



**Shire of Ngaanyatjaraku**  
ON A JOURNEY

**ORDINARY MEETING OF COUNCIL**

**ATTACHMENTS**

**Tjulyuru Cultural and Civic Centre**

**Warburton Community**

**25 August 2021**

**at**

**1.00 pm**

## Council Resolutions – Status

Note: Only resolutions not actioned are reported on.

Meeting Date	Meeting Type	Report Number	Report Title	
28 October 2020	OCM	12.1	REVIEW OF AUDIT AND RISK COMMITTEE CHARTER	
4. Requests the CEO to commence the process to seek nominations for Council consideration of an appointment of an external person to the A&R Committee.			<b>Status Update</b> Not progressed at this stage due to Covid restrictions.	<b>% Complete</b> 0%

**SHIRE OF NGAANYATJARRAKU****BUDGET****FOR THE YEAR ENDED 30 JUNE 2022****LOCAL GOVERNMENT ACT 1995****TABLE OF CONTENTS**

Statement of Comprehensive Income by Nature or Type	2
Basis of Preparation	3
Statement of Comprehensive Income by Program	4
Statement of Cash Flows	6
Rate Setting Statement	7
Index of Notes to the Budget	8

**SHIRE'S VISION****The Shire**

Our Land - Looking after our Land

Our People - Looking after our People

Our Leadership - Showing the way for our Community

**SHIRE OF NGAANYATJARRAKU**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**BY NATURE OR TYPE**  
**FOR THE YEAR ENDED 30 JUNE 2022**

	NOTE	2021/22 Budget	2020/21 Actual	2020/21 Budget
		\$	\$	\$
<b>Revenue</b>				
Rates	1(a)	189,482	172,589	197,656
Operating grants, subsidies and contributions	9(a)	4,147,035	5,949,564	3,567,284
Fees and charges	8	433,290	543,481	416,055
Interest earnings	12(a)	25,150	33,982	52,150
Other revenue	12(b)	27,426	76,124	92,416
		4,822,383	6,775,740	4,325,561
<b>Expenses</b>				
Employee costs		(2,663,915)	(1,723,590)	(2,172,956)
Materials and contracts		(3,287,940)	(2,114,019)	(3,304,215)
Utility charges		(64,550)	(33,657)	(71,993)
Depreciation on non-current assets	5	(1,794,452)	(1,642,048)	(1,501,660)
Interest expenses	12(d)	(1,500)	(1,614)	(500)
Insurance expenses		(132,163)	(108,928)	(168,121)
Other expenditure		(78,740)	(31,211)	(96,079)
		(8,023,260)	(5,655,067)	(7,315,524)
<b>Subtotal</b>		(3,200,877)	1,120,673	(2,989,963)
Non-operating grants, subsidies and contributions	9(b)	4,395,093	2,472,913	3,408,055
Profit on asset disposals	4(b)	15,000	60,572	1,000
Loss on asset disposals	4(b)	0	(21,610)	(23,500)
		4,410,093	2,511,875	3,385,555
<b>Net result</b>		<b>1,209,216</b>	<b>3,632,548</b>	<b>395,592</b>
<b>Other comprehensive income</b>				
Changes on revaluation of non-current assets		0	0	0
<b>Total other comprehensive income</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>Total comprehensive income</b>		<b>1,209,216</b>	<b>3,632,548</b>	<b>395,592</b>

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

# SHIRE OF NGAANYATJARRAKU

## FOR THE YEAR ENDED 30 JUNE 2022

### BASIS OF PREPARATION

The budget has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretations of the Australian Accounting Standards Board, and the *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 budget have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the budget has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

### THE LOCAL GOVERNMENT REPORTING ENTITY

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

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. A separate statement of those monies appears at Note 13 to the budget.

### 2020/21 ACTUAL BALANCES

Balances shown in this budget as 2020/21 Actual are estimates as forecast at the time of budget preparation and are subject to final adjustments.

### CHANGE IN ACCOUNTING POLICIES

On the 1 July 2021 no new accounting policies are to be adopted and no new policies are expected to impact the annual budget.

### KEY TERMS AND DEFINITIONS - NATURE OR TYPE

#### REVENUES 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.

#### 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.

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

#### PROFIT ON ASSET DISPOSAL

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

### REVENUES (CONTINUED)

#### OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

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

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

#### FEES AND CHARGES

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

#### 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, and rebates. Reimbursements and recoveries should be separated by note to ensure the correct calculation of ratios.

### EXPENSES

#### EMPLOYEE COSTS

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

#### MATERIALS AND CONTRACTS

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

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

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

#### INSURANCE

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

#### LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets includes loss on disposal of long term investments.

#### DEPRECIATION ON NON-CURRENT ASSETS

Depreciation and amortisation expense raised on all classes of assets.

#### INTEREST EXPENSES

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

#### OTHER EXPENDITURE

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

**SHIRE OF NGAANYATJARRAKU**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**BY PROGRAM**  
**FOR THE YEAR ENDED 30 JUNE 2022**

	NOTE	2021/22 Budget	2020/21 Actual	2020/21 Budget
<b>Revenue</b>	1,8,9(a),12(a),12(b)	\$	\$	\$
Governance		4,250	48,473	2,000
General purpose funding		1,707,968	3,467,605	1,804,833
Law, order, public safety		426	420	416
Health		320	330	1,400
Education and welfare		102,000	102,857	48,000
Housing		140,000	180,418	95,590
Community amenities		129,125	71,520	71,265
Recreation and culture		185,000	248,571	230,000
Transport		2,552,294	2,655,546	2,071,257
Economic services		1,000	0	800
		4,822,383	6,775,740	4,325,561
<b>Expenses excluding finance costs</b>	4(a),5,12(c)(e)(e)			
Governance		(179,729)	(258,455)	(136,531)
General purpose funding		0	(2,883)	0
Law, order, public safety		(41,975)	(5,744)	(11,970)
Health		(220,831)	(252,201)	(253,488)
Education and welfare		(61,278)	(37,230)	(43,230)
Housing		(459,641)	(242,596)	(266,875)
Community amenities		(526,099)	(271,274)	(600,213)
Recreation and culture		(747,825)	(542,256)	(774,516)
Transport		(5,470,927)	(3,988,340)	(4,967,025)
Economic services		(313,455)	(52,474)	(261,176)
		(8,021,760)	(5,653,453)	(7,315,024)
<b>Finance costs</b>	7,6(a),12(d)			
Governance		(1,500)	(1,614)	(500)
		(1,500)	(1,614)	(500)
<b>Subtotal</b>		(3,200,877)	1,120,673	(2,989,963)
Non-operating grants, subsidies and contributions	9(b)	4,395,093	2,472,913	3,408,055
Profit on disposal of assets	4(b)	15,000	60,572	1,000
(Loss) on disposal of assets	4(b)	0	(21,610)	(23,500)
		4,410,093	2,511,875	3,385,555
<b>Net result</b>		<b>1,209,216</b>	<b>3,632,548</b>	<b>395,592</b>
<b>Other comprehensive income</b>				
Changes on revaluation of non-current assets		0	0	0
<b>Total other comprehensive income</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>Total comprehensive income</b>		<b>1,209,216</b>	<b>3,632,548</b>	<b>395,592</b>

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

## **KEY TERMS AND DEFINITIONS - REPORTING PROGRAMS**

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

### **OBJECTIVE**

### **ACTIVITIES**

#### **GOVERNANCE**

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

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

#### **GENERAL PURPOSE FUNDING**

To collect revenue to allow for the provision of services.

Rates, general purpose government grants and interest revenue.

#### **LAW, ORDER, PUBLIC SAFETY**

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

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

#### **HEALTH**

To provide an operational framework for environmental and community health.

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

Private works operation, plant repairs, operation costs and

**SHIRE OF NGAANYATJARRAKU  
FOR THE YEAR ENDED 30 JUNE 2022**

operating accounts.

administrative costs.



**SHIRE OF NGAANYATJARRAKU**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 30 JUNE 2022**

	NOTE	2021/22 Budget	2020/21 Actual	2020/21 Budget
		\$	\$	\$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>				
<b>Receipts</b>				
Rates		189,482	177,422	197,656
Operating grants, subsidies and contributions		4,147,035	7,040,824	3,250,147
Fees and charges		433,290	543,481	416,055
Interest received		25,150	33,982	52,150
Goods and services tax received		0	52,186	330,422
Other revenue		27,426	76,124	92,416
		4,822,383	7,924,019	4,338,846
<b>Payments</b>				
Employee costs		(2,663,915)	(1,708,826)	(2,172,956)
Materials and contracts		(3,287,940)	(1,769,013)	(3,304,215)
Utility charges		(64,550)	(33,657)	(71,993)
Interest expenses		(1,500)	(1,614)	(500)
Insurance paid		(132,163)	(108,928)	(168,121)
Goods and services tax paid		0	0	(330,422)
Other expenditure		(78,740)	(31,211)	(96,079)
		(6,228,808)	(3,653,249)	(6,144,286)
<b>Net cash provided by (used in) operating activities</b>	3	(1,406,425)	4,270,770	(1,805,440)
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>				
Payments for purchase of property, plant & equipment	4(a)	(629,000)	(227,636)	(337,150)
Payments for construction of infrastructure	4(a)	(5,484,802)	(3,451,674)	(4,162,605)
Non-operating grants, subsidies and contributions	9(b)	4,395,093	2,472,913	3,408,055
Proceeds from sale of plant and equipment	4(b)	75,000	92,954	60,000
<b>Net cash provided by (used in) investing activities</b>		(1,643,709)	(1,113,443)	(1,031,700)
<b>Net increase (decrease) in cash held</b>		(3,050,134)	3,157,327	(2,837,140)
Cash at beginning of year		10,059,898	6,902,571	6,903,500
<b>Cash and cash equivalents at the end of the year</b>	3	<b>7,009,764</b>	<b>10,059,898</b>	<b>4,066,360</b>

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

**SHIRE OF NGAANYATJARRAKU**  
**RATE SETTING STATEMENT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

	NOTE	2021/22 Budget	2020/21 Actual	2020/21 Budget
		\$	\$	\$
<b>OPERATING ACTIVITIES</b>				
<b>Net current assets at start of financial year - surplus/(deficit)</b>	2	3,151,790	2,525,774	2,997,140
		3,151,790	2,525,774	2,997,140
<b>Revenue from operating activities (excluding rates)</b>				
Operating grants, subsidies and contributions	9(a)	4,147,035	5,949,564	3,567,284
Fees and charges	8	433,290	543,481	416,055
Interest earnings	12(a)	25,150	33,982	52,150
Other revenue	12(b)	27,426	76,124	92,416
Profit on asset disposals	4(b)	15,000	60,572	1,000
		4,647,901	6,663,723	4,128,905
<b>Expenditure from operating activities</b>				
Employee costs		(2,663,915)	(1,723,590)	(2,172,956)
Materials and contracts		(3,287,940)	(2,114,019)	(3,304,215)
Utility charges		(64,550)	(33,657)	(71,993)
Depreciation on non-current assets	5	(1,794,452)	(1,642,048)	(1,501,660)
Interest expenses	12(d)	(1,500)	(1,614)	(500)
Insurance expenses		(132,163)	(108,928)	(168,121)
Other expenditure		(78,740)	(31,211)	(96,079)
Loss on asset disposals	4(b)	0	(21,610)	(23,500)
		(8,023,260)	(5,676,677)	(7,339,024)
Non-cash amounts excluded from operating activities	2(b)	1,779,452	1,603,086	1,207,023
<b>Amount attributable to operating activities</b>		1,555,883	5,115,906	994,044
<b>Investing activities</b>				
Non-operating grants, subsidies and contributions	9(b)	4,395,093	2,472,913	3,408,055
Payments for property, plant and equipment	4(a)	(629,000)	(227,636)	(337,150)
Payments for construction of infrastructure	4(a)	(5,484,802)	(3,451,674)	(4,162,605)
Proceeds from disposal of assets	4(b)	75,000	92,954	60,000
<b>Amount attributable to investing activities</b>		(1,643,709)	(1,113,443)	(1,031,700)
<b>FINANCING ACTIVITIES</b>				
Transfers to cash backed reserves (restricted assets)	7(a)	(101,656)	(1,023,262)	(160,000)
<b>Amount attributable to financing activities</b>		(101,656)	(1,023,262)	(160,000)
<b>Budgeted deficiency before general rates</b>		(189,482)	2,979,201	(197,656)
<b>Estimated amount to be raised from general rates</b>	1(a)	189,482	172,589	197,656
<b>Net current assets at end of financial year - surplus/(deficit)</b>	2	<b>0</b>	<b>3,151,790</b>	<b>0</b>

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

## INDEX OF NOTES TO THE BUDGET

Rates	9
Net Current Assets	11
Reconciliation of cash	14
Asset Acquisitions	15
Asset Disposals	16
Asset Depreciation	17
Borrowings	18
Reserves	19
Fees and Charges	20
Grant Revenue	20
Revenue Recognition	21
Elected Members Remuneration	22
Other Information	23
Significant Accounting Policies - Other Information	24

SHIRE OF NGAANYATJARRAKU  
 NOTES TO AND FORMING PART OF THE BUDGET  
 FOR THE YEAR ENDED 30 JUNE 2022

1. RATES

(a) Rating Information

RATE TYPE	Rate in	Number of properties	Rateable value	2021/22 Budgeted rate revenue	2021/22 Budgeted interim rates	2021/22 Budgeted back rates	2021/22 Budgeted total revenue	2020/21 Actual total revenue	2020/21 Budget total revenue
	\$		\$	\$	\$	\$	\$	\$	\$
<b>Differential general rate or general rate</b>									
<b>Unimproved valuations</b>									
	0.21000	28	898,344	188,652	(150)	0	188,502	171,609	196,676
<b>Sub-Totals</b>		28	898,344	188,652	(150)	0	188,502	171,609	196,676
<b>Minimum</b>									
<b>Minimum payment</b>									
<b>Unimproved valuations</b>									
	245	4	3,471	980	0	0	980	980	980
<b>Sub-Totals</b>		4	3,471	980	0	0	980	980	980
		32	901,815	189,632	(150)	0	189,482	172,589	197,656
<b>Total amount raised from general rates</b>							189,482	172,589	197,656

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

The general rates detailed for the 2021/22 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also considering the extent of any increase in rating over the level adopted in the previous year.

