



# **Shire of Ngaanyatjaraku**

ON A JOURNEY

## **ORDINARY MEETING OF COUNCIL**

### **ATTACHMENTS**

**Tjulyuru Cultural and Civic Centre**

**Warburton Community**

**29 July 2020**

**at**

**1.00 pm**



**Hon David Templeman MLA**  
**Minister for Local Government; Heritage; Culture & the Arts**

Our ref: 66-13088

Mr Kevin Hannagan  
Chief Executive Officer  
Shire of Ngaanyatjaraku  
[ceo@ngaanyatjaraku.wa.gov.au](mailto:ceo@ngaanyatjaraku.wa.gov.au)

Dear Mr Hannagan

Thank you for your correspondence dated 9 July 2020 requesting approval, under section 2.25(2) of the *Local Government Act 1995* (the Act), to grant a further leave of absence to Cr Alwyn Bates.

Under the Act, I have given approval for the council of the Shire of Ngaanyatjaraku (the Shire) to grant a further leave of absence to Cr Bates from 26 August 2020 until 26 November 2020 inclusive.

This approval will enable the council to pass a resolution to grant Cr Bates additional leave under section 2.25(1) of the Act if the council deems it appropriate to do so. If the resolution is successful, the Shire should forward the relevant Council Minutes to the Department of Local Government, Sport and Cultural Industries.

Please pass on my condolences to Cr Bates for his recent loss. I also wish him all the best in a full return to his role in representing the electors of the Shire.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'David Templeman', with a large, stylized initial 'D'.

**HON DAVID TEMPLEMAN MLA**  
**MINISTER FOR LOCAL GOVERNMENT;**  
**HERITAGE; CULTURE AND THE ARTS**

21 JUL 2020



# Shire of **Ngaanyatjarra**

ON A JOURNEY

## **ORDINARY MEETING OF COUNCIL**

## **UNCONFIRMED MINUTES**

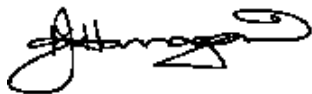
**24 June 2020**

**at**

**1.00 pm**

**SHIRE OF NGAANYATJARRAKU**  
**ORDINARY MEETING OF COUNCIL**

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



**Chief Executive Officer**

Date: 25-06-2020

These minutes were confirmed by Council as a true and correct record of proceedings of the Meeting of Council held on the 24 June 2020.

**Presiding Member:** \_\_\_\_\_ **Date:.**   /   /2020

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## 1. DECLARATION OF OPENING

The Presiding Member declared the meeting open at 1.00pm.

## 2. ANNOUNCEMENT OF VISITORS

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

## 3. ATTENDANCE

### 3.1 PRESENT

|                           |   |   |
|---------------------------|---|---|
| <b>Elected Members:</b>   | President<br>Councillor<br>Councillor<br>Councillor<br>Councillor<br>Councillor       | D McLean<br>J Frazer<br>A Jones<br>L West<br>J Porter<br>D Frazer |
| <b>Staff:</b>             | CEO<br>FAC  | K Hannagan (by MS Teams on TV from 1.00pm)<br>G Handy             |
| <b>Guests:</b>            | nil   |   |
| <b>Members of Public:</b> | There were no members of the public in attendance at the commencement of the meeting. |   |

### 3.2 APOLOGIES

Cr. ....

### 3.3 APPROVED LEAVE OF ABSENCE

Cr. A Bates

## 4. PUBLIC QUESTION TIME

### 4.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

### 4.2 PUBLIC QUESTION TIME

## 5. APPLICATIONS FOR LEAVE OF ABSENCE

Cr Alwyn Bates has applied for a leave of absence as per Attachment 5.

### Statutory Environment

Local Government Act 1995

#### 2.25. Disqualification for failure to attend meetings

(1) A council may, by resolution, grant leave of absence, to a member.

(2) Leave is not to be granted to a member in respect of more than 6 consecutive ordinary meetings of the council without the approval of the Minister unless all of the meetings are within a period of 3 months.

(3A) Leave is not to be granted in respect of —

- (a) a meeting that has concluded; or  
(b) the part of a meeting before the granting of leave.

