Rd respectively</li> <li>3. Irrunytju Rd street name sign at junction with GCR and Papulankutja Rd respectively</li> <li>4. Papulankutja Rd street name sign at junction with Irrunytju Rd</li> </ol> <p>Installation delayed due to difficulty in obtaining an additional person to assist Works Officer with sign installation</p> <p><b>Action: Works Officer install remaining street signs as time and staff assistance permits.</b></p>
JUNE 2022	Warburton Bypass	<p>A roadworks surveyor was engaged by the Shire to peg the proposed road centreline every 100m spacings and this was completed over the weekend of 5<sup>th</sup> and 6<sup>th</sup> March 2022.</p> <p>3m height markers have been installed on the pegged road centreline to assist plant operators and to ensure vegetation clearing is contained within the approved Clearing Permit envelope. The estimated clearing area of 45 hectares will be well within the 60.32 hectares of native vegetation approved for clearing.</p>

Date	Subject	Action Taken
		<p>The proposed road construction envelope is required to create a 15.8km road corridor that comprises a 16m wide road and 1.5 to 1.7m wide shoulders for table drain and offshoot drainages.</p> <p>The new gravel road is proposed to be built as an alternative to Great Central Road where it traverses the Warburton Community. Heavy vehicles are expected to increase with the opening of a new mine, increasing the risk residents. The new bypass will divert this heavy vehicle traffic to improve the safety of the community. Warburton Bypass has been approved by Landgate as the name for this road</p> <p>Most of the alignment is dominated by mulga woodlands and grasslands. The vegetation condition was assessed in the Flora Survey by GHD Consultants as generally in Very Good to Excellent condition, with minimal evidence of any human interaction outside those areas directly cleared for access roads/tracks. Four introduced weeds were recorded during the survey with Buffel Grass being prominent but none of the four weeds are listed as Declared Plants under the <i>Biosecurity and Management Act 2007</i> or Weeds of National Significance.</p> <p>Two flora species listed under the <i>Environment Protection and Biosecurity Conservation Act 1999</i> and the <i>Biodiversity Conservation Act 2016</i> were recorded within the alignment of the new road and listed as Priority 2 plant species.</p> <p>Council has been informed by the Appeals Convener that an objection lodged by the Wildflower Society of Western Australia for the construction of a bypass road around the Warburton Community has been dismissed by the Minister for Environment.</p> <p><b>Action: Completion of installing 3.0m high markers along the centreline and clearing works to be commenced.</b></p>
<p><b>JUNE 2022</b></p>	<p>Gravel Pits Great Central Road</p>	<p>MRWA are seeking data on road construction material types and pit site locations the Shire sources along Great Central Road. The Shire is collating SLK's, GPS co-ordinates, photos and material types sourced from each pit. Shire has advised MRWA all existing pits along Great Central Road have not been laboratory tested for their important characteristics for use in road construction. The Shire's currently produces and supplies gravel from various sources for pavement construction without crushing and screening or the use of additives to improve their characteristics. The Shire wins gravel from existing pits by the use of a dozer and stockpiles it ready for transportation to the job site. The Shire has an application with DWER for a clearing permit on 8 new gravel pits close to Great Central Rd between Wanarn Rd and Irrunytju Rd junctions.</p> <p><b>Action: Listing of existing gravel pits along Great Central Road has been submitted to MRWA</b></p>

**ACTION SHEET**

Operations Coordinator – Joseph Joseph  
20<sup>th</sup> JUNE 2022.

Date	Subject	Action Taken
<b>Waste Management and Yard Maintenance</b>		
Ongoing	Team Cohesion	The flu season and COVID have impacted the workforce, however daily instructions have been conveyed individually to staff in attendance. <b>Action: OC to continue holding regular daily review.</b>
Ongoing	Rubbish Inspections	Daily inspection and monitoring of bins being carried out. Fixing of lids done for 90% of BINS. <b>Action: OC to continue to monitor Rubbish Bins; Lids fixing to continue.</b>
Ongoing	Plant Maintenance	Truck and Ute servicing carried out. Truck tyre repairs are pending. <b>Action: OC to continue to ensure that all plant is maintained and operational.</b>
Ongoing	Yard maintenance and Rubbish pickup	The flu season and COVID have also impacted upon rubbish collections and yard maintenance. However, the schedule is being adhered to as much as possible. <b>Action: OC continue to implement rubbish collection and yard maintenance schedule.</b>
<b>Building Management</b>		
Ongoing	Building Inspections	Inspected in line with the Building Management Manual schedules. <b>Action: OC continue to inspect all properties under the care and control of the Shire.</b>
Ongoing	Building Repairs	All defects and repairs carried out in line with the Building Management Manual schedule. <b>Action: OC continue to organise repairs to properties in need of remedial works.</b>