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

## 1. RATES (CONTINUED)

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

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

Instalment options	Date due	Instalment plan admin charge	Instalment plan interest rate	Unpaid rates interest rates
		\$	%	%
<b>Option one</b>				
Single full payment	11/10/2021	0	0.0%	7.0%
<b>Option two</b>				
First instalment	11/10/2021	0	0.0%	7.0%
Second instalment	13/12/2021	0	0.0%	7.0%
<b>Option three</b>				
First instalment	11/10/2021	0	0.0%	7.0%
Second instalment	13/12/2021	0	0.0%	7.0%
Third instalment	14/02/2022	0	0.0%	7.0%
Fourth instalment	14/04/2022	0	0.0%	7.0%

### (c) Specified Area Rate

The Shire did not raise specified area rates for the year ended 30th June 2022.

### (d) Service Charges

The Shire did not raise service charges for the year ended 30th June 2022.

### (e) Waivers or concessions

The Shire does not anticipate any waivers or concessions for the year ended 30th June 2022.

SHIRE OF NGAANYATJARRAKU  
 NOTES TO AND FORMING PART OF THE BUDGET  
 FOR THE YEAR ENDED 30 JUNE 2022

2. NET CURRENT ASSETS

	Note	2021/22 Budget 30 June 2022	2020/21 Actual 30 June 2021	2020/21 Budget 30 June 2021
		\$	\$	\$
<b>(a) Composition of estimated net current assets</b>				
<b>Current assets</b>				
Cash and cash equivalents- unrestricted	3	641,125	3,792,915	67,487
Cash and cash equivalents - restricted	3	6,368,639	6,266,983	3,998,873
Receivables		5,049	5,049	65,617
Inventories		50,497	50,497	50,497
		7,065,310	10,115,444	4,182,474
<b>Less: current liabilities</b>				
Trade and other payables		(542,445)	(542,445)	(183,601)
Contract liabilities		(1,404,848)	(1,404,848)	0
Employee provisions		(144,059)	(144,059)	0
Other provisions		(10,167)	(10,167)	0
		(2,101,519)	(2,101,519)	(183,601)
<b>Net current assets</b>		4,963,791	8,013,925	3,998,873
<b>Less: Total adjustments to net current assets</b>	2.(c)	(4,963,791)	(4,862,135)	(3,998,873)
<b>Net current assets used in the Rate Setting Statement</b>		0	3,151,790	0

## 2. NET CURRENT ASSETS (CONTINUED)

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

#### Items excluded from calculation of budgeted deficiency

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

#### (b) Operating activities excluded from budgeted deficiency

The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Rate Setting Statement in accordance with *Financial Management Regulation 32*.

#### Adjustments to operating activities

Less: Profit on asset disposals  
 Add: Loss on disposal of assets  
 Add: Depreciation on assets  
 Movement in current contract liabilities associated with restricted cash

#### Non cash amounts excluded from operating activities

#### (c) Current assets and liabilities excluded from budgeted deficiency

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

#### Adjustments to net current assets

Less: Cash - restricted reserves

#### Total adjustments to net current assets

Note	2021/22 Budget 30 June 2022	2020/21 Actual 30 June 2021	2020/21 Budget 30 June 2021
	\$	\$	\$
4(b)	(15,000)	(60,572)	(1,000)
4(b)	0	21,610	23,500
5	1,794,452	1,642,048	1,501,660
	0	0	(317,137)
	1,779,452	1,603,086	1,207,023
7	(4,963,791)	(4,862,135)	(3,998,873)
	(4,963,791)	(4,862,135)	(3,998,873)

## 2 (d) NET CURRENT ASSETS (CONTINUED)

### SIGNIFICANT ACCOUNTING POLICIES

#### CURRENT AND NON-CURRENT CLASSIFICATION

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

#### TRADE AND OTHER PAYABLES

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

#### PREPAID RATES

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire recognises revenue for the prepaid rates that have not been refunded.

#### INVENTORIES

##### General

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

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

##### Superannuation

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

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

#### LAND HELD FOR RESALE

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

#### CONTRACT ASSETS

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

#### TRADE AND OTHER RECEIVABLES

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

Trade receivables are recognised at original invoice amount less any allowances for uncollectible amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Trade receivables are held with the objective to collect the contractual cashflows and therefore measures them subsequently at amortised cost using the effective interest rate method.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

The Shire applies the AASB 9 simplified approach to measuring expected credit losses using a lifetime expected loss allowance for all trade receivables. To measure the expected credit losses, rates receivable are separated from other trade receivables due to the difference in payment terms and security for rates receivable.

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

#### CONTRACT LIABILITIES

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



### 3. RECONCILIATION OF CASH

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

Note	2021/22 Budget	2020/21 Actual	2020/21 Budget
	\$	\$	\$
Cash at bank and on hand	7,009,764	10,059,898	4,066,360
<b>Total cash and cash equivalents</b>	<b>7,009,764</b>	<b>10,059,898</b>	<b>4,066,360</b>
Held as			
- Unrestricted cash and cash equivalents	641,125	3,792,915	67,487
- Restricted cash and cash equivalents	6,368,639	6,266,983	3,998,873
	7,009,764	10,059,898	4,066,360
<b>Restrictions</b>			
The following classes of assets have restrictions imposed by regulations or other externally imposed requirements which limit or direct the purpose for which the resources may be used:			
- Cash and cash equivalents	6,368,639	6,266,983	3,998,873
	6,368,639	6,266,983	3,998,873
The restricted assets are a result of the following specific purposes to which the assets may be used:			
Reserves - cash/financial asset backed	7	4,963,791	4,862,135
Contract liabilities		1,404,848	1,404,848
		6,368,639	6,266,983
			3,998,873
<b>Reconciliation of net cash provided by operating activities to net result</b>			
<b>Net result</b>		1,209,216	3,632,548
			395,592
Depreciation	5	1,794,452	1,642,048
(Profit)/loss on sale of asset	4(b)	(15,000)	(38,962)
(Increase)/decrease in receivables		0	60,568
Increase/(decrease) in payables		0	359,770
Increase/(decrease) in contract liabilities		0	1,087,711
Non-operating grants, subsidies and contributions		(4,395,093)	(2,472,913)
<b>Net cash from operating activities</b>		<b>(1,406,425)</b>	<b>4,270,770</b>
			<b>(1,805,440)</b>

#### SIGNIFICANT ACCOUNTING POLICES

##### CASH AND CASH EQUIVALENTS

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

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

##### FINANCIAL ASSETS AT AMORTISED COST

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

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

#### 4. FIXED ASSETS

##### (a) Acquisition of Assets

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

##### Reporting program

Asset class	Reporting program				2021/22	2020/21	2020/21
	Governance	Community amenities	Recreation and culture	Transport	Budget total	Actual total	Budget total
	\$	\$	\$	\$	\$	\$	\$
<u>Property, Plant and Equipment</u>							
Buildings - non-specialised	0	0	0	0	0	32,902	53,150
Buildings - specialised	0	0	20,000	270,000	290,000	0	0
Furniture and equipment	55,000	0	0	0	55,000	0	0
Plant and equipment	90,000	100,000	0	94,000	284,000	194,734	284,000
	145,000	100,000	20,000	364,000	629,000	227,636	337,150
<u>Infrastructure</u>							
Infrastructure - roads	0	0	0	5,479,802	5,479,802	3,450,851	4,157,605
Infrastructure - recreation	0	0	5,000	0	5,000	823	5,000
Infrastructure - other	0	0	0	0	0	0	0
	0	0	5,000	5,479,802	5,484,802	3,451,674	4,162,605
<b>Total acquisitions</b>	145,000	100,000	25,000	5,843,802	6,113,802	3,679,310	4,499,755

#### SIGNIFICANT ACCOUNTING POLICIES

##### RECOGNITION OF ASSETS

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

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

SHIRE OF NGAANYATJARRAKU  
 NOTES TO AND FORMING PART OF THE BUDGET  
 FOR THE YEAR ENDED 30 JUNE 2022

4. FIXED ASSETS

(b) Disposals of Assets

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

	2021/22 Budget Net Book Value	2021/22 Budget Sale Proceeds	2021/22 Budget Profit	2021/22 Budget Loss	2020/21 Actual Net Book Value	2020/21 Actual Sale Proceeds	2020/21 Actual Profit	2020/21 Actual Loss	2020/21 Budget Net Book Value	2020/21 Budget Sale Proceeds	2020/21 Budget Profit	2020/21 Budget Loss
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>By Program</b>												
Governance	0	0	0	0	21,610	0	0	(21,610)	44,000	22,000	0	(22,000)
Transport	60,000	75,000	15,000	0	32,382	92,954	60,572	0	38,500	38,000	1,000	(1,500)
	60,000	75,000	15,000	0	53,992	92,954	60,572	(21,610)	82,500	60,000	1,000	(23,500)
<b>By Class</b>												
<i>Property, Plant and Equipment</i>												
Plant and equipment	60,000	75,000	15,000	0	53,992	92,954	60,572	(21,610)	82,500	60,000	1,000	(23,500)
	60,000	75,000	15,000	0	53,992	92,954	60,572	(21,610)	82,500	60,000	1,000	(23,500)

SIGNIFICANT ACCOUNTING POLICIES

GAINS AND LOSSES ON DISPOSAL

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

## 5. ASSET DEPRECIATION

### By Program

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

### By Class

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

2021/22 Budget	2020/21 Actual	2020/21 Budget
\$	\$	\$
47,812	38,000	29,484
1,831	1,821	1,821
16,395	17,494	15,472
25,751	25,611	25,610
92,109	91,607	91,607
24,577	24,443	31,844
49,417	49,148	49,735
1,536,560	1,393,924	1,256,087
1,794,452	1,642,048	1,501,660
153,111	152,277	151,607
10,446	10,390	10,389
101,562	92,644	100,411
1,516,312	1,373,787	1,237,033
2,756	2,741	2,220
10,265	10,209	0
1,794,452	1,642,048	1,501,660

## SIGNIFICANT ACCOUNTING POLICIES

### DEPRECIATION

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

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

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

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

Buildings - non-specialised	50 years
Furniture and equipment	4 years
Plant and equipment	5 years
Infrastructure - roads	0 - 32 years
Infrastructure - recreation	50 years
Infrastructure - other	20 years

### AMORTISATION

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

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

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

## **6. INFORMATION ON BORROWINGS**

### **(a) Borrowing repayments**

Movement in borrowings and interest between the beginning and the end of the current financial year.

The Shire has not budgeted to have any borrowings for the year ended 30th June 2022 and did not have or budget to have any borrowings for the year ended 30th June 2021

### **(b) New borrowings - 2021/22**

The Shire does not intend to undertake any new borrowings for the year ended 30th June 2022

### **(c) Unspent borrowings**

The Shire had no unspent borrowing funds as at 30th June 2021 nor is it expected to have unspent borrowing funds as at 30th June 2022.

## **SIGNIFICANT ACCOUNTING POLICIES**

### **BORROWING COSTS**

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

SHIRE OF NGAANYATJARRAKU  
 NOTES TO AND FORMING PART OF THE BUDGET  
 FOR THE YEAR ENDED 30 JUNE 2022

7. CASH BACKED RESERVES

(a) Cash Backed Reserves - Movement

	2021/22 Budget Opening Balance	2021/22 Budget Transfer to	2021/22 Budget Transfer (from)	2021/22 Budget Closing Balance	2020/21 Actual Opening Balance	2020/21 Actual Transfer to	2020/21 Actual Transfer (from)	2020/21 Actual Closing Balance	2020/21 Budget Opening Balance	2020/21 Budget Transfer to	2020/21 Budget Transfer (from)	2020/21 Budget Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
(a) Employee entitlement reserve	311,531	0	0	311,531	309,822	1,709	0	311,531	309,822	0	0	309,822
(b) Asset replacement, acquisition & dev	4,093,527	101,656	0	4,195,183	3,522,013	571,514	0	4,093,527	3,522,013	0	0	3,522,013
(c) Cultural centre reserve	122,077	0	0	122,077	7,038	115,039	0	122,077	7,038	80,000	0	87,038
(d) Strategic reserve	335,000	0	0	335,000	0	335,000	0	335,000	0	80,000	0	80,000
	4,862,135	101,656	0	4,963,791	3,838,873	1,023,262	0	4,862,135	3,838,873	160,000	0	3,998,873

(b) Cash Backed Reserves - Purposes

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

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

## 8. FEES & CHARGES REVENUE

	<b>2021/22 Budget</b>	<b>2020/21 Actual</b>	<b>2020/21 Budget</b>
	\$	\$	\$
Governance	250	500	0
Health	320	330	400
Education and welfare	102,000	102,857	48,000
Housing	140,000	180,418	95,590
Community amenities	29,720	71,520	71,265
Recreation and culture	160,000	187,856	200,000
Economic services	1,000	0	800
	<b>433,290</b>	<b>543,481</b>	<b>416,055</b>

## 9. GRANT REVENUE

	<b>2021/22 Budget</b>	<b>2020/21 Actual</b>	<b>2020/21 Budget</b>
	\$	\$	\$
<b>By Program:</b>			
<b>(a) Operating grants, subsidies and contributions</b>			
Governance	2,000	1,991	1,555,027
General purpose funding	1,493,336	3,261,033	2,000
Community amenities	99,405	0	0
Recreation and culture	0	30,994	0
Transport	2,552,294	2,655,546	2,010,257
	<b>4,147,035</b>	<b>5,949,564</b>	<b>3,567,284</b>
<b>(b) Non-operating grants, subsidies and contributions</b>			
Transport	4,395,093	2,472,913	3,408,055
	<b>4,395,093</b>	<b>2,472,913</b>	<b>3,408,055</b>
<b>Total grants, subsidies and contributions</b>	<b>8,542,128</b>	<b>8,422,477</b>	<b>6,975,339</b>