## **Voting Requirement**

Simple Majority

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

**Moved: Cr L West**

**Seconded: Cr J Frazer**

**That Council in accordance with Section 2.25 (1) of the Local Government Act 1995 grants leave of absence to Cr A Bates for the 29 July and 26 August 2020 Ordinary Meetings of Council if required.**

**Carried: 6/0**

## **6. DECLARATION BY MEMBERS**

### **6.1 DUE CONSIDERATION BY COUNCILLORS TO THE AGENDA**

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

### **6.2 DECLARATIONS OF INTEREST**

#### **Councillors to Note**

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

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

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

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

#### **NOTES ON DECLARING INTERESTS (FOR YOUR GUIDANCE)**

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

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

1. A Financial Interest requiring disclosure occurs when a Council decision might advantageously or detrimentally affect the Councillor, or a person closely associated with the Councillor and is capable of being measure in money terms. There are exceptions in the *Local Government Act 1995*, but they should not be relied on without advice, unless the situation is very clear.
2. If a Councillor is a member of an Association (which is a Body Corporate) with

not less than 10 members i.e. sporting, social, religious etc), and the Councillor is not a holder of office of profit or a guarantor, and has not leased land to or from the club, i.e., if the Councillor is an ordinary member of the Association, the Councillor has a common and not a financial interest in any matter to that Association.

3. If an interest is shared in common with a significant number of electors or ratepayers, then the obligation to disclose that interest does not arise. Each case needs to be considered.
4. If in doubt declare.
5. As stated in (b) above, if written notice disclosing the interest has not been given to the Chief Executive Officer before the meeting, then it **MUST** be given when the matter arises in the Agenda, and immediately before the matter is discussed.
6. Ordinarily the disclosing Councillor must leave the meeting room before discussion commences. The **only** exceptions are:
  - 6.1 Where the Councillor discloses the **extent** of the interest, and Council carries a motion under s.5.68(1)(b)(ii) or the Local Government Act, or
  - 6.2 Where the Minister allows the Councillor to participate under s.5.69(3) of the Local Government Act, with or without conditions.

Declarations of Interest provided:

| Item Number/<br>Name                          | Type of Interest | Nature/Extent of Interest  |
|---|------------------|--|
| 15.1 Review of services for outstanding debts | Shared in common | All Councillors are community members affected by any change in services and members of various community committees |

## 7. ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

## 8. PETITIONS, DEPUTATIONS, PRESENTATIONS

### 8.1 PETITIONS

### 8.2 DEPUTATIONS

### 8.3 PRESENTATIONS

## 9. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

### 9.1 MINUTES OF ORDINARY MEETING OF COUNCIL (ATT 9.1)

#### Voting Requirement

Simple Majority



**Officers Recommendation and Council Resolution**

**Moved: Cr D Frazer**

**Seconded: Cr J Frazer**

**That the Unconfirmed Minutes of the Ordinary Meeting of Council held on 27 May 2020 at the Council Chambers, Tjulyuru Cultural and Civic Centre, Warburton Community (ATTACHMENT 9.1) be confirmed as a true and accurate record.**

**Carried: 6/0**

Unconfirmed

## 10. CEO REPORTS

### 10.1 PROGRESS ON THE IMPLEMENTATION OF COUNCIL RESOLUTIONS

**FILE REFERENCE:** GV.05

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

**DATE REPORT WRITTEN:** 16 May 2020

**DISCLOSURE OF INTERESTS:** The author has no financial, proximity or impartiality interest in the proposal.

#### **Summary**

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

#### **Background**

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

#### **Comment**

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

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

Generally, all resolutions have been enacted. Some matters are of an on-going nature and will take several months to complete. Attached is a list of those items not yet completed.

#### **Statutory Environment**

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

*"Role of council*

*(1) The council —*

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

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

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

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

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

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

#### **Financial Implications**

There are no known financial implications for this matter.

#### **Strategic Implications**

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

**Risk Management**

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

**Policy Implications**

There are no known policy implications for this matter.