## ENVIRONMENTAL HEALTH SERVICES

Environmental Health / Building Officer – Gordon Houston

## June 2022 – Monthly Report

Status	Subject	Action Taken
Ongoing	General Food Premises Inspections	A new inspection practice is being implemented. Inspections of all food premises will be conducted by the DIS (whilst undertaking road inspections) on behalf of the EHO during routine road and community inspections. Training of relevant staff has occurred and results of inspections will be reviewed by EHO and any required liaison and/or corrective actions will be conducted and followed up by that officer. This new approach will save the Shire costs. <b>Action: The CEO will be informed of the success of the new process once the impending round of inspections are completed.</b>
Ongoing	Food premises	All food premises to be inspected by end of July. Particular attention will be paid to premises which previously required corrective action. <b>Action: EHO to review inspection results and monitor food business safety.</b>
Pending	Jameson Community Airport Fuel Facility	A 110kL jet fuel storage tank is proposed to be installed at Jameson Airport. EHOBS investigated licensing requirements and due to the size of the tank, an application is required to be made to DMIRS. A Building permit has been requested, which must include a Certificate of Design Compliance as this is required for the DMIRS application. <b>Action: EHO to liaise with applicant to determine progress of application.</b>
Ongoing	Wingellina Community - HACC Kitchen	The HACC kitchen in Wingellina has been completed and the EHO has issued a Food Business Registration for the premises. A Food Auditor will be conducting audits of the HACC kitchens and Wanarn Aged Care before the end of June and this new facility will be included in that program. <b>Action: EHO monitor food business safety.</b>
Ongoing	Kanpa Community - Water Quality	Drinking water source from town's bore sampled for chemical analyses safety as Kanpa not on NCAC's drinking water sampling program. <b>Action: EHO monitor drinking water safety in Kanpa.</b>
Pending	Public Health Plan 2022-2027	Shire's current version of the Public Health Plan is being reviewed by the EHO. Shire-specific data has previously been sought to populate the Plan but the data appears sparse and more investigation into available and indicative disease data is still required. In the continued absence of any sufficiently representative data, a draft Plan will be prepared using regional data. <b>Action: EHO to develop interim Public Health Plan using regional data for presentation to Council. Interim plan to be updated when Ngaanyatjarra People specific data is obtained.</b>
Pending	Drinking Water Report 2021/22	EHO (assisted by Department of Communities) to investigate updating the annual report on the quality and safety of drinking water within the Shire's Communities for the months of January to June 2022. EHO to seek assistance from Ng Services to continue sampling the bores in Warburton for chemical analyses. <b>Action: EHO continue to monitor the quality and safety of the Shire's Communities drinking water.</b>
Ongoing	Covid-19 Pandemic	Restrictions relaxed. <b>Action: EHO monitor Covid-19 and other infectious diseases as well as ongoing Public Health matters.</b>
No Further Action at this Time	Shire Feedback on Surveys/Discussion Papers - <i>Notice of Amendment of Licence Reporting- Licenced Prescribed Premises</i>	Commented on Notice of Amendment of Licence Reporting- Licensed Prescribed Premises. DWER is pushing to reduce administrative burden on its own officers and local government which will have the opposite effect of allowing noncompliance with its legislative requirements to increase due to the lessening of administrative oversight. In effect DWER don't have enough staff to effectively carry out its compliance and administrative roles which will further weaken compliance across the sector. Shire feedback was that the Department needs to bolster its inspection and regulatory workforce to administer its own legislation and protect the environment as intended by the legislation.
Completed	Fireworks Application - Dust Up Festival	A Fireworks Application was received for the Dust Up Festival to be held at the Ngaanyatjarra Lands School in September. The Shire supported the application.
Completed	Wingellina Community - HACC Kitchen	A Food Business Registration has been issued for the HACC kitchen in Wingellina
Completed	Warburton Community Centre	A Building License has been issued for a new Community Centre at Lot 80A, B, C Fifth Street, Warburton.

Status	Subject	Action Taken
Completed	Blackstone Shade Shelter	A Certificate of Completion has been received for the Blackstone Shade Shelter
Completed	Oz Minerals West Mulgrave Mine Site	An application for a Static Wastewater Treatment Plant at the West Mulgrave site has been processed and the EHO liaised with Health Department staff to expedite processing.
Pending	Japanese encephalitis virus (JEV).	<p><b>Japanese encephalitis (JE)</b> is a rare, but potentially fatal disease caused by Japanese encephalitis virus (JEV). It traditionally occurs across much of Asia and is transmitted to people by the bite of an infected mosquito. The JEV transmission cycle involves mosquitoes and animal hosts, most commonly water birds and pigs. Humans and horses are considered dead-end hosts, which means they can be infected and develop clinical signs but cannot pass the virus back to a mosquito.</p> <p><b>Current situation:</b> Since February 2022, JEV has been detected and confirmed in numerous piggeries in New South Wales, Victoria, Queensland and South Australia. Human cases of Japanese encephalitis have also been confirmed across these states. Sadly, a number of cases have been fatal. <b>JEV activity has more recently been detected in feral pigs in the Northern Territory, close to the WA border.</b> Given this recent activity in Australia, the Commonwealth Department of Health has declared the JEV outbreak a Communicable Disease Incident of National Significance. <b>It is important to note that JEV has not yet been detected in WA. However, we cannot rule out the possibility that it may be present at undetected levels.</b> As such, the WA Department of Health is working with the Department of Primary Industries and Regional Development to undertake enhanced surveillance throughout the State.</p> <p><b>Preparedness:</b> It is critical to be prepared for the possibility that the JEV may be detected in WA in the future.</p> <p><b>EHO note:</b> As the Shire borders areas where JEV has been detected, it is obvious that it may represent a region of potential concern within the Health Department's response planning. The EHO has had significant dealings with the Entomology staff over the years and will initiate discussions with them around their strategies (if any) to prevent the disease from running rife through the Lands (e.g., feral pig control). The EHO will also draw their attention to the unusual circumstances of this Shire and provide background to the current Public Health arrangements within the communities, which he was unable to provide within the survey.</p> <p><b>Action: EHO to report back to the Council Once on the feedback he receives from the agency about their intended control measures,</b></p>
Completed	JEV Response Survey: Local Government Capacity for Mosquito Management.	Responded to Health Department Survey on LG ability to respond to mosquito-borne infectious disease outbreak. Focus was on diseases such as Japanese Encephalitis.