**SHIRE OF NGAANYATJARRAKU**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**10. REVENUE RECOGNITION**

**SIGNIFICANT ACCOUNTING POLICIES**

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

<b>Revenue Category</b>	<b>Nature of goods and services</b>	<b>When obligations typically satisfied</b>	<b>Payment terms</b>	<b>Returns/Refunds/Warranties</b>	<b>Determination of transaction price</b>	<b>Allocating transaction price</b>	<b>Measuring obligations for returns</b>	<b>Revenue recognition</b>
Rates	General Rates	Over time	Payment dates adopted by Council during the year	None	Adopted by council annually	When taxable event occurs	Not applicable	When rates notice is issued
Specified area rates	Rates charge for specific defined purpose	Over time	Payment dates adopted by Council during the year	Refund in event monies are unspent	Adopted by council annually	When taxable event occurs	Not applicable	When rates notice is issued
Service charges	Charge for specific service	Over time	Payment dates adopted by Council during the year	Refund in event monies are unspent	Adopted by council annually	When taxable event occurs	Not applicable	When rates notice is issued
Grant contracts with customers	Community events, minor facilities, research, design, planning evaluation and services	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Set by mutual agreement with the customer	Based on the progress of works to match performance obligations	Returns limited to repayment of transaction price of terms breached	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Grants, subsidies or contributions for the construction of non-financial assets	Construction or acquisition of recognisable non-financial assets to be controlled by the local government	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Set by mutual agreement with the customer	Based on the progress of works to match performance obligations	Returns limited to repayment of transaction price of terms breached	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Grants with no contractual commitments	General appropriations and contributions with no specific contractual commitments	No obligations	Not applicable	Not applicable	Cash received	On receipt of funds	Not applicable	When assets are controlled
Licences/ Registrations/ Approvals	Building, planning, development and animal management, having the same nature as a licence regardless of naming.	Single point in time	Full payment prior to issue	None	Set by State legislation or limited by legislation to the cost of provision	Based on timing of issue of the associated rights	No refunds	On payment and issue of the licence, registration or approval
Pool inspections	Compliance safety check	Single point in time	Equal proportion based on an equal annually fee	None	Set by State legislation	Apportioned equally across the inspection cycle	No refunds	After inspection complete based on a 4 year cycle
Other inspections	Regulatory Food, Health and Safety	Single point in time	Full payment prior to inspection	None	Set by State legislation or limited by legislation to the cost of provision	Applied fully on timing of inspection	Not applicable	Revenue recognised after inspection event occurs
Waste management collections	Kerbside collection service	Over time	Payment on an annual basis in advance	None	Adopted by council annually	Apportioned equally across the collection period	Not applicable	Output method based on regular weekly and fortnightly period as proportionate to collection service
Waste management entry fees	Waste treatment, recycling and disposal service at disposal sites	Single point in time	Payment in advance at gate or on normal trading terms if credit provided	None	Adopted by council annually	Based on timing of entry to facility	Not applicable	On entry to facility
Airport landing charges	Permission to use facilities and runway	Single point in time	Monthly in arrears	None	Adopted by council annually	Applied fully on timing of landing/take-off	Not applicable	On landing/departure event
Property hire and entry	Use of halls and facilities	Single point in time	In full in advance	Refund if event cancelled within 7 days	Adopted by council annually	Based on timing of entry to facility	Returns limited to repayment of transaction price	On entry or at conclusion of hire
Memberships	Gym and pool membership	Over time	Payment in full in advance	Refund for unused portion on application	Adopted by council annually	Apportioned equally across the access period	Returns limited to repayment of transaction price	Output method Over 12 months matched to access right
Fees and charges for other goods and services	Cemetery services, library fees, reinstatements and private works	Single point in time	Payment in full in advance	None	Adopted by council annually	Applied fully based on timing of provision	Not applicable	Output method based on provision of service or completion of works
Sale of stock	Aviation fuel, kiosk and visitor centre stock	Single point in time	In full in advance, on 15 day credit	Refund for faulty goods	Adopted by council annually, set by mutual agreement	Applied fully based on timing of provision	Returns limited to repayment of transaction price	Output method based on goods
Commissions	Commissions on licencing and ticket sales	Over time	Payment in full on sale	None	Set by mutual agreement with the customer	On receipt of funds	Not applicable	When assets are controlled
Reimbursements	Insurance claims	Single point in time	Payment in arrears for claimable event	None	Set by mutual agreement with the customer	When claim is agreed	Not applicable	When claim is agreed



## 11. ELECTED MEMBERS REMUNERATION

	2021/22 Budget	2020/21 Actual	2020/21 Budget
	\$	\$	\$
<b>Elected member [describe]</b>			
President's allowance	6,000	6,000	6,000
Meeting attendance fees	5,350	5,170	5,300
Travel and accommodation expenses	375	0	375
	11,725	11,170	11,675
<b>Elected member [describe]</b>			
Deputy President's allowance	1,500	1,500	1,500
Meeting attendance fees	2,970	1,650	2,350
Travel and accommodation expenses	375	0	375
	4,845	3,150	4,225
<b>Elected member [describe]</b>			
Meeting attendance fees	2,970	1,760	2,350
Travel and accommodation expenses	375	807	375
	3,345	2,567	2,725
<b>Elected member [describe]</b>			
Meeting attendance fees	2,970	1,980	2,350
Travel and accommodation expenses	375	0	375
	3,345	1,980	2,725
<b>Elected member [describe]</b>			
Meeting attendance fees	2,970	2,310	2,350
Travel and accommodation expenses	375	0	375
	3,345	2,310	2,725
<b>Elected member [describe]</b>			
Meeting attendance fees	2,970	2,420	2,350
Travel and accommodation expenses	375	0	375
	3,345	2,420	2,725
<b>Elected member [describe]</b>			
Meeting attendance fees	2,970	2,750	2,350
Travel and accommodation expenses	375	0	375
	3,345	2,750	2,725
<b>Elected member [describe]</b>			
Meeting attendance fees	2,970	0	2,350
Travel and accommodation expenses	375	0	375
	3,345	0	2,725
<b>Total Elected Member Remuneration</b>	36,640	26,347	32,250
President's allowance	6,000	6,000	6,000
Deputy President's allowance	1,500	1,500	1,500
Meeting attendance fees	26,140	18,040	21,750
Travel and accommodation expenses	3,000	807	3,000
	36,640	26,347	32,250



**SHIRE OF NGAANYATJARAKU**  
**SCHEDULE OF FEES AND CHARGES 2021/2022**  
**(unchanged from 2020/2021)**

A/c Number	2020/2021 (GST excl) \$	GST	Fees Inclusive of GST	2021/2022 (GST excl) \$	GST	Fees Inclusive of GST	
<b>Photocopying (per copy)</b>							
- A4 (Shire supplied paper)	42302	\$0.18	\$0.02	\$0.20	\$0.18	\$0.02	\$0.20
- A4 (customer supplied paper)	42302	\$0.09	\$0.01	\$0.10	\$0.09	\$0.01	\$0.10
- A3 (Shire supplied paper)	42302	\$0.27	\$0.03	\$0.30	\$0.27	\$0.03	\$0.30
- A3 (customer supplied paper)	42302	\$0.14	\$0.01	\$0.15	\$0.14	\$0.01	\$0.15
<b>Laminating (per page)</b>							
- A4	42302	\$0.91	\$0.09	\$1.00	\$0.91	\$0.09	\$1.00
- A3	42302	\$1.82	\$0.18	\$2.00	\$1.82	\$0.18	\$2.00
<b>Facsimile transmission (per page)</b>							
- Outgoing	42302	\$0.91	\$0.09	\$1.00	\$0.91	\$0.09	\$1.00
- Incoming	42302	\$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)	118329	\$60.00	\$6.00	\$66.00	\$60.00	\$6.00	\$66.00
Meeting Room Hire (per day)	118329	\$250.00	\$25.00	\$275.00	\$250.00	\$25.00	\$275.00
Clearing charges (per hour - min 1 hour)	118329	\$75.00	\$7.50	\$82.50	\$75.00	\$7.50	\$82.50
Meeting room hire (2 days or more hire)	118329	(Number of days hire x daily 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/maintenance - Household	101410	\$348.00	Free	\$348.00	\$348.00	Free	\$348.00
Rubbish removal/maintenance - Commercial	101410	\$1,320.00	Free	\$1,320.00	\$1,320.00	Free	\$1,320.00
<b>Sport and Recreation</b>							
Sport & Recreation Officer – per hour	113505			\$34.00	10%	\$37.40	
Mileage – per game	113505			\$30.00	10%	\$33.00	
<b>Sale of local Indigenous Artwork / Artefacts</b>							
Mark-up on purchase price – local	118319	33%	10%	46.3%	10%	46.3%	
Mark-up on purchase price – other galleries	118319	0%	10%	10.0%	10%	10.0%	
Commission on artwork / artefacts	118328	0%	10%	10%	0%	10%	
		Small		Small		Small	
		\$248.73		\$273.60		\$273.60	
		Medium		Medium		Medium	
		367.70		404.47		404.47	
		Large		Large		Large	
		\$713.62	10%	\$785.20	\$713.62	10%	\$785.20
<b>Rental – Office / Housing</b>							
Warburton Community Resource Centre - as per rental agreement	111038						
Duplex Unit (or as per existing contract)	42605	\$421.36	10%	\$463.50	\$421.36	10%	\$463.50
House (or as per existing contract)	42605	\$566.50	10%	\$623.15	\$566.50	10%	\$623.15



	A/c Number	2020/2021 (GST excl) \$	GST	Fees Inclusive of GST	2021/2022 (GST excl) \$	GST	Fees Inclusive of GST
<b><u>Building &amp; Regulatory Services</u></b>							
<b><u>Building Permit Application Fees:</u></b>							
Uncertified Residential - 0.32% of estimated value of construction (incl. GST) minimum \$97.70	133410	Minimum \$97.70	GST Free	Minimum \$105	Minimum \$110	GST Free	Minimum \$110
Certified Residential - 0.10% of estimated value of construction (incl. GST) minimum \$97.70	133410	Minimum \$97.70	GST Free	Minimum \$105	Minimum \$110	GST Free	Minimum \$110
Commercial / Industrial - 0.09% of estimated value of construction (incl. GST) minimum \$97.70	133410	Minimum \$97.70	GST Free	Minimum \$105	Minimum \$110	GST Free	Minimum \$110
BCYF Levy - 0.2% of estimated value of construction (incl. GST) – (*only applies to estimated values over \$20,000) minimum of \$200	133480	Minimum \$200	GST Free	Minimum \$200	Minimum \$200	GST Free	Minimum \$200
Building Services Levy - \$61.65 for works valued below \$45,000 and 0.157% for works valued over \$45,000 (building or demolition)	133400	Minimum \$61.65	GST Free	Minimum \$61.65	Minimum \$61.65	GST Free	Minimum \$61.65
Demolition Permit (for a Class 1 or Class 10 building or incidental structure)	133410	Minimum \$97.70	GST Free	Minimum \$105	Minimum \$110	GST Free	Minimum \$110
Application to extend the time during which a building or demolition permit has effect	133410	Minimum \$97.70	GST Free	Minimum \$105	Minimum \$110	GST Free	Minimum \$110
<b><u>Application for Occupancy Permits, Building Approval Certificates:</u></b>							
Occupancy Permit for a completed building	133410	\$97.70	GST Free	\$105	\$110	GST Free	\$110
Temporary Occupancy Permit for an incomplete building	133410	\$97.70	GST Free	\$105	\$110	GST Free	\$110
Replacement of an Occupancy Permit for permanent change of the building's use or classification	133410	\$97.70	GST Free	\$105	\$110	GST Free	\$110
Occupancy Permit for unauthorised work – 0.18% of estimated value of construction	133410	Minimum \$97.70	GST Free	Minimum \$105	Minimum \$110	GST Free	Minimum \$110
Building Approval Certificate for unauthorised work – 0.35% of estimated value of construction	133410	Minimum \$97.70	GST Free	Minimum \$105	Minimum \$110	GST Free	Minimum \$110
Occupancy Permit for an existing building	133410	\$97.70	GST Free	\$105	\$110	GST Free	\$110
Building Approval Certificate for an existing building where unauthorised work has not been done	133410	\$97.70	GST Free	\$105	\$110	GST Free	\$110
Application to extend the time during which an Occupancy Permit or Building Approval Certificate has effect	133410	\$97.70	GST Free	\$105	\$110	GST Free	\$110
Application to inspect and obtain a copy of building records	133410	\$100 each	GST Free	\$100 each	\$100 each	GST Free	\$100 each
Application to install battery smoke detectors, dwellings (from 1 October 2018)	133410	\$179.40 per dwelling	GST Free	\$179.40 per dwelling	\$179.40 per dwelling	GST Free	\$179.40 per dwelling
General Inspections	133410	\$120 per hour	GST Free	\$120 per hour	\$120 per hour	GST Free	\$120 per hour
<b><u>Fees for construction or installation of an apparatus for the treatment of sewerage:</u></b>							
Local Government Septic Tank Application fee	103450	\$118.00	GST Free	\$118.00	\$118.00	GST Free	\$118.00
Department of Health Fee - DoH Application referral Only	103450	\$68.00	GST Free	\$68.00	\$68.00	GST Free	\$68.00
Local Government Report	103450	\$118.00	GST Free	\$118.00	\$118.00	GST Free	\$118.00
<b><u>Food Act Fees (Section 140) – pro rata on proclamation</u></b>							
Registration/Notification under Food Act 2008	74380	\$60.00	GST Free	\$60.00	\$60.00	GST Free	\$60.00
Caravan Park licence/registration fee \$8 per bay, \$200 minimum	74381	Minimum \$200.00	GST Free	Minimum \$200.00	Minimum \$200.00	GST Free	Minimum \$200.00