**Attachments**

Attachment 10.1 - Council Resolutions - Status Report

**Voting Requirement**

Simple Majority

**Officers Recommendation**

That Council notes the attached Council Resolutions – Status as at May 2020 (Attachment 10.1) and this report.

**Officers Recommendation and Council Resolution**

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

**That Council notes the attached Council Resolutions – Status as at May 2020 (Attachment 10.1) and this report.**

**Carried: 6/0**

## 10.2 COUNCILLOR VACANCY TO REMAIN UNFILLED

**FILE REFERENCE:** GV.07

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

**DATE REPORT WRITTEN:** 6 June 2020

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

### Summary

The purpose of this agenda item is for Council to consider requesting the approval of the Electoral Commissioner to allow the vacancy caused through the disqualification of Cr. Preston Thomas to remain unfilled until the next ordinary Council election in accordance with section 4.17 of the Local Government Act 1995.

### Background

Councillor Preston Thomas is disqualified as he has been absent, without obtaining leave of the Council, throughout 3 consecutive ordinary meetings of the Council over a period exceeding 2 months, which results in disqualification under section 2.25(4) of the LGA 1995.

### Comment

Pursuant to Section 4.17(3) and (4A) of the *Local Government Act* 1995 the Council may, with the approval of the Electoral Commissioner, allow the vacancy to remain unfilled and on that basis the term of the member who held the office is to be regarded to end on the day on which it would have ended if the vacancy had not occurred. Cr. Preston Thomas was re-elected to office in October 2019, and his four-year term was to expire in October 2023. The next ordinary elections for Council are to be held in October 2021.

### Statutory Environment

*Local Government Act* 1995:

#### **2.25. Disqualification for failure to attend meetings**

(4) *A member who is absent, without obtaining leave of the council, throughout 3 consecutive ordinary meetings of the council is disqualified from continuing his or her membership of the council, unless all of the meetings are within a 2 month period.*

#### **2.32. How extraordinary vacancies occur in offices elected by electors**

*The office of a member of a council as an elector mayor or president or as a councillor becomes vacant if the member —*

*(d) advises or accepts under section 2.27 that he or she is disqualified.....*

#### **4.17. Cases in which vacant offices can remain unfilled**

(3) *If a councillor's office becomes vacant under section 2.32 and under subsection (4A) this subsection applies, the council may, with the approval of the Electoral Commissioner, allow\* the vacancy to remain unfilled and, subject to subsection (4), in that case, the term of the member who held the office is to be regarded in section 4.6 as ending on the day on which it would have ended if the vacancy had not occurred.*

*\* Absolute majority required.*

*(4A) Subsection (3) applies —*

*(a) if —*

*(i) the office is for a district that has no wards; and*

*(ii) at least 80% of the number of offices of member of the council in the district are still filled; or*

(b) if —

(i) the office is for a ward for which there are 5 or more offices of councillor; and  
(ii) at least 80% of the number of offices of councillor for the ward are still filled.

(4) If an ordinary or an extraordinary election is to be held in a district then an election to fill any vacancy in the office of councillor in that district that was allowed to remain unfilled under subsection (3) is to be held on the same election day and Division 9 applies to those elections as if they were one election to fill all the offices of councillor for the district or ward that need to be filled.

### **Financial Implications**

There would be a cost to hold an in-person extraordinary election if Council wished to fill the vacancy, this would vary in price depending on if it is conducted 'in-house' or via engaging the WA Electoral Commission (WAEC) to run the process on the Shire's behalf. Council's annual budget has generally made provision of approximately \$5,000 (plus staff and travel costs) for the costs of running elections in-house; appointing the WAEC to oversee and manage the election is likely to cost significantly more (estimated \$10,000 - \$20,000) and a quotation would be sought to ascertain the amount should Council wish to proceed in this way.

### **Strategic Implications**

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

### **Risk Management**

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

### **Policy Implications**

Not applicable

### **Attachments**

Nil

### **Voting Requirement**

Absolute majority required

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

**Moved: Cr A Jones**

**Seconded: Cr J Frazer**

#### **That Council:**

1. pursuant to section 4.17(3) and 4 (A) of the Local Government Act 1995, Council requests the WA Electoral Commissioner to permit the vacancy created by the disqualification of Councillor Preston Thomas to remain unfilled until the next ordinary election in October 2021; and
2. writes a letter of thanks to Cr Thomas for his years of service with the Shire and Ngaanyatjarraku Community.