Payment listing July (201/22)					
Chq/EFT	Date	Name	Description	Invoice / Payroll	Payment
EFT3663	01/07/2021	NATS	Payment		13,118.52
P38572SN	15/06/2021	NATS	2 x Security Doors for CRC, Per Clearshield Security quote # 000435	1,827.00	
48944	24/06/2021	NATS	Concrete mix for the Storage Compound	11,291.52	
EFT3664	01/07/2021	WARBURTON ROADHOUSE	Payment		4,431.95
MAY2021	01/05/2021	WARBURTON ROADHOUSE	Supplies for Shire meeting room, Supplies for Shire meeting room, Diesel for 1HCK864, Diesel for 1EKV323, Tyre repair kit for 1EKV323, Diesel for 1EJN112, Diesel for 1HED881, Diesel for 1DWC269, Battery for 1DWC269, Diesel for 1GDT303, Battery for 1GDT303, Diesel for 1EYW816, Oil for chainsaw blade + opal fuel, Diesel for 1CRP311	4,431.95	
EFT3665	01/07/2021	MILLY (WARBURTON) STORE	Payment		105.00
110357	04/05/2021	MILLY (WARBURTON) STORE	Supplies for Shire meeting room	45.00	
110526	14/05/2021	MILLY (WARBURTON) STORE	Supplies for Shire meeting room	30.00	
110724	26/05/2021	MILLY (WARBURTON) STORE	Supplies for Shire meeting room	30.00	
EFT3666	01/07/2021	Quinn Weatherhead	Payment		110.00
QW040521	04/05/2021	Quinn Weatherhead	Re-imburement of pre-employment medical fee	110.00	
EFT3667	01/07/2021	GHD Pty Ltd	Payment		25,328.93
112-0085651	30/06/2021	GHD Pty Ltd	Level 2 Flora and Vegetation survey, Level 2 Flora and Vegetation survey	25,328.93	
EFT3668	01/07/2021	Steven Wallace Tweedie	Payment		935.00
ST260621	26/06/2021	Steven Wallace Tweedie	Preparation of a draft CoC	935.00	
EFT3669	01/07/2021	MCLEODS	Payment		1,968.32
119857	30/06/2021	MCLEODS	Advice in regard to damage to shire roads	1,968.32	
EFT3670	01/07/2021	Hewer Consulting Services	Payment		5,610.00
1431	30/06/2021	Hewer Consulting Services	Phase 2 of RAMM review and update	5,610.00	
EFT3671	01/07/2021	TAPS Industries Pty Ltd	Payment		5,134.25
14302	22/06/2021	TAPS Industries Pty Ltd	New HWS Lot 367 Warburton, Per TAPS Industries Quote # 0001 Part b, Install new Enviroheat 250L Heat pump HWS	5,134.25	
EFT3672	01/07/2021	KEY FACTORS PTY LTD (BREAKAWAY)	Payment		218,126.70
1528	23/06/2021	KEY FACTORS PTY LTD (BREAKAWAY)	Hire of plant and equipment for construction work on the Great Central Road	81,902.70	
1534	23/06/2021	KEY FACTORS PTY LTD (BREAKAWAY)	Hire of graders for the formation and improvement of the Warakurna Community roads	4,412.10	
1535	23/06/2021	KEY FACTORS PTY LTD (BREAKAWAY)	Hire of graders for the formation and improvement of the Wanarn Community roads	2,101.00	
1536	23/06/2021	KEY FACTORS PTY LTD (BREAKAWAY)	Hire of graders for the formation and improvement of the Great Central Road	21,850.40	
1541	30/06/2021	KEY FACTORS PTY LTD (BREAKAWAY)	Hire of plant and equipment for construction work on the Great Central Road	80,547.50	
1545	30/06/2021	KEY FACTORS PTY LTD (BREAKAWAY)	Hire of graders for the formation and improvement of the Great Central Road	27,313.00	
EFT3673	01/07/2021	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	Payment		176.00
13087590	29/06/2021	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	Classify 2x Position Descriptions - EHO and WE	176.00	
EFT3674	01/07/2021	DEPT FOR PLANNING &	Payment		791.50
182328-182333	30/06/2021	DEPT FOR PLANNING &	DoT agency payments 182328 - 182333	791.50	
EFT3675	01/07/2021	PERFECT COMPUTER SOLUTIONS PTY	Payment		3,652.50
26550	24/06/2021	PERFECT COMPUTER SOLUTIONS PTY	IT support for June 2021	297.50	
26584	29/06/2021	PERFECT COMPUTER SOLUTIONS PTY LTD	Daily monitoring and disaster recovery options for June 2021	85.00	
26556	29/06/2021	PERFECT COMPUTER SOLUTIONS PTY	Lenovo X1 Carbon laptop	3,270.00	
EFT3676	19/07/2021	NATS	Payment		855.52
P38589SN	30/06/2021	NATS	2 x 4 litres of Ormonoid Waterproofers	92.66	
P38649SN	30/06/2021	NATS	4 x 1000 packets of staples	128.17	
P38629SN	30/06/2021	NATS	Lengths of Reo for Gabion Wall of the Shade Structure, Per Madalia Steel quote # 25776676	634.69	
EFT3677	19/07/2021	LANDGATE	Payment		114.80
366383-	27/06/2021	LANDGATE	Mining tenement schedule M2021/3	114.80	
EFT3678	19/07/2021	WARBURTON ROADHOUSE	Payment		4,022.86
JUNE2021	01/06/2021	WARBURTON ROADHOUSE	Supplies for Shire meeting room, Diesel for 1EKV323, Diesel for 1GJT224, Diesel for 1HED881, Diesel for 1EJN112, Diesel for 1GDT303, Accommodation and meals for food auditor Chris Richardson, Diesel for 1EYW816, Fuel for mowers/chainsaw, Diesel	3,802.86	

01-008418	02/07/2021	WARBURTON ROADHOUSE	Catering for OCM 30 June 2021	220.00	
EFT3679	19/07/2021	MILLY (WARBURTON) STORE	Payment		159.60
110838	01/06/2021	MILLY (WARBURTON) STORE	1 x Box of UHT Milk	30.00	
110949	08/06/2021	MILLY (WARBURTON) STORE	Milk and sugar for meeting room	36.30	
111047	15/06/2021	MILLY (WARBURTON) STORE	Milk and water for Shire meeting room	60.00	
111323	29/06/2021	MILLY (WARBURTON) STORE	1 box UHT Milk, 1 bag raw sugar	33.30	
EFT3680	19/07/2021	ASK Waste Management Consultancy	Payment		2,184.60
752	30/06/2021	ASK Waste Management Consultancy	WMP - production of budget and schedule	2,184.60	
EFT3681	19/07/2021	Tecsec Security Solutions	Payment		6,144.60
NS118381-1	09/07/2021	Tecsec Security Solutions	Repairs to alarm in the Shire office in Warburton	4,727.80	
NS118661-1	09/07/2021	Tecsec Security Solutions	New CCTV x 2 Camera System	1,416.80	
EFT3682	19/07/2021	Daniel Weatherhead	Payment		307.00
DW260621	26/06/2021	Daniel Weatherhead	Re-imburement for fuel purchase for 1EJN112	307.00	
EFT3683	19/07/2021	NGAANYATJARRA COUNCIL (ABORIGINAL CORPORATION)	Payment		400.00
17835	30/06/2021	NGAANYATJARRA COUNCIL (ABORIGINAL CORPORATION)	Change and rotate tyres on 1GJT224 x 4	400.00	
EFT3684	19/07/2021	MCLEODS	Payment		2,184.59
119527	28/06/2021	MCLEODS	Advice re Casuals contracts and Public Holiday working	334.13	
119546	29/06/2021	MCLEODS	Review of proposed ILUA	1,850.46	
EFT3685	19/07/2021	NGAANYATJARRA Services (ELEC a/c)	Payment		5,479.87
202107/11243	03/07/2021	NGAANYATJARRA Services (ELEC a/c)	Electricity account for May - June 2021	5,479.87	
EFT3686	19/07/2021	ITVISION AUSTRALIA PTY LTD	Payment		2,313.83
35639	30/06/2021	ITVISION AUSTRALIA PTY LTD	Monthly rates processing and technical managed service for June 2021	2,313.83	
EFT3687	19/07/2021	EMPEROR REFRIGERATION PTY LTD	Payment		126.50
15944	06/07/2021	EMPEROR REFRIGERATION PTY LTD	Diagnose issue with reverse cycle aircon in Lot 255 rear unit	126.50	
EFT3688	19/07/2021	NATIONAL SAFETY SOLUTIONS P/L	Payment		484.00
21573	19/05/2021	NATIONAL SAFETY SOLUTIONS P/L	60 pairs of riggers gloves, 48 pairs safety glasses, Freight to NATS	484.00	
EFT3689	19/07/2021	MOORE AUSTRALIA (WA) Pty Ltd	Payment		50,862.90
321999	30/06/2021	MOORE AUSTRALIA (WA) Pty Ltd	Progressive billing for Strategic and Corporate Business planning services	25,300.00	
321873	30/06/2021	MOORE AUSTRALIA (WA) Pty Ltd	Compilation of the statement of financial activity for May 2021	2,612.50	
321997	30/06/2021	MOORE AUSTRALIA (WA) Pty Ltd	Progressive invoice for provision of workforce planning services	2,750.00	
321998	30/06/2021	MOORE AUSTRALIA (WA) Pty Ltd	Progressive billing for Strategic Planning services	14,300.00	
322002	30/06/2021	MOORE AUSTRALIA (WA) Pty Ltd	Planning and delivery of Risk management services and maintain selected registers, April to June 2021 quarter	5,900.40	
EFT3690	19/07/2021	LAVERTON SUPPLIES MOTORS	Payment		143.89
01-112513	25/06/2021	LAVERTON SUPPLIES MOTORS	Diesel for 1HED881	143.89	
EFT3691	19/07/2021	KEVIN HANNAGAN	Payment		298.24
CEO24/6/21	24/06/2021	KEVIN HANNAGAN	Taxi fare - ASP airport to motel, Taxi fare - ASP motel to Airport, Breakfast Mel airport, Printer cartridges, Breakfast in ASP, Dinner in ASP, Foscam subscription - CEO house security camera, Dinner in ASP motel, Dinner takeaway in ASP, Dinner takeaway in Mel	298.24	
EFT3692	21/07/2021	CORE BUSINESS AUSTRALIA	Payment		20,353.30
INV-1156	14/06/2021	CORE BUSINESS AUSTRALIA	Annual Licence Fee - WHS Monitor - Year 1, Task 1 - Project Establishment and Management, Task 2 - Pre Go Live Activities (incl Configuration)	20,353.30	
EFT3693	23/07/2021	IT Vision User Group Inc	Payment		748.00
696	19/07/2021	IT Vision User Group Inc	Annual subscription for IT Vision Usergroup	748.00	
EFT3694	23/07/2021	Environmental Health Australia	Payment		330.00
3844	26/05/2021	Environmental Health Australia	Subscription to I'm Alert Food Safety Program, 1 July 2021 - 30 June 2022	330.00	
EFT3695	23/07/2021	NATS	Payment		2,113.39
P38832SN	16/07/2021	NATS	2 x 25 pc boxes Buildex 18 - 7 x 300mm Landscaping Construction Screw	190.30	
P38860SN	16/07/2021	NATS	4 bags of 20kg cement for rendering at Shire office	96.54	
P38819SN	16/07/2021	NATS	40 x Duraflex guide post (4.0mm) MRWA approved	1,826.55	
EFT3696	23/07/2021	WARAKURNA ROADHOUSE	Payment		422.37
02-145066	19/07/2021	WARAKURNA ROADHOUSE	Accommodation and meals EHO 18 July 2021	225.00	
02-145088	20/07/2021	WARAKURNA ROADHOUSE	Diesel for 1HED881	197.37	
EFT3697	23/07/2021	One Music Australia	Payment		88.22
146586	01/07/2021	One Music Australia	Music for Councils - Rural quarterly subscription 1 July - 30 Sept 2021	88.22	
EFT3698	23/07/2021	Focus Networks	Payment		35,211.00
INV-9237G	19/07/2021	Focus Networks	Microserver - migrate current servers - ITvision server - cloud service setup	14,527.70	

INV-9238G	19/07/2021	Focus Networks	Setup fee for new IT system	19,177.40	
INV-9239G	19/07/2021	Focus Networks	Managed recovery service and Office 365 cloud backup setup fee	907.50	
INV-9240G	19/07/2021	Focus Networks	Managed firewall service setup fee	598.40	
EFT3699	23/07/2021	KEY FACTORS PTY LTD (BREAKAWAY)	Payment		200,874.30
1546	07/07/2021	KEY FACTORS PTY LTD (BREAKAWAY)	Hire of plant and equipment for construction work on the Great Central Road	67,975.60	
1555	07/07/2021	KEY FACTORS PTY LTD (BREAKAWAY)	Hire of graders for the formation and improvement of the Great Central Road	18,909.00	
1556	07/07/2021	KEY FACTORS PTY LTD (BREAKAWAY)	Hire of graders for the formation and improvement of the Warburton Community Roads	3,571.70	
1557	07/07/2021	KEY FACTORS PTY LTD (BREAKAWAY)	Hire of graders for the formation and improvement of the Warburton to Blackstone Road	1,680.80	
1562	14/07/2021	KEY FACTORS PTY LTD (BREAKAWAY)	Hire of graders for the formation and improvement of the Great Central Road	18,278.70	
1563	14/07/2021	KEY FACTORS PTY LTD (BREAKAWAY)	Hire of graders for the formation and improvement of the Warburton to Blackstone Road	5,252.50	
1564	14/07/2021	KEY FACTORS PTY LTD (BREAKAWAY)	Hire of graders for the formation and improvement of the Warburton Community Roads	2,731.30	
1559	14/07/2021	KEY FACTORS PTY LTD (BREAKAWAY)	Hire of plant and equipment for construction work on the Great Central Road	82,474.70	
EFT3700	23/07/2021	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	Payment		18,596.74
I3087497	22/06/2021	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	Local Government Officer training - for Admin Coordinator	195.00	
I3087773	09/07/2021	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	Membership subscription including services for procurement, tax, governance and employee relations	18,401.74	
EFT3701	23/07/2021	DESERT INN HOTEL	Payment		148.00
5211	15/07/2021	DESERT INN HOTEL	Accommodation and Meal, WE, Tuesday 13th July 2021	148.00	
EFT3702	23/07/2021	GLOBETROTTER CORPORATE TRAVEL	Payment		1,829.91
854971	03/07/2021	GLOBETROTTER CORPORATE TRAVEL	Flights for WE to Laverton return 7 - 14 July 2021	1,025.08	
956496	09/07/2021	GLOBETROTTER CORPORATE TRAVEL	DGS flights, Monday 26th July 2021, Perth 0830 HK1931 to Laverton 1025, Friday 30th July 2021, Leonora 1630 HK1932 to Perth 1820	804.83	
EFT3703	23/07/2021	PERFECT COMPUTER SOLUTIONS PTY	Payment		1,020.00
26616	15/07/2021	PERFECT COMPUTER SOLUTIONS PTY	IT support for July 2021	1,020.00	
EFT3704	23/07/2021	PLAZA HOTEL KALGOORLIE	Payment		164.00
I014132	08/07/2021	PLAZA HOTEL KALGOORLIE	Accommodation for DIS, 7 July 2021 - 1 night only	164.00	
EFT3705	23/07/2021	CHARTAIR PTY LTD	Payment		715.00
T611694	08/07/2021	CHARTAIR PTY LTD	Flight for DIS Kalgoorlie to Warburton 8 July 2021	370.00	
T611752	13/07/2021	CHARTAIR PTY LTD	Flight for CEO ASP > WBR 13 July 2021	345.00	
EFT3706	23/07/2021	CITY OF LIGHTS VIDEO & MULTIMEDIA PRODUCTIONS	Payment		528.00
I_210602	17/06/2021	CITY OF LIGHTS VIDEO & MULTIMEDIA PRODUCTIONS	Hosting of Shire website for 1 July - 31 December 2021	528.00	
EFT3707	23/07/2021	ITVISION AUSTRALIA PTY LTD	Payment		23,455.41
35433	01/07/2021	ITVISION AUSTRALIA PTY LTD	ITVision annual license fees for 2021/22	23,455.41	
EFT3708	23/07/2021	OUTBACK HIGHWAY DEVELOPMENT	Payment		27,500.00
INV-0034	25/06/2021	OUTBACK HIGHWAY DEVELOPMENT	2021/22 OHDC inc. membership	27,500.00	
EFT3709	23/07/2021	thinkproject Australia Pty Ltd	Payment		9,258.73
RSL-17888	01/07/2021	thinkproject Australia Pty Ltd	Rental of pocket RAMM software and Support and maintenance fee for 21/22	9,258.73	
EFT3710	28/07/2021	DAMIAN MCLEAN	Payment		550.00
DM280721	28/07/2021	DAMIAN MCLEAN	Fee for OCM on 28 July 2021, Fee for ACM on 28 July 2021	550.00	
EFT3711	28/07/2021	Julie Porter	Payment		330.00
JP280721	28/07/2021	Julie Porter	Fee for OCM on 28 July 2021, Fee for ACM on 28 July 2021	330.00	
EFT3712	28/07/2021	LALLA WEST	Payment		330.00
LW280721	28/07/2021	LALLA WEST	Fee for OCM on 28 July 2021, Fee for ACM on 28 July 2021	330.00	
EFT3713	28/07/2021	ANDREW JONES	Payment		330.00
AJ280721	28/07/2021	ANDREW JONES	Fee for OCM on 28 July 2021, Fee for ACM on 28 July 2021	330.00	
EFT3714	28/07/2021	DEBRA FRAZER	Payment		330.00
DF280721	28/07/2021	DEBRA FRAZER	Fee for OCM on 28 July 2021, Fee for ACM on 28 July 2021	330.00	
EFT2165	28/07/2021	KERRY FISHER	Reverse incorrectly cancelled payment	598.00	
DD1960.2	28/07/2021	KERRY FISHER	Cancel payment	1055.00	
DCEO130721	13/07/2021	KERRY FISHER	DCEO Westpac Mastercard payment for June 2021, New windscreen for FAC Landcruiser 1HFB600, DCEO credit card fee for June 2021, GST	1055.00	
DD1960.2	13/07/2021	KERRY FISHER	Payment		1,055.00
DCEO130721	13/07/2021	KERRY FISHER	CNO incorrect creditor used		1,055.00
EFT3715	28/07/2021	KERRY FISHER	Payment		598.00
EFT3715	28/07/2021	KERRY FISHER	Payment		598.00
KF14012019	14/01/2019	KERRY FISHER	Reverse incorrectly cancelled payment	598.00	
EFT3716	29/07/2021	PERFECT COMPUTER SOLUTIONS PTY	Payment		1,530.00
26180	14/01/2021	PERFECT COMPUTER SOLUTIONS PTY	IT services for December 2020	552.50	

26227	28/01/2021	PERFECT COMPUTER SOLUTIONS PTY LTD	Monthly fee for disaster management services - January 2020	85.00	
26255	18/02/2021	PERFECT COMPUTER SOLUTIONS PTY	IT services for February 2021	595.00	
26284	26/02/2021	PERFECT COMPUTER SOLUTIONS PTY	IT services for February 2021	127.50	
26378	08/04/2021	PERFECT COMPUTER SOLUTIONS PTY	IT services for April 2021	170.00	
EFT3717	29/07/2021	SOUTHERN WORKWEAR & UNIFORMS	Payment		881.00
21-00000963	18/03/2021	SOUTHERN WORKWEAR & UNIFORMS	Uniform Shirts + Embroidery of logo	881.00	
EFT3718	29/07/2021	LAVERTON SUPPLIES MOTORS	Payment		670.00
01-116091	13/07/2021	LAVERTON SUPPLIES MOTORS	Parking for EHO Landcruiser 1HED881, Parking for W/E Landcruiser 1HED881	670.00	
DD1940.1	12/07/2021	TELSTRA CORPORATION LTD	Payment		985.74
K608837060-6	12/07/2021	TELSTRA CORPORATION LTD	Telstra account for June 2021, Telstra account for June 2021, Telstra account for June 2021	985.74	
DD1941.1	02/07/2021	COMMONWEALTH BANK OF	Payment		65.09
CBA020721	02/07/2021	COMMONWEALTH BANK OF	CBA eftpos mechant fee June 2021	65.09	
DD1942.1	02/07/2021	PIVOTEL SATELLITE PTY LTD	Payment		439.00
3072965	15/06/2021	PIVOTEL SATELLITE PTY LTD	Satellite phone and spot tracker charges June 2021	439.00	
DD1945.1	01/07/2021	WESTPAC BANK	Payment		52.00
BF010721	01/07/2021	WESTPAC BANK	Bank fees for June 2021	22.00	
TF010721	01/07/2021	WESTPAC BANK	Transaction fee for June 2021	30.00	
PAY	07/07/2021	Payroll Direct Debit Of Net Pays	Payroll Direct Debit Of Net Pays	44,111.80	44,111.80
DD1948.1	07/07/2021	Aware Super	Superannuation contributions		4,050.76
SUPER	07/07/2021	Aware Super	Superannuation contributions	4,050.76	
DD1948.2	07/07/2021	Local Government Super, NSW	Superannuation contributions		184.62
SUPER	07/07/2021	Local Government Super, NSW	Superannuation contributions	184.62	
DD1948.3	07/07/2021	WA SUPER	Superannuation contributions		480.69
DEDUCTION	07/07/2021	WA SUPER	Superannuation contributions	355.18	
SUPER	07/07/2021	WA SUPER	Superannuation contributions	125.51	
DD1948.4	07/07/2021	VISION SUPER	Superannuation contributions		843.67
SUPER	07/07/2021	VISION SUPER	Superannuation contributions	843.67	
DD1948.5	07/07/2021	HOST PLUS	Superannuation contributions		32.80
SUPER	07/07/2021	HOST PLUS	Superannuation contributions	32.80	
DD1948.6	07/07/2021	SUNSUPER SOLUTIONS	Superannuation contributions		49.50
SUPER	07/07/2021	SUNSUPER SOLUTIONS	Superannuation contributions	49.50	
DD1948.7	07/07/2021	The Trustee For Care Super	Superannuation contributions		269.66
SUPER	07/07/2021	The Trustee For Care Super	Superannuation contributions	269.66	
DD1948.8	07/07/2021	REST	Superannuation contributions		231.09
SUPER	07/07/2021	REST	Superannuation contributions	231.09	
DD1948.9	07/07/2021	QSUPER	Superannuation contributions		249.00
SUPER	07/07/2021	QSUPER	Superannuation contributions	249.00	
PAY	21/07/2021	Payroll Direct Debit Of Net Pays	Payroll Direct Debit Of Net Pays	58,641.75	58,641.75
DD1953.1	21/07/2021	Aware Super	Superannuation contributions		4,135.50
SUPER	21/07/2021	Aware Super	Superannuation contributions	4,135.50	
DD1953.2	21/07/2021	WA SUPER	Superannuation contributions		480.34
DEDUCTION	21/07/2021	WA SUPER	Superannuation contributions	357.66	
SUPER	21/07/2021	WA SUPER	Superannuation contributions	122.68	
DD1953.3	21/07/2021	VISION SUPER	Superannuation contributions		843.67
SUPER	21/07/2021	VISION SUPER	Superannuation contributions	843.67	
DD1953.4	21/07/2021	HOST PLUS	Superannuation contributions		167.22
SUPER	21/07/2021	HOST PLUS	Superannuation contributions	167.22	
DD1953.5	21/07/2021	The Trustee For Care Super	Superannuation contributions		274.32
SUPER	21/07/2021	The Trustee For Care Super	Superannuation contributions	274.32	
DD1953.6	21/07/2021	REST	Superannuation contributions		235.41
SUPER	21/07/2021	REST	Superannuation contributions	235.41	
DD1953.7	21/07/2021	QSUPER	Superannuation contributions		255.22
SUPER	21/07/2021	QSUPER	Superannuation contributions	255.22	
DD1953.8	21/07/2021	MLC Superannuation	Superannuation contributions		290.04
SUPER	21/07/2021	MLC Superannuation	Superannuation contributions	290.04	
DD1953.9	21/07/2021	Local Government Super, NSW	Superannuation contributions		615.39
SUPER	21/07/2021	Local Government Super, NSW	Superannuation contributions	615.39	
DD1954.4	14/07/2021	CEO Westpac Credit Card	Payment		210.00
CEO140621	14/06/2021	CEO Westpac Credit Card	DWER clearance application fee for Warburton Bypass, CEO credit card fee May 2021	210.00	



DD1959.1	28/07/2021	SHIRE OF NGAANYATJARRAKU	Payment		5,432.70
FLEETRENEWAL	28/07/2021	SHIRE OF NGAANYATJARRAKU	License fee 1BJP125, Recording fee 1BJP125, License fee 1CRP311, Recording fee 1CRP311, License fee 1DWC269, Recording fee 1DWC269, License fee 1DXW195, Recording fee 1DXW195, License fee 1EJN112, Recording fee 1EJN112, License fee 1EKV323, Recording fee 1EKV323, License fee 1EYW816, Recording fee 1EYW816, Licensing fee 1GDT303, Recording fee 1GDT303, License fee 1GJT224, Recording fee 1GJT224, License fee 1HED881, Recording fee 1HED881, License fee 1HED882, Recording fee 1HED882, License fee 1HFB600, Recording fee 1HFB600, License fee 11TGP603, Recording fee 11TGP603, License fee 1TIB207, Recording fee 1TIB207, License fee 1TIB208, Recording fee 1TIB208, License fee 1TLF317, Recording fee 1TLF317, License fee 1TMZ094, Recording fee 1TMZ094, License fee for DGC Novated Lease vehicle BSN56BQ, Recording fee for DGC Novated Lease vehicle BSN56BQ	5,432.70	
DD1960.1	13/07/2021	CEO Westpac Credit Card	CEO Westpac Mastercard credit card payment June 2021		2,515.34
CEO130721	13/07/2021	CEO Westpac Credit Card	Refund of double payment - DWER clearance for Warburton Bypass, Refund of double payment - credit card fee for May 2021, Flight for CEO Kevin Hannagan MEL > ASP 28 June 2021, Subscription to Seven West Media - The West Australian, Cab Fare for CEO Kevin Hannagan ASP Airport to Motel 16 June 2021, Accommodation for CEO Kevin Hannagan ASP 16 - 30 June 2021, Cab fare CEO Kevin Hannagan ASP restaurant to hotel, Meal for CEO Kevin Hannagan ASP 16 June 2021, Cab fare for CEO Kevin Hannagan ASP 17 June 2021, Food for CEO Kevin Hannagan ASP 17 June 2021, Cab fare CEO Kevin Hannagan ASP 23 June 2021, Meal for CEO Kevin Hannagan ASP 22 June 2021, Cab fare for CEO Kevin Hannagan ASP 23 June 2021, Meal for CEO Kevin Hannagan ASP 23 June 2021, Cab fare for CEO Kevin Hannagan ASP 24 June 2021, Meal for CEO Kevin Hannagan ASP 25 June 2021, CEO credit card fee June 2021	2,515.34	
DD1960.3	13/07/2021	DGC Westpac Mastercard	Payment		10.00
DGC130721	13/07/2021	DGC Westpac Mastercard	DGC credit card fee for June 2021	10.00	
DD1960.4	13/07/2021	FAC Westpac Credit Card	Payment		1,232.83
FAC130721	13/07/2021	FAC Westpac Credit Card	Payment for internet at the Shire office, Flight for Sport and Rec officer Quinn Weatherhead Perth to Kalgoorlie, Payment for internet at the CEO/EHO/WE accommodation, Ticket re-issue fee Dr Maurice Walsh, Diesel for Shire FAC Prado 1HFB600 (ex 1HCK864), Chainsaw chains for shire garden maintenance, Diesel for Shire FAC Prado 1HFB600 (ex 1HCK864), FAC credit card fee June 2021	1,232.83	
DD1972.1	13/07/2021	DCEO Westpac credit card	Payment		1,055.00
DCEO130721	13/07/2021	DCEO Westpac credit card	Replacement windscreen for FAC Prado 1HFB600, Credit card fee for June 2021	1,055.00	
DD1948.10	07/07/2021	MLC Superannuation	Superannuation contributions		85.50
SUPER	07/07/2021	MLC Superannuation	Superannuation contributions	85.50	
			<b>Totals</b>	835,710.49	835,710.49



SHIRE OF NGAANYATJARRAKU - Business banking

Approval

Notifications <sup>1</sup>

Sign Out

Overview Payments Service Administration Business Hub Products

## Your accounts


Edit view



Transfer funds


Make a payment

Westpac Business One Flexi   
036-016 831911




\$1,056,772.89

Westpac Business One   
036-016 831946




\$0.00

Westpac 31 Day Notice Account   
036-125 520231



\$3,476,902.21  
Available \$0.00

Westpac 90 Day Notice Account   
036-125 521074



\$4,863,246.43  
Available \$0.00



# WHS Briefing

Emma Horsefield

LGIS Safety Program Manager

# WHS & Elected Members

There has been some uncertainty around how the WHS Act and associated regulations will impact elected members, particularly around the application of section 4, which excludes local government members in the definition of an 'officer'.

This ***does not*** remove an elected member's obligations from elsewhere in the Act, and whilst they may not be considered an officer or worker, they are considered an '**other**'. For the purposes of their specific individual duty, section 29 provides a **duty of other persons at a workplace**.

For an elected member to discharge their duty under section 29, they must:

- **Take reasonable care for their own health and safety**
- **Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons**
- **Comply, so far as reasonably able, with any reasonable instruction that is given by the local government (as the PCBU) to ensure the local government complies with its duty under the Act.**

So in practice, when an elected member fulfils their obligations in that role, including when interacting with local government and participating in discussions and decisions for the local government, it is incumbent on them to consider the above.

## 2.1 Purchasing Policy

### Policy Objective

The Shire's purchasing activities seek to achieve:

- The attainment of best value for money;
- Sustainable benefits, such as environmental, social and local economic factors being considered in the overall value for money assessment;
- Consistent, efficient and accountable processes and decision-making;
- Fair and equitable competitive processes engaging potential suppliers impartially, honestly and consistently;
- Probity and integrity, including the avoidance of bias and of perceived or actual conflicts of interest;
- Compliance with the *Local Government Act 1995*, accompanying regulations as well as any relevant legislation, and the Shire's Policies and procedures;
- The identification and management of risks within the Shire's Risk Management strategy; and
- The creation and maintenance of records to evidence purchasing activities in accordance with the *State Records Act 2000* and the Shire's Record Keeping Plan.

### Policy Statement

The Shire is committed to delivering the objectives, principles and practices outlined in this Policy, when purchasing goods, services or works to achieve the Shire's strategic and operational objectives. This policy complies with the *Local Government Act 1995* and accompanying regulations.

#### 1. Ethics & Integrity

The Shire's Code of Conduct applies when undertaking purchasing activities and decision making. Elected Members and employees must observe the highest standards of ethics and integrity and act in an honest and professional manner at all times.