**Carried: 6/0**

## 10.3 ELECTION OF DEPUTY SHIRE PRESIDENT

**FILE REFERENCE:** GV.00

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

**DATE REPORT WRITTEN:** 6 June 2020

**DISCLOSURE OF INTERESTS:** The author has no financial, proximity or impartiality interest in the proposal.

### Summary

For Council to elect a Deputy Shire President.

### Background

As there is now a vacancy for Deputy Shire President, Council must now elect one of its members to fill that role.

### Comment

The deputy Shire President will be elected until their term of office expires. Shire President will conduct this election as per clause 8(2) of Schedule 2.3. After the election, the Deputy Shire President will make a declaration (Electoral Form 7) in accordance with Regulation 13 (1)(c) of the Local Government (Constitution) Regulations 1996.

### Statutory Environment

*Local Government Act 1995*

- 2.15. *Filling office of deputy mayor or deputy president*  
*The deputy mayor or deputy president is to be elected by the council under Schedule 2.3, Division 2.*
- 2.34. *How extraordinary vacancies occur in offices elected by council*  
(1) *The office of a member of a council as a councillor mayor or president, deputy mayor or deputy president becomes vacant if the member —*  
(a) *ceases to be a councillor under section 2.32;*

*Schedule 2.3 — When and how mayors, presidents, deputy mayors and deputy presidents are elected by the council*

8. *How deputy mayor or deputy president is elected*  
(1) *The council is to elect a councillor (other than the mayor or president) to fill the office.*  
(2) *The election is to be conducted in accordance with the procedure prescribed by the mayor or president, or if he or she is not present, by the CEO.*  
(3) *Nominations for the office are to be given to the person conducting the election in writing before the meeting or during the meeting before the close of nominations.*  
(3a) *Nominations close at the meeting at a time announced by the person conducting the election, which is to be a sufficient time after the announcement by that person that nominations are about to close to allow for any nominations made to be dealt with.*  
(4) *If a councillor is nominated by another councillor the person conducting the election is not to accept the nomination unless the nominee has advised the person conducting the election, orally or in writing, that he or she is willing to be nominated for the office.*  
(5) *The council members are to vote on the matter by secret ballot as if they were electors voting at an election.*

(6) Subject to clause 9(1) the votes cast under subclause (5) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 as if those votes were votes cast at an election.

(7) As soon as is practicable after the result of the election is known, the person conducting the election is to declare and give notice of the result in accordance with regulations, if any.

[Clause 8 amended: No. 64 of 1998 s. 54(2) (4); No. 49 of 2004 s. 69(6) (9).]

9. Votes may be cast a second time

(1) If, when the votes cast under clause 8(5) are counted, there is an equality of votes between 2 or more candidates who are the only candidates in, or remaining in, the count, the count is to be discontinued and, not more than 7 days later, a special meeting of the council is to be held.

(2) Any nomination for the office may be withdrawn, and further nominations may be made, before or when the special meeting is held.

(3) When the special meeting is held the council members are to vote again on the matter by secret ballot as if they were voting at an election.

(4) The votes cast under subclause (3) are to be counted, and the successful candidate determined, under Schedule 4.1 as if those votes were votes cast at an election.

### **Financial Implications**

There are no known financial implications for this matter.

### **Strategic Implications**

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

### **Risk Management**

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

### **Policy Implications**

There are no known policy implications for this matter.

### **Attachments**

Attachment 10.3 - Declaration (Electoral Form 7)

### **Voting Requirement**

Secret Ballot

### **Election Result**

Cr A Jones nominated himself as Deputy Shire President.

The Shire President called for further nominations as nominations were about to close to allow for any nominations made to be dealt with.

There were no further nominations received.

The Shire President closed nominations and advised that as there were no further nominations Cr A Jones was elected unopposed as the Deputy Shire President.