In order to ensure the selection process is fair and objective for all procurement requests, the Shire shall observe the highest standards of integrity through alignment to principles associated with good governance. This will be achieved by ensuring that:

- Processes, procedures and documentation demonstrate fairness, openness and accountability;
- Actual or perceived conflicts of interest are identified, disclosed and dealt with according to the principles of good governance;
- Recommendations are made and decision-making is undertaken in a manner that is transparent, free from bias and fully documented; and
- 'Commercial-In-Confidence' information provided by suppliers shall be treated in confidence, unless authorised for publication by the respondent or relevant legislation.

## **2. Value for Money**

Value for money is achieved through the evaluation of price, risk, timeliness, environmental, social, economic and qualitative factors to determine the most advantageous supply outcome that contributes to the Shire achieving its strategic and operational objectives.

The Shire will apply value for money principles when assessing purchasing decisions and acknowledges the lowest price may not always be the most advantageous. Other factors including qualitative and risk criteria will also be given consideration into the decision.

### **2.1 Assessing Value for Money**

Assessment of value for money will consider:

- All relevant costs and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, training, maintenance and disposal;
- The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality. This includes but is not limited to an assessment of compliances, tenderers resources available, capacity and capability, value-adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc.
- Financial viability and capacity to supply without the risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- A strong element of competition by seeking a sufficient number of competitive quotations wherever practicable and consistent with this Policy;
- The safety requirements and standards associated with both the product design and the specification offered by suppliers and the evaluation of risk arising from the supply, operation and maintenance;
- The environmental, economic and social benefits or impacts arising from the goods, services or works required, including consideration of these benefits or impacts in regard to the supplier's operations, in accordance with this Policy and any other relevant Shire Policy; and
- Providing opportunities for businesses within the Shire's boundaries to quote wherever possible.

## **3. Purchasing Thresholds and Practices**

The Shire must comply with all regulatory requirements, including purchasing thresholds and processes, as prescribed by this Policy and associated purchasing procedures in effect at the Shire.

### **3.1 Purchasing Value Definition**

Determining purchasing value is to be based on the following considerations:

- Inclusive of claimable GST (note: GST cannot be claimed on certain purchases); and
- The actual or expected value of a contract over the full contract period, including all options to extend.

The calculated estimated Purchasing Value will be used to determine the applicable threshold and purchasing practice to be undertaken.

### **3.2 Purchasing from Existing Contracts**

The Shire will ensure any goods, services or works required where they are within the scope of an existing contract will be purchased under the existing contract.

### **3.3 Table of Purchasing Thresholds and Practices**

This table prescribes Purchasing Value Thresholds and the applicable purchasing practices which apply to the Shire's purchasing activities:

Purchase Value Threshold (inc GST)	Purchasing Practice Required
\$0 - \$4,999	<p><b>Request</b> No quotation required for minor / incidental expenses.</p> <p><b>Evaluate</b> N/A.</p>
\$5,000 - \$7,000	<p><b>Request</b> At least one (1) verbal or written quotation is to be sought (record of requests for and provision of verbal or written quote to be maintained).</p> <p><b>Evaluate</b> The rationale for the procurement decision should be documented, recorded and attached to the purchase order.</p>
\$7,000 - \$24,999*	<p><b>Request</b> At least two (2) written quotations are to be sought (record of request for and provision of written quotes to be maintained). If purchasing from a WALGA PSA, CUA or other tender exempt arrangement, a minimum of one (1) written quotation is to be obtained.</p> <p><b>Evaluate</b> The purchasing decision is to be based upon assessment of the supplier's response to:</p> <ul style="list-style-type: none"> <li>• a brief outline of the specified requirement for the goods; services or works required; and</li> <li>• value for money criteria, not necessarily the lowest price.</li> </ul> <p>The rationale for the procurement decision should be documented, recorded and attached to the purchase order.</p>
\$25,000 - \$99,999*	<p><b>Request</b> At least three (3) written quotations are to be sought by invitation under a formal Request for Quotation, except if purchasing from a WALGA PSA, CUA or other tender exempt arrangement, where a minimum of one (1) written quotation is to be obtained.</p> <p><b>Evaluate</b> The purchasing decision is to be based upon assessment of the supplier's response to:</p> <ul style="list-style-type: none"> <li>• a brief outline of the specified requirement for the goods, services or works required; and</li> <li>• value for money criteria, not necessarily the lowest price.</li> </ul> <p>The procurement decision is to be documented in accordance with management approved operational procedures.</p>
\$100,000 - \$249,999*	<p><b>Request</b> At least three (3) written quotations are to be sought by invitation under a formal Request for Quotation.</p> <p><b>Evaluate</b> The purchasing decision is to be based upon assessment of the supplier's response to:</p> <ul style="list-style-type: none"> <li>• a detailed written specification for the goods, services or works required and</li> <li>• pre-determined evaluation criteria that assesses all best and sustainable value considerations.</li> </ul> <p>The procurement decision is to be documented in accordance with management approved operational procedures.</p>
\$250,000 or greater	<p><b>Request</b> At least three (3) written quotations from suppliers where a tender exemption exists; or Conduct a public Request for Tender process (including Expression of Interest where applicable) in accordance with the <i>Local Government</i></p>

Purchase Value Threshold (inc GST)	Purchasing Practice Required
	<p><i>Act 1995, Local Government (Functions and General) Regulations 1996 and relevant Shire Policy requirements.</i></p> <p><b>Evaluate</b> The purchasing decision is to be based upon the supplier's response to:</p> <ul style="list-style-type: none"> <li>• a specification of the goods, services or works (for a tender exempt process including the WALGA Preferred Supplier Arrangement); or a detailed specification for the open tender process; and</li> <li>• pre-determined evaluation criteria that assesses all best and sustainable value considerations.</li> </ul> <p>The procurement decision is to be documented in accordance with management approved operational procedures.</p> <p><b>Contract</b> Contracts entered into are to be managed in accordance with relevant management approved operational procedures.</p>
Emergency Purchases	<p>Section 6.8 of the <i>Local Government Act 1995</i> provides guidance for emergency purchases and reporting requirements.</p> <p>Where the Shire has an established Panel of Pre-Qualified Suppliers relevant to the required purchasing category, the emergency supply must be obtained from the Panel suppliers.</p> <p>If however, no member of the Panel of Pre-qualified Suppliers, then the supply may be obtained from any supplier capable of providing the emergency purchasing requirement, and to the extent that it is reasonable in the context of the emergency requirements, with due regard to best and sustainable value considerations.</p>

\*Quotation requests between the value of \$7,000 and \$250,000 can be obtained from:

- a Panel of Pre-Qualified Suppliers administered by the Shire where one exists; or
- from reputable persons or businesses who normally supply the goods or services being purchased; or
- From State Government Common Use Arrangements (CUAs), directly through their online procurement portals.

### 3.4 Inviting Tenders Under the Tender Threshold

The Shire may determine to invite public tenders, despite the estimated Purchase Value being less than the \$250,000 threshold. This decision will be made after considering:

- any value for money benefits, timeliness, risks; and
- compliance requirements.

A decision to invite tenders, though not required to do so, may occur where an assessment has been undertaken and there is benefit from conducting a publicly accountable and more rigorous process. In such cases, relevant regulations contained within the *Local Government (Functions and General) Regulations 1996* and the Shire's tendering procedures must be followed in full.

### 3.5 Expressions of Interest

Expressions of Interest (EOI) are typically considered in situations where the project is of a significant value, or contains complex deliverables that may solicit responses from a considerable range of industry providers.



In these cases, the Shire may consider conducting an EOI process, preliminary to any Request for Tender process, where the purchasing requirement is:

- Unable to be sufficiently scoped or specified;
- Open to multiple options for how the purchasing requirement may be obtained, specified, created or delivered;
- Subject to a creative element; or
- To establish a procurement methodology that allows for an assessment of a significant number of tenderers leading to a shortlisting process based on a non-price assessment.

All EOI processes are conducted as a public process and similar rules to a Request for Tender apply. However, the EOI should not seek price information from respondents, only qualitative and other non-price information should be sought. All EOI processes should be subsequently followed by a Request for Tender through an invited process of those shortlisted under the EOI.

### **3.6 Anti-Avoidance**

The Shire will not conduct multiple purchasing activities with the intent (inadvertent or otherwise) of splitting the purchase value or the contract value, avoiding a particular purchasing threshold or the need to call a public tender. This includes the creation of two or more contracts or creating multiple purchase order transactions of a similar nature.

Utilising rolling contract extensions at the end of a contract term, unless included within the original contract, without properly testing the market or using a tender exempt arrangement, will not be accepted as this would place the Shire in breach of the Local Government (Functions and General) Regulations 1996 (Regulation 12). All contract extension provisions are to be for a defined term, and the value of the entire contract including extensions is to be utilised when calculating the total contract value for assessment against purchasing thresholds.

Where budgeted purchases of any service goods or works exceeds a purchasing threshold, justification for not including the total budgeted purchases in one purchase is required to be documented. For example, given the Shires remote location, transport & delivery costs should be considered when making the purchase decision.

## **4. Purchasing Exemptions**

### **4.1 Competitive Purchasing Exemptions Under \$250,000**

The following exemptions where the Shire is not required to undertake a competitive purchasing process (as detailed in section 3.3 of this Policy) and where the total value of the purchase does not exceed \$250,000 (inc of GST) include;

- Services / Memberships of WALGA, GVROC, MRWA, OHDC, NGWG, and LGIS;
- Aboriginal Corporations registered on the Aboriginal Business Directory WA published by the Small Business Development Corporation;
- Where for various reasons it is considered in the best interest of the Shire to undertake procurement activities which are not provided for by this policy, an officer may:
  - Recommend to the CEO reasons to undertake unique or urgent expenditure up to a value of \$10,000;
  - CEO to evaluate the recommendation of unique and urgent expenditure for approval or refusal;
  - Copy of any approval to be attached to the purchase order.
- Advertising – Newspaper (for example: Tenders in The West Australian, Kalgoorlie Miner);
- Advertising – State Government Gazette (for example: Local Laws, Planning Notices);
- Annual Memberships / Subscriptions;
- Annual Service / Software Maintenance / Support Fees;
- Fuels and oils;
- Provision of utility services (where only sole provider); and

- Purchases for maintenance of equipment from Original Equipment Manufacturer (OEMs) and where warranty provisions may be void.

## **4.2 Public Tender Exemptions**

An exemption from the requirement to publicly invite tenders may only apply when the legislation permits an exemption. The requirements at section 3.3 of this Policy still prevail except for emergency purchases and the purchase of fuel.

## **4.3 Emergency Purchases**

An emergency purchase is defined as an unanticipated purchase which is required in response to an emergency situation as provided for in section 6.8 of the *Local Government Act 1995*. In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken.

Time constraints are not a justification for an emergency purchase. Every effort must be made to anticipate purchases in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.

## **4.4 Sole Source of Supply**

A sole source of supply arrangement may only be approved under delegation where the:

Purchasing value is estimated to be over \$7,000;

- Purchasing requirement has been documented and approved by the CEO;
- Specification has been extensively market tested and only one potential supplier has been identified as being capable of meeting the specified purchase requirement; and
- Market testing process and outcomes of supplier assessments have been documented, inclusive of a rationale for why the supply is determined as unique and cannot be sourced from more than one supplier.

A sole source of supply arrangement will only be approved for a period not exceeding three (3) years. For any continuing purchasing requirement, the approval must be re-assessed before expiry to evidence that a sole source of supply still genuinely exists.

Where the anticipated value exceeds \$250,000, an EOI must be completed, ensuring compliance with sections 21-24 of the *Local Government (Functions and General) Regulations 1996*. The processes in line with inviting public tenders are to be adhered to.

## **5. Sustainable Procurement**

The Shire is committed to implementing sustainable procurement by providing a preference to suppliers demonstrating sustainable business practices (social advancement, environmental protection and local economic benefits).

The Shire will embrace sustainable procurement by applying the value for money assessment to ensure that wherever possible suppliers demonstrate outcomes which contribute to improved environmental, social and local economic outcomes. Sustainable procurement can be demonstrated as being internally focussed (i.e. operational environmental efficiencies or employment opportunities and benefits relating to special needs), or externally focussed (i.e. initiatives such as corporate philanthropy).

It is recommended that requests for quotation and tenders will include a request for information from suppliers regarding their sustainable practices and/or demonstrate that their product or service offers enhanced sustainable benefits.

## **6. Local Economic Benefit**

The Shire encourages the development of competitive local businesses within its boundary first, and second within its broader region. Procurement is to be open and fair to ensure that local businesses are provided with every opportunity to bid for work. It is recognised that not every category of goods,

services or works required by the Shire are able to be supplied by local businesses. As much as practicable, the Shire will:

- where appropriate, consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses;
- consider indirect benefits with flow on benefits for local suppliers (i.e. servicing and support); and
- ensure procurement plans address local business capability and local content.
- explore the capability of local businesses to meet requirements including requests for tenders designed to accommodate the capabilities of local businesses;
- avoid bias in the design and specifications for tenders whereby all requests are structured to encourage local businesses to bid; and
- provide adequate and consistent information to local suppliers.

To this extent, a qualitative weighting may be included in the evaluation criteria of tenders where suppliers are located within the Goldfields Region, a regional price preference may be applied to businesses as detailed within the Shire's Regional Price Preference Policy.

## **7. Panels of Pre-Qualified Suppliers**

### **7.1 Objectives**

The Shire may consider creating a Panel of Pre-qualified Suppliers ("Panel") when a range of similar goods and services are required to be purchased on a continuing and regular basis and it is advantageous to use multiple suppliers. Prior to establishing a Panel, the regulations require a policy to be prepared in accordance with the regulations (see Policy xx). The regulations also set out the process to establish a Panel.

## **8. Payment Methods**

A purchase order must be raised and provided to the supplier, prior to goods and services being supplied. A commitment to buy without a purchase order may represent unauthorised expenditure. Departures from this requirement will be subject to section 10 of this Policy.

Where the Shire holds an account with a supplier, a purchase order should be issued in the first instance and the suppliers invoice must state the purchase order number. If the supplier does not accept purchase orders the following payment methods may be used in limited circumstances once a purchase order has been authorised:

- corporate credit card (the requirements of relevant Business Operating Procedure apply); or
- petty cash up to the value of \$100 (including GST); or
- request for payment (must provide detailed justification for why a purchase order was not completed prior to completion of works);
- reimbursements (N.B. these should be avoided as far as possible).

The use of blank purchase orders is prohibited.

## **9. Contract Variations**

### **9.1 Pre-contract variations – above \$250,000**

Pre-contract variations are permitted pursuant to regulation 20 of the *Local Government (Functions and General) Regulations 1996*. If after a Tender has been publicly advertised and a preferred tenderer has been chosen, but before the Shire and tenderer have entered into a contract, a minor variation may be made by the Shire. A minor variation will not alter the nature of the goods or services, nor will it materially alter the specification provided for by the initial Tender.

In the event the chosen tenderer is unable or unwilling to enter into a contract that contains a minor variation, or if the tenderer and the Shire are unable to agree on any other variation to be included in the contract as a result of the minor variation, then that tenderer ceases to be the preferred tenderer. The Shire may then choose the tenderer who submitted the next most advantageous submission.

A minor variation must be authorised by the Chief Executive Officer prior to the commencement of any negotiation in accordance with the relevant delegation.

## **9.2 Post-contract variations – above \$250,000**

Post contract variations may only occur when in accordance with legislation and authorised by the Chief Executive Officer. A report detailing any authorised post contract variations is to be prepared and reported to the next available Council meeting.

## **9.3 Contract or purchase variations – purchases other than tenders**

Where the Shire has issued a purchase order for the procurement of goods or services not awarded by tender, a minor variation which does not alter the nature of the goods or services, or materially alter the specification provided, may be considered. Where a variation to a purchase is proposed, the following considerations are to be documented, applied and approved by an officer with the appropriate level of purchasing authority:

- The result of the variation plus the original purchase/contract value is not to exceed the original purchasing threshold as defined in section 3.3 of this Policy. If the value of the proposed variation and the original contract/purchase value does exceed the original purchasing threshold, the purchasing requirements and authorisation of that higher purchasing threshold must be complied with for the variation; or
- The variation is necessary for the goods or services to be supplied and only results in a minor change to the scope of the contract/purchase.

## **9.4 Contract extensions**

Contract extensions with a defined end date where provided for within the original contract are permitted. Contracts with extension provisions for an undefined period are not permitted. Contract extension options within a proposal are to be considered as part of the overall contract when assessing proposals.

Where a contract extension within an existing contract is to be exercised, the following considerations are to be documented, applied and approved by an officer with the appropriate level of purchasing authority for the contract as a whole:

- Performance from existing contract/s are to be assessed and documented in accordance with relevant approved operating procedures, prior to expiry of original contract; and
- Extensions are to be approved prior to the expiry of the original contract in accordance with relevant approved operating procedures and may not be granted after a contract has expired.

## **10. Purchasing Policy Non-Compliance**

The Shire shall implement processes to facilitate this Policy and associated management procedures, and will implement processes to report departures, non-compliance and/or exceptions.

Purchasing activities are subject to financial and performance audits, which review compliance with legislative requirements and also compliance with the Shire's policies and procedures.

A failure to comply with the requirements of this policy will be subject to investigation. Findings will be considered in context of the Shire's Code of Conduct and reasonable expectations for the officer's performance of their role. Where a breach is substantiated it may be treated as:

- an opportunity for additional training to be provided;
- a disciplinary matter, which may or may not be subject to reporting requirements under the *Public Sector Management Act 1994*;
- misconduct in accordance with the *Corruption, Crime and Misconduct Act 2003*.

## **11. Record Keeping**

All purchasing activity, communications and transactions must be evidenced and retained as local government records in accordance with the *State Records Act 2000* and the Shire's Record Keeping Plan.

### **Amendments to this Policy**

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

### **History:**

Policy reviewed: 24 June 2020

Policy amended: 25 August 2021

### **Previous Policy:**

Policy adopted: unknown

Policy No. 2.6

# BRIEFING REPORT

## DIRECTOR INFRASTRUCTURE SERVICES



Good afternoon Mayor and Councillor's,

I submit the following as a brief overview of the activities of Infrastructure Services since I commenced duties on Monday 5<sup>th</sup> July 2021. I was on-site from 8<sup>th</sup> July 2021 to 22<sup>nd</sup> July 2021. I will be on-site next from 23<sup>rd</sup> August 2021 to 17<sup>th</sup> September 2021.

### 1 Overview

Since commencing in July, significant time has been spent learning and reviewing existing systems and practices of the Shire. Nonetheless, substantial progress has also been made in areas such as road centreline identification for mapping purposes, road maintenance, road construction, road delineation and signage for road safety purposes, asset management, the works compound and building maintenance planning. Accordingly, the following is my first briefing on the progress of Infrastructure Services in key areas.

### 2 Roads Construction Program

The following table outlines the Roads Construction Program and its progress at the time of writing.

	Road / Location	Funding Source	Type of Works	Budget	Progress
1	Great Central Road – SLK 246.00 to 255.00	Federal 80%, State 20%	Formation grading, widening, gravel re-sheeting and drainage works	\$ 889,849	Will be completed mid-September
2	Wanam Access Road – 00 to 5.00km	FAG - Aboriginal Access Road 66%, State 33%	Formation grading and gravel re-sheeting	\$ 400,000	To commence in mid-September
3	Warburton Landfill Road – 00 to 1.00km	Federal Assistance Grant	Formation grading and gravel re-sheeting	\$ 96,217	To commence early October 2021
4	Western Warburton Back Rd – 00 to 1.5km	Federal Assistance Grant	Formation grading, widening, gravel re-sheeting and drainage works	\$ 110,000	To commence mid-October 2021
5	Works/Waste Storage Compound	Shire of Ngaanyatjarraku	Lay, spread, compact gravel to 150mm thickness to create hardstand area	\$ 75,000	To commence late October 2021
6	Warburton – Blackstone Rd – SLK 164.95 to 165.55	Carry over of 20/21 Federal Assistance Grant	Road Realignment and construction.	\$ 108,786	Start November 22 if vegetation clearing permit granted
7	Warburton – Blackstone Rd – SLK 185.50 to 189.25	Local Roads & Community Infrastructure Grant – 2	Reconstruction, widening, sheeting and drainage works	\$ 347,959	To commence early January 2022.
8	Warburton – Blackstone Rd – SLK 160.90 to 165.90	66% State, 33% Federal Assistance Grant	Formation grading, widening, gravel re-sheeting & drainage works & realignment	\$ 510,000	To commence mid-February 2022
9	Giles – Mulga Park Road – SLK 112.00 to 116.00	66% State, 33% Federal Assistance Grant	Formation grading, widening, gravel re-sheeting and drainage works	\$ 495,000	To commence early April 2022
10	Papulankutja Road – SLK 185.31 - SLK 189.40	Roads to Recovery	Formation grading, widening, gravel re-sheeting and drainage works	\$ 416,119	To commence mid-May 2022
11	Great Central Road – SLK 229.00 to 246.00	Federal 80%, State 20%	Formation grading, widening, gravel re-sheeting and drainage works	\$ 1,200,000	To commence early March if second crew is available

### 3 Specific Projects

The following are the projects involving Infrastructure Services that are currently in progress or completed:

- **Asset Management**

- **Community Roads Condition Rating.**

WALGA & MRWA engaged consultants to undertake condition rating on Roads 2030 and Aboriginal Access Roads, the Shire further engaged them (at a very cost effective rate) to complete all other

community roads within the Shire. The purpose of this was to improve the accuracy of the relevant asset data within the Asset Management System and subsequently, the Asset Management Plan. This improvement in accuracy will lead better knowledge of the road network's condition, actual useful lives, and ultimately improved predictive modelling capabilities.

Sound predictive modelling based on the Shire's own circumstances will provide short, medium, and long term budgeting based on what is required to keep the infrastructure in a condition that is both functional and acceptable to the community, as opposed to budgeting based on history.

This aspect is a crucial, pivotal point in the Shire moving from "Core" to "Advanced" Asset Management as defined in the "International Infrastructure Management Manual".

At the time of writing, this condition rating has been completed and the Shire is awaiting the results.

➤ **Building Maintenance Plan**

Work has started on a new Building Maintenance Plan to drive improvements in the accuracy of our building portfolio data, the building aspect of the Asset Management Plan and subsequently budgeting.

At the time of writing, all defects in the Shire's building portfolio have been identified and the formulation of the Plan has commenced. The plan will be completed by October 2021.

➤ **Fair Value Assessment**

The Shire engaged a consultant to assist in undertaking "Fair Value" assessments for relevant infrastructure as required by the "Integrated Planning and Reporting" framework by 30 June 2022.

Data for this assessment has been collated and an initial draft has been forward for review. This review has been completed and returned for amendments.

At the time of writing the Shire is awaiting the final documents.

➤ **Asset Management Plan**

A review and update of the existing Asset Management Plan has commenced. The condition rating, maintenance planning and fair value works outlined above will be used to better inform the Plan and subsequently, the Long-Term Financial Plan and Annual Operating Plan.

This review and update will be completed by January 2022.

• **RAV Network**

The Shire made application to Main Roads Western Australia to have Papulankutja Road, Irrunytju Road, Jameson Road, Mantamaru Road and Wingellina Community Access Road added to the Restricted Access Vehicles (RAV) Network. All of Papulankutja Road and a section of Irrunytju Road were deemed suitable for RAV Network class 4 access.

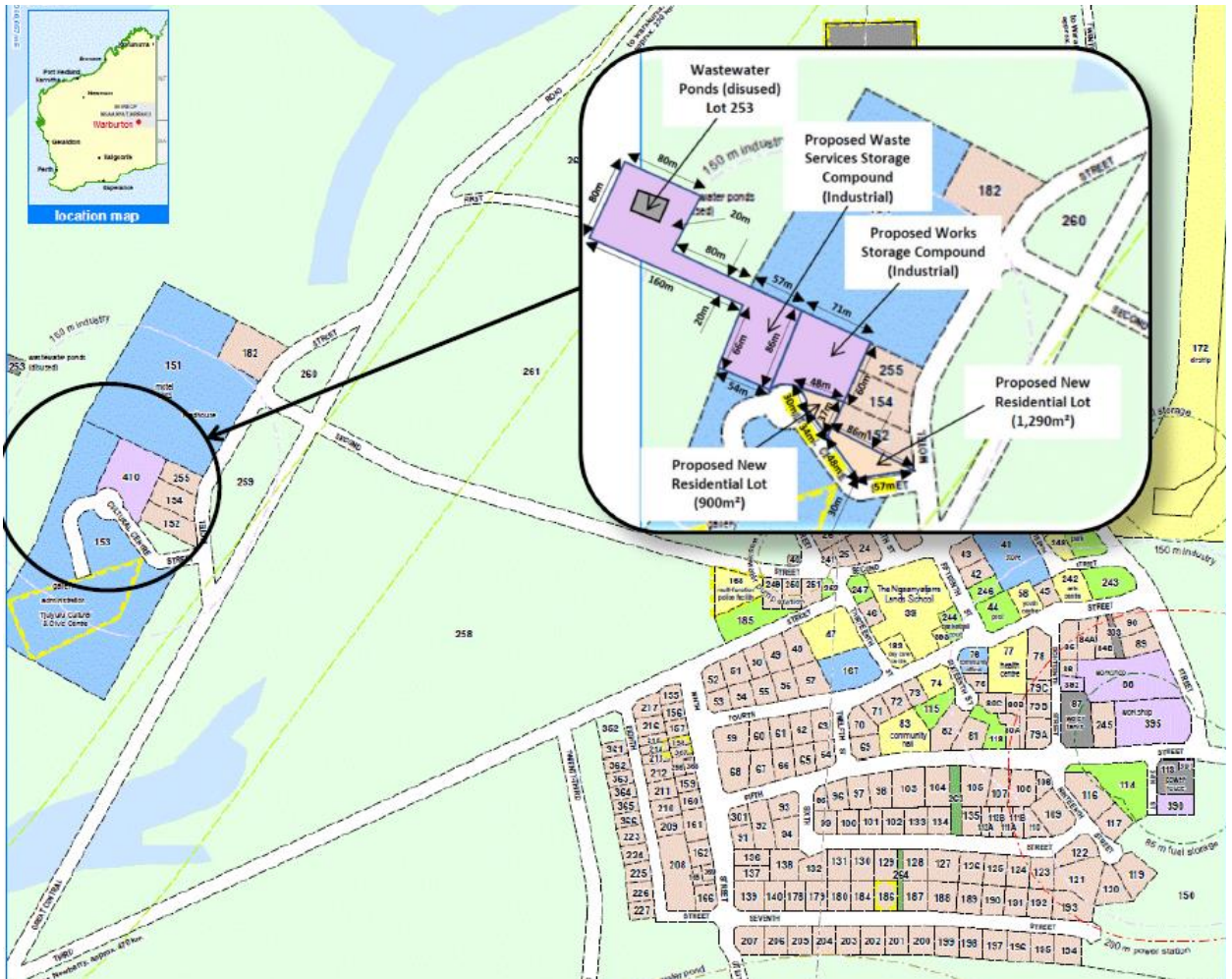
However, Irrunytju Road between SLK 0.00 and SLK 107.74, Jameson Road between SLK 0.00 and SLK 0.26, Mantamaru Road between SLK 0.00 and SLK 52.64 and Wingellina Community Access Road were not deemed suitable. This was due to a concern about the relevant restricted vehicles not being able to negotiate the junction of Wingellina Community Access Road and Great Central Road.

Accordingly, the Shire sought to undertake a vehicle "swept path" analysis of this T junction to underline its compliance. This analysis proved successful, and the application has been updated. At the time of writing final approval is awaited.

• **Works / Waste Compound / Staff Housing – Community Layout Plan**

Infrastructure Services have been investigating the possibility of incorporating a Works Storage Compound, Waste Services Compound, and additional staff housing into lot 410 Warburton and some additional adjacent land.

The first step in achieving these facilities is an amendment to the Community Layout Plan. The diagram on the next page is a draft of the proposed changes to the Community Layout Plan.



This plan has been forwarded to a Town Planning consultant, for review and finalisation of the amendments.

At the time of writing the Shire is awaiting the outcome of this review.

#### 4 Calendar of Events

Since I commenced duties on 5<sup>th</sup> July 2021, the following meetings have taken place:

- 7<sup>th</sup> July 2021 – Main Roads Western Australia to discuss various road issues.
- 9<sup>th</sup> July 2021 – Talis Consultants to discuss Road Condition rating of community roads.
- 13<sup>th</sup> July 2021 – Executive Team Meeting.
- 14<sup>th</sup> July 2021 – Ngaanyatjarraku Lands Services Review Meeting
- 20<sup>th</sup> July 2021 – Meeting with DWER regarding Ngaanyatjarraku communities' Landfills
- 21<sup>st</sup> July 2021 – Talis Consultants to discuss Road Condition rating of community roads.
- 27<sup>th</sup> July 2021 – Executive Team Meeting.
- 29<sup>th</sup> July 2021 – Consultant regarding Fair Value assessment.
- 10<sup>th</sup> August 2021 – Executive Team Meeting.