After the election, the Deputy Shire President made a declaration (Electoral Form 7) in accordance with Regulation 13 (1)(c) of the Local Government (Constitutions) Regulations 1996.

## 10.4 MEMORANDUM OF UNDERSTANDING - DFES

**FILE REFERENCE:** GV.00

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

**DATE REPORT WRITTEN:** 8 June 2020

**DISCLOSURE OF INTERESTS:** The author has no financial, proximity or impartiality interest in the proposal.

### **Summary**

For Council to Consider whether to enter another Memorandum of Understanding (MoU) with Department of Fire and Emergency Services (DFES) for services the Shire has no capacity to provide.

### **Background**

On 9 September 2015, the Shire entered a MoU with DFES and Ngaanyatjaraku Emergency Response Team or the maintenance and support of the Ngaanyatjaraku Emergency Response Team. This agreement is due to expire 9 September 2020 and DFES are seeking the Shires endorsement of a new 5-year agreement.

The Memorandum of Understanding is intended to identify and document the respective roles and responsibilities of the Ngaanyatjaraku Emergency Response Team (NgERT), the Shire of Ngaanyatjaraku and the Department of Fire and Emergency Services, as considered necessary to maintain and support the NgERT.

The MOU outlines the responsibilities and undertakings of the Shire, the NgERT and DFES (the parties) for the delivery of road crash rescue services to the Shire.

This MOU does not constitute or create and shall not be deemed to constitute, any legally binding or enforceable obligations on the part of any party.

### **Comment**

It was initially proposed that two teams be established, one in Warburton, Blackstone and the other in Warakurna. NgERT is comprised of volunteers from within the Shire, whose role is to provide road crash rescue support at the request of either DFES or the Western Australia Police Service.

The Shire was to ensure the members of NgERT are supported, trained, equipped and capable of providing road crash rescue support within the Shire.

### Acknowledgments and undertakings by DFES

#### **Financial and Compliance Requirement**

DFES will:

1. provide insurance coverage for all registered volunteer members of NgERT, including personal accident and public liability cover whilst undertaking road crash rescue or associated activities at the request of either DFES or the Western Australia Police Service.
2. provide insurance cover for nominated vehicles responding to a request from either DFES or the Western Australia Police Service to provide road crash rescue support at the scene of a road crash. This cover will be provided for the period the nominated vehicle transports to the scene of the road crash and will remain in place until the vehicle returns to the place where it has been agreed it shall be garaged. The return trip should be completed in the most direct and timely manner as is practicable. Insurance cover extends to training and other approved activities.
3. be responsible for the ordering and purchasing of the protective clothing for registered



volunteers of NgERT

4. be the servicing agent for all hydraulic rescue equipment. DFES will service and maintain the equipment as part of its state-wide equipment program.

DFES will provide appropriate road crash rescue training to ensure NgERT volunteers are capable of fulfilling the road crash rescue roles as authorised by the FES commissioner and referred to in the MOU. The relevant DFES District Officer will determine the training requirements, in consultation with the volunteers. Training will be arranged at a time mutually agreed to by all parties.

DFES will provide peer support services to any NgERT volunteer or family member, who may request such a service after experiencing trauma or distress.

#### Acknowledgments and undertakings by the Shire

The Shire will:

1. endorse, form and maintain a private emergency response team of local volunteers to be trained in the road crash rescue role.
2. ensure the team has in place an appropriate management structure.
3. provide and maintain three (3) emergency response trailers, one at Warburton, Blackstone and the other at Warakurna.
4. provide details of designated vehicles suitable for towing the emergency response trailers. The vehicle must be licensed and in a roadworthy condition. In addition, the towing of the trailer must be within the operational capabilities of the tow vehicle as specified by the vehicle manufacturer.
5. ensure that details of all vehicles designated as tow vehicles are registered with DFES and that acknowledgment has been received from DFES that the vehicle has been registered prior to the vehicle going into operational service.
6. meet the cost of equipment servicing and replacement in line with DFES's replacement program. DFES will provide timely consultation with the Shire regarding replacement matters to allow the Shire to source funding through various funding options
7. provide operating facilities for the registered volunteers and the storing and garaging of emergency response equipment and trailers as is deemed practical
8. be responsible for ensuring NgERT only responds to callouts at the request of either DFES or the Western Australia Police Service. The Shire will record details of all callouts, in a register.
9. maintain a register containing the details of all NgERT members. This register will include personal, training and incident attendance information. The Shire will ensure the register is current and that DFES is advised of any changes to the register.

There are also acknowledgements and undertakings to be undertaken by the NgERT, these have not been commented on as the NgERT's don't exist.

The three DFES trailers are located at Blackstone & Warburton WAPol compounds and the Roadhouse at Warakurna. The Shire does not have any vehicles available to tow these trailers and does not manage their use. DFES have provided annual road safety training but mainly to WAPol staff and anyone interested in attending.

The Shire has not fulfilled any of the undertakings outlined in this MoU as it does not have the capacity or resources to do so. Other local governments have ratepayers to contribute to this service and an Emergency Services Officer to coordinate the activities.

As such it is recommended that the Shire not exercise the option to extend for a further five years. DFES Regional staff Kalgoorlie have been consulted and have advised that an outcome of not extending the MoU is that the trailers may be removed from the Shire.

#### **Statutory Environment**

Not Applicable

**Financial Implications**

There are large financial and human resource commitments if the Shire was to comply with this MoU.

**Strategic Implications**

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

**Risk Management**

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

**Policy Implications**

There are no known policy implications for this matter.

**Attachments**

Not Applicable

**Voting Requirement**

Simple Majority

**Officers Recommendation and Council Resolution**

Moved: Cr L West

Seconded: Cr A Jones

That Council requests the Chief Executive Officer to advise the Commissioner, Department of Fire and Emergency Services that the Shire does not have the financial or human resource capacity to exercise the option to extend for a further five years the MoU for establishing, maintaining and supporting a Ngaanyatjaraku Emergency Response Team.

Carried: 6/0

## 10.5 REVIEW OF COUNCIL POLICIES

**FILE REFERENCE:** CM.14

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

**DATE REPORT WRITTEN:** 15 June 2020

**DISCLOSURE OF INTERESTS:** The author has no financial, proximity or impartiality interest in the proposal.

### **Summary**

For Council to consider the review of policies for the Shire of Ngaanyatjarraku, including new policies to comply with new legislation.

### **Background**

In late 2019, the Shires of Ngaanyatjarraku, Laverton, Leonora, Menzies and Wiluna sought consulting services to undertake a collaborative review of current Council Policies and development of new policies, to ensure compliance with recent legislation and help provide an appropriate governance framework. The review was intended to support the concept of a cooperative regional response to deal with the increasing burden of compliance placed on Local Government. Moore Stephens, who are currently engaged to provide a coordinated service to the Northern Goldfields Compliance Group, was engaged to undertake this review.

In addition to this collaborative high level review, the Shire of Ngaanyatjarraku sought to undertake a more detailed review to not only incorporate the policies developed from the collaborative review, but to review and update all policies specific to the Shire of Ngaanyatjarraku.

### **Comment**

Legislation provides for policies to be determined by Council, and for the CEO to manage the day to day operations of the local government. Policies should provide a written reference to clearly link the higher-level directions set by the Council and the operational considerations which the CEO will employ to cause council decisions to be implemented.

Policies should provide guidance to articulate the strategic direction of Council and set out the position of the local government to follow at an operational level (e.g. we shall, we shall not), particularly where legislation does not provide such guidance. They are not necessarily intended to provide direction on how different functions are to be executed, except where legislation requires it.

The CEO/administration will interpret the policies and strategic direction set by Council to formulate operational processes and procedures. These processes and procedures should detail the tasks and requirements which must be accomplished, as well as specific actions to be performed by staff. They are essentially a set of business rules intended to communicate expected standards to staff from the CEO, to achieve the strategic direction of Council.

Attachment 10.5 – 'Shire of Ngaanyatjarraku Council Policies Index of Changes' to this report details the recommended policy review actions for Council consideration, along with a brief statement of changes made, and the purpose for the change where required. The new draft Council Policy Manual has been provided to Councillors and if adopted will replace the existing manual on the Shires website.