Les Morgan  
DIRECTOR INFRASTRUCTURE SERVICES



# ACTION SHEET

Works Engineer – Peter Kerp

**Dates on Site 11<sup>th</sup> Aug – 18<sup>th</sup> Aug 2021**

**Next site visit: 6<sup>th</sup> September – 13<sup>th</sup> September 2021**

Date	Subject	Action Taken
August 2021	2021/2022 Annual Road Construction / Maintenance Program	<ul style="list-style-type: none"> <li>Site visit Great Central Road gravel re-sheet SLK246.35-SLK253.51</li> <li>Additional 2 double side tippers, loader, grader, and D7&amp;/D8 dozers brought on site and commenced on 30/7/21. Expected completed date 9/9/21.</li> <li>WA COVID restrictions have hindered the availability of maintenance crew as most are from the eastern states. Therefore, Breakaway have been stood down indefinitely until replacement operators can be sourced.</li> </ul> <p><b>ACTION</b></p> <ul style="list-style-type: none"> <li><b>Works Engineer/Works Officer will undertake regular site visits to Great Central Road construction site SLK246.35 to SLK253.51</b></li> </ul>
August 2021	Fulton Hogan SLK Meter App MRWA GPS SLK App	<ul style="list-style-type: none"> <li>Technical issues have been encountered with the Fulton Hogan SLK Meter app. The spatial centerline data was uploaded into Council's asset management system (RAMM) and subsequently the MRWA Integrated Roads Information System (IRIS). Despite this data being uploaded. the GPS apps are still not showing correct centerline information</li> <li>MRWA earliest advice was that they compared the centerline provided in the RAMM update with the one in IRIS and there were no significant differences.</li> <li>MRWA have now acknowledged that they've recently sourced aerial photos that show the roads now have different alignments to the centreline provided in RAMM data.</li> <li>RAMM Support have since forwarded revised Centreline shape file comparing the centreline survey in Google Maps to the aerial photography from Macrostrat Mapbox used by MRWA and have asked MRWA to run IRIS import to see if these changes have resolved the issue.</li> </ul> <p><b>ACTION</b></p> <ul style="list-style-type: none"> <li><b>MRWA's Network and Inventory Data Administrator will advise of the outcome of the IRIS import and of revised centreline shape files of missing links in the road network</b></li> </ul>
August 2021	Wanarn Road Gravel Sheet  Warburton Townsite Road Projects	<ul style="list-style-type: none"> <li>Works Engineer and Works Officer undertook a gravel pit suitability inspection for the gravel sheeting of 5km section of Wanarn Rd. Two gravel pits were investigated – one 8km from Wanarn on Old Wanarn Rd and the other on Great Central Rd near Wanarn Rd intersection. The pit located on GCR is preferred from a cost effectiveness perspective with shorter distance for trucks to haul gravel and it reduces the Shire's exposure of risk to other road users as old Wanarn Rod is very narrow. Residents of Wanarn use this road to travel to Warburton as it is shorter than the formal road.</li> <li>After completion of Wanarn Road in September, Breakaway will mobilise to a camp 7km from Warburton on Great Central Road to undertake gravel sheeting of Third Street from end of seal to Great Central Rd and a 1km section of Blackstone / Warburton Rd (renamed Papulankutja Rd) from end of town seal heading towards to landfill access road.</li> </ul> <p><b>ACTION</b></p> <ul style="list-style-type: none"> <li><b>Works Engineer/Works Officer to undertake regular site visits to Wanarn Road and Third Street construction sites.</b></li> </ul>

August 2021	Additional Curve Delineation Great Central Road	<ul style="list-style-type: none"> <li>Following a MRWA Crash Investigation of a fatality on Great Central Road (SLK30.20) in May 2020, curve delineation with hazard marker and guideposts were found inadequate on the outside of the curve to provide sufficient delineation to westbound drivers, particularly at night.</li> <li>The Shire advised MRWA of the following actions to address the Crash Investigation Report to improve safety through the curve for drivers travelling in both directions: <ol style="list-style-type: none"> <li>Guideposts shall be placed at the start and finish of the curve, spaced at 30m on the outside and 60m on the inside throughout the curve in accordance with Australian Standards 1742.2-2009</li> <li>Install chevron alignment markers through the curve in accordance with Australian Standards and MRWA Code of Practice.</li> <li>Install Curve Warning sign on the approaches to the curve in accordance with Australian Standards and MRWA Code of Practice.</li> </ol> </li> </ul> <p><b>ACTION</b></p> <ul style="list-style-type: none"> <li><b>Installation of additional guideposts – completed.</b></li> <li><b>Curve Warning sign and Chevron Hazard markers in accordance with Australian Standards and MRWA Code of Practice through the curve on Great Central Road will be completed by Friday 27 August 2021.</b></li> </ul>
August 2021	Great Central Road Elder Creek Floodway	<ul style="list-style-type: none"> <li>Works Officer removed silt downstream of floodway to release water laying on the road pavement causing a road safety issue. The buildup of silt was excavated further downstream and could have led to a damming issue and thus water being trapped on the floodway in future rain events.</li> <li>Additional work to improve road user safety was the installation of 2 hazard signs on both approaches to the floodway.</li> </ul> <p><b>ACTION</b></p> <ul style="list-style-type: none"> <li><b>Remedial works completed.</b></li> <li><b>Elder Creek will be regularly monitored by Works Officer and any needed remedial action will be undertaken to negate road safety issues.</b></li> </ul>
August 2021	Irrunytju Road/Wingellina Community Access Road Intersection	<ul style="list-style-type: none"> <li>The MRWA Heavy Vehicle Services has sought clarification from Council as to the suitability of this intersection being added to the Tri Drive 3, plus the Tandem Drive RAV 2-4 Network. Tri Drive 3 is a prime mover – trailer combination up to maximum length 27.5m and 91.0t maximum mass.</li> <li>Heavy Vehicle Services have requested a swept vehicle path analysis of the intersection to show that it will accommodate Tri Drive 3 movements from Irrunytju Rd to Wingellina Community.</li> <li>Works Engineer and Works Officer went on site and undertook physical set out of intersection and launched a drone to take aerial shots of the intersection with the survey layout superimposed on the aerial.</li> <li>As most vehicles are manufactured following certain guidelines, vehicle libraries have been created that follow these guidelines and with these libraries traffic engineers can create templates that show the swept path of these vehicles. Such templates are usually referred to as “Turning Templates” as they show the space needed for a vehicle to make a turn.</li> <li>The Director of Infrastructure (DIS) has experience as a traffic engineer and has sourced Vehicle Turning Templates. These will be placed on top of the road layout plan to show the swept path of the design vehicle. By tracking this swept path, the DIS will determine whether the existing intersection is suitable for a Tri Drive 3 vehicle.</li> </ul> <p><b>ACTION</b></p> <ul style="list-style-type: none"> <li><b>DIS to undertake a swept path analysis to determine if the intersection is suitable for Tri Drive 3 vehicles and Works Engineer to forward this report to MRWA Heavy Vehicle Services – completed.</b></li> </ul>

## ACTION SHEET

Environmental Health & Building Officer – Maurice Walsh

**Dates on Site: 14<sup>th</sup> to 23<sup>rd</sup> July 2021**

**Next site visit: 16<sup>th</sup> to 27<sup>th</sup> August 2021**

Date	Subject	Action Taken
Ongoing	Covid-19 Pandemic	<ul style="list-style-type: none"> <li>• Mandatory Contact Tracing Registers in place within Shire Offices and other facilities in line with Department of Health requirements.</li> </ul> <b>ACTION:</b> <ul style="list-style-type: none"> <li>• <b>EHO to continue monitoring Covid-19 Public Health matters for Shire.</b></li> </ul>
July 2021	Oz Minerals West Mulgrave Mine Site	<ul style="list-style-type: none"> <li>• EHO provided advice regarding the upgrading of the Mine on-site effluent system. Mine opening soon with a work force of up to 150.</li> </ul> <b>ACTION:</b> <ul style="list-style-type: none"> <li>• <b>EHO to continue monitoring Mine Site activities.</b></li> </ul>
July 2021	Tjirrkarli Community	<ul style="list-style-type: none"> <li>• Tjirrkarli Primary School inspected as the Department of Education asked NCAMS to oversee the demolition. Buildings contain asbestos, and the Shire has advised NCAMS that the waste can't be disposed at Warburton or any other landfill site in the Shire. Shire of Laverton won't accept the waste also. Shire of Lenora may though distance presents logistical issues.</li> </ul> <b>ACTION:</b> <ul style="list-style-type: none"> <li>• <b>EHO continue monitoring the demolition of the Tjirrkarli Primary School</b></li> </ul>
		<ul style="list-style-type: none"> <li>• Tjukurla Store mandatory food business inspection. Premises found to be operating satisfactorily.</li> </ul> <b>ACTION:</b> <ul style="list-style-type: none"> <li>• <b>EHO to continue monitoring food business safety matters in Tjukurla.</b></li> </ul>
		<ul style="list-style-type: none"> <li>• Tjukurla Primary School inspection of new on-site effluent disposal system. NCAMS to complete clean-up of site. Department of Health advised that the new on-site effluent disposal system has been installed prior to receiving Shire's approval. EHO has advised the Department that new on-site effluent disposal system complies with the <i>Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974</i> and that it should work/function properly.</li> </ul> <b>ACTION:</b> <ul style="list-style-type: none"> <li>• <b>EHO has requested that NCAMS submit applications to the Shire for approval of the installation of on-site effluent disposal systems prior to works being carried out in the future. EHO to re-inspect Tjukurla Primary School in August to ensure site works have been cleaned-up satisfactorily.</b></li> </ul>
July 2021	Warburton Community	<ul style="list-style-type: none"> <li>• Warburton HACC Kitchen mandatory food business inspection. Premises found to be operating satisfactorily.</li> </ul> <b>ACTION:</b> <ul style="list-style-type: none"> <li>• <b>EHO to continue monitoring food safety matters in Warburton.</b></li> </ul>
July 2021	Wingellina Community	<ul style="list-style-type: none"> <li>• Further discussions with NG Health and NCAMS regarding development of HACC Kitchen in Wingellina.</li> </ul> <b>ACTION:</b> <ul style="list-style-type: none"> <li>• <b>EHO to continue monitoring food business safety matters in Wingellina.</b></li> </ul>
July 2021	Jameson Community	<ul style="list-style-type: none"> <li>• Jameson Store mandatory food business inspection. Premises found to be operating satisfactorily.</li> </ul> <b>ACTION:</b> <ul style="list-style-type: none"> <li>• <b>EHO to continue monitoring food business safety matters in Jameson.</b></li> </ul>

July 2021	Wanarn Community	<ul style="list-style-type: none"> <li>Wanarn Aged Care Facility mandatory food business inspection. Premises found to be operating satisfactorily. Staff reminded that the outcome of recent independent audit is still pending, and that the Facility has been given until September 2021 to comply with its Food Safety Plan.</li> <li>Wanarn Store mandatory food business inspection. Premises found to be operating satisfactorily.</li> </ul> <p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li><b>EHO to continue monitoring food safety matters in Wanarn.</b></li> </ul>
July 2021	Blackstone Community	<ul style="list-style-type: none"> <li>Blackstone Store mandatory food business inspection. Premises found to be operating satisfactorily.</li> </ul> <p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li><b>EHO to continue monitoring food business safety matters in Blackstone.</b></li> </ul>
2021	Waste Management Plan	<ul style="list-style-type: none"> <li>Waste Management Plan completed for the Shire of Ngaanyatjarraku, and submission made to the State Government for funding to execute the Plan.</li> </ul> <p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li><b>EHO continue monitoring implementation of Waste Management Plan.</b></li> </ul>
Pending	Lot 410 Cultural Centre Street Warburton Community Layout Plan Amendment - Shire Depot Storage Facility Warburton and Staff Accommodation	<ul style="list-style-type: none"> <li>Previously determined that the best location for Shire storage area is the behind the Shire dwellings near the Roadhouse, which has been rezoned. Extra staff housing now proposed, plus a waste depot if funding allows. This area needs to be rezoned in the Community Layout Plan for Warburton.</li> <li>Building plans have been approved/certified by engineers for construction.</li> <li>BO have issued a building permit for the construction of the fencing at the Shire Depot Storage Facility – Stage 1.</li> </ul> <p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li><b>Shire apply to the Department of Planning, Lands and Heritage to rezone Lot 410 Culture Centre Street to facilitate staff accommodation and the Shire's waste/storage depot. Shire is in the process of engaging a Town Planner to prepare the documentation to achieve the above rezoning.</b></li> <li><b>Shire to construct the fencing at the Shire Depot Storage Facility. Works expected to commence in September 2021.</b></li> <li><b>BO to monitor the project.</b></li> </ul>
Pending	Community Shade Structure Warburton Oval	<ul style="list-style-type: none"> <li>Project has been delayed. Works to commence in September 2021.</li> </ul> <p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li><b>BO to monitor the project.</b></li> </ul>
Pending	Public Health Plan 2021-2026	<ul style="list-style-type: none"> <li>The Shire's Public Health Plan is being prepared by the Shire's EH.</li> <li>Shire requested data from the Department of Health on chronic disease in the Ngaanyatjarra People to include in the Plan. Also wrote to Minister for Health requesting same. Department provided some but more information required.</li> </ul> <p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li><b>EHO to request more data on chronic disease rates in the Shire of Ngaanyatjarraku from the Department of Health for inclusion the Shire's Public Health Plan for presentation to Council in November 2021.</b></li> </ul>
Pending	Drinking Water Report 2020	<ul style="list-style-type: none"> <li>The Department of Communities provided the Shire with a report on the quality and safety of drinking water in the Communities for 2020. Report contains data on the microbiological, chemical and radiological findings of drinking water samples submitted for analysis as part of the Department of Communities public drinking water sampling program.</li> <li>EHO requested the Department of Communities to provide the Shire with a report on the quality and safety of drinking water within the Communities for January – June 2021 as the information was requested by the Auditor for inclusion in his report on the Wanarn Aged Care Facility that is required to be submitted to the Department of Health for approval.</li> </ul> <p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li><b>EHO monitor the quality and safety of the Communities drinking water.</b></li> </ul>

Pending	Contaminates Sites	<ul style="list-style-type: none"> <li>• The Shire is not responsible for any contaminated sites within the Shire. The Shire has requested information/data from the Department of Water and Environmental Regulation numerous times as to what the status is regarding the number of legally determined contaminated sites that exist within the Shire. It is anticipated that all landfill sites within the Shire are and should have been classified as Contaminated Sites under the provisions of the <i>Contaminated Sites Act 2003</i>.</li> <li>• The Shire would simply like to know if all the landfill sites within the Shire are classified contaminated sites.</li> </ul> <p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>• <b>EHO in conjunction with the CEO write the Minister for the Environment and request information/data as to what the status is regarding the number of legally determined contaminated sites that exist within the Shire should the requested information from the Department of Water and Environmental Regulation not be received by September 2021.</b></li> </ul>
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