The most common change throughout the policy review was the removal of policies considered to be operational in nature and the responsibility of the CEO under the Local Government Act 1995. These policies will be incorporated into CEO operational policies /

processes, which will form the next stage of the review of policies and processes for the Shire of Ngaanyatjaraku.

### **Statutory Environment**

Section 2.7(2)(b) of the Local Government Act 1995 sets out the role of council that includes determining Council policies.

Section 5.41 of the Local Government Act 1995 provides for the CEO to manage the day to day operations of the local government, and to cause Council decisions to be implemented.

There is no formal obligation for the adoption and review of Council policies, except where legislation requires it. These instances are summarised below.

In relation to the appointment of an Acting CEO, foreshadowed changes through Section 5.39C of the Local Government Act 1995 and associated regulations:

- Require a policy to be prepared and adopted by absolute majority;
- Regulations may prescribe content to be included in policy;
- Policy should provide for the employment of a person as Acting CEO for less than a year, and also for the appointment of an employee as Acting CEO for less than a year.
- Policy will require further review once regulations are proclaimed to guide policy development.

Ongoing Professional Development for elected members policy is required by legislation to ensure equitable access to ongoing professional development and training for elected members.

Foreshadowed changes through Section 5.128 Local Government Act 1995 and associated regulations:

- Require a policy to be prepared and adopted by absolute majority;
- Regulations may prescribe form and content of the policy;
- Policy will be required to be published on website and reviewed after each election.

Further update (if required) will be provided following release of regulations.

A policy for Attendance at Events is required by section 5.90A of the Local Government Act 1995 which:

- Requires a policy to be prepared and adopted by absolute majority;
- Policy will be required to be published on website and reviewed after each election.

The above-mentioned policies are also required by legislation to have an absolute majority decision of Council to amend the policies, and for up to date copies of the policies to be published on the official local government website.

Local Government (Functions and General) Regulations 1996 require the following policies to be adopted by Council:

- Regulation 11A - Purchasing policies for local governments
- Regulation 24AC - Requirements before establishing panels of pre-qualified suppliers (if applicable)
- Regulation 24E - Regional price preference policies for local government (if applicable)

The Shire of Ngaanyatjaraku does not currently have policies for pre-qualified suppliers.

### **Financial Implications**

Fees for review of Council policies are provided for by Tender T01 2018-19. There are no

known further financial implications for this matter.

### **Strategic Implications**

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

### **Risk Management**

This item has been evaluated against the Shire of Ngaanyatjaraku's Risk Management Strategy, Risk Assessment Matrix. The perceived level of risk is high prior to treatment, the adoption of reviewed policies will reduce the risk to low.

### **Policy Implications**

Updated policies are intended to provide the Shire with clearer direction to guide the CEO/administration in the execution of decisions of Council, achieve the strategic direction of the Shire of Ngaanyatjaraku and maintain legislative compliance.

### **Attachments**

Attachment 10.5 - Shire of Ngaanyatjaraku Council Policies Index of Changes

(Note: copy of new Policy Manual to be tabled)

### **Voting Requirement**

Simple majority decision of Council required to table the updated draft policy manual.

Absolute majority decision will be required for the adoption of some policies. Given the policy manual is being presented in a consolidated format for Council consideration, it should be adopted by absolute majority, unless the policies are separated and adopted by absolute and simply majority as required.

Absolute Majority

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

**Moved: Cr J Frazer**

**Seconded: Cr J Porter**

#### **That Council:**

- 1. adopts by absolute majority, the changes to revoke, amend and adopt new policies as noted in Attachment 1 as attached to this report which forms the updated Council policy manual tabled with Councillors; and**
- 2. publishes a copy of the new policy manual on the Shire's official website.**

**Carried: 6/0**

## 10.6 ANNUAL REVIEW OF INTEGRATED STRATEGIC PLAN

**FILE REFERENCE:** CM.13

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

**DATE REPORT WRITTEN:** 18 June 2020

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

### Summary

For Council to consider a review of its Integrated Strategic Plan 2018-28, that incorporates its Strategic Community Plan and Corporate Business Plan.

### Background

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

### Comment

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

This review incorporates minor amendments and is to be considered before adoption of Councils 2020/21 Annual Budget.

### Statutory Environment

*Local Government Act 1995*

5.56. *Planning for the future*

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

*Local Government (Administration) Regulations 1996*

19C. *Strategic community plans, requirements for (Act s. 5.56)*

- (5) *In making or reviewing a strategic community plan, a local government is to have regard to*
  - (a) *the capacity of its current resources and the anticipated capacity of its future resources;*
- (6) *Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.*
- (7) *A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.*

*\*Absolute majority required.*

(8) *If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*

(9) *A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.*

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

(1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.

(4) A local government is to review the current corporate business plan for its district every year.

(5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.

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

\*Absolute majority required.

19D. Adoption of plan, public notice of to be given

(1) After the adoption of a strategic community plan, or modifications of a strategic community plan, under regulation 19C, the local government is to give local public notice in accordance with subregulation (2).

(2) The local public notice is to contain —

(a) notification that —

(i) a strategic community plan for the district has been adopted by the council and is to apply to the district for the period specified in the plan; and

(ii) details of where and when the plan may be inspected;  
or

(b) where a strategic community plan for the district has been modified —

(i) notification that the modifications to the plan have been adopted by the council and the plan as modified is to apply to the district for the period specified in the plan; and

(ii) details of where and when the modified plan may be inspected.

### **Financial Implications**

The Shire must consider Actions contained within its Corporate Business Plan before adopting the 2020 / 21 budget.

### **Strategic Implications**

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

### **Risk Management**

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

### **Policy Implications**

There are no known Policy implications for this matter.

### **Attachments**

10.6 – Amended Integrated Strategic Plan 2018-28

### **Voting Requirement**

Absolute Majority Required.

**Officers Recommendation and Council Resolution**

**Moved: Cr A Jones**

**Seconded: Cr L West**

**That Council:**

- 1. adopts the amended Integrated Strategic Plan 2018-28, (incorporating its Strategic Community Plan and Corporate Business Plan) as per Attachment 10.6., and**
- 2. gives local public notice that the modifications to the plan have been adopted by the Council.**

**Carried: 6/0**



## 10.7 ANNUAL REVIEW OF DELEGATIONS REGISTER

**FILE REFERENCE:** CM.14

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

**DATE REPORT WRITTEN:** 18 June 2020

**DISCLOSURE OF INTERESTS:** The author has an impartiality interest in the proposal as the position of CEO is to be delegated an additional power.

### Summary

For Council to the annual review of its Powers of Delegation to the Chief Executive Officer.

### Background

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

### Comment

The following is a summary of changes to the Delegations Register:

- new delegations added that are legislatively required for new policies as contained in the revised Policy Manual being considered by Council this month:
  - 1.1.17 Legal representation costs for an elected member or employee
  - 1.1.18 Determine application for rates exemption
- a review history has been added as the current delegation register does not contain a review history which may make it difficult to track the actual limits of authority at a particular point in time if there is a query;
- delegation 1.1.10 Senior employees has been recommended to be revoked, as it will not align with the policy being presented to Council for consideration as in its current form it is not really required.

### Statutory Environment

*The Local Government Act 1995*

*Section 5.42, Delegation of some powers and duties to CEO*

(1) *A local government may delegate\* to the CEO the exercise of any of its powers or the discharge of any of its duties under —*

(a) *this Act other than those referred to in section 5.43; or*

(b) *the Planning and Development Act 2005 section 214(2), (3) or (5).*

*\* Absolute majority required.*

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

*Section 5.46. Register of, and records relevant to, delegations to CEO and employees*

(1) *The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.*

(2) *At least once every financial year, delegations made under this Division are to be reviewed by the delegator.*

(3) *A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.*

### Financial Implications

There are no known financial implications.

### Strategic Implications

**Risk Management**

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

**Policy Implications**

There are no known Policy implications for this matter.

**Attachments**

10.7 – Amended Register of Delegations

**Voting Requirement**

Absolute Majority Required.

**Officers Recommendation and Council Resolution**

**Moved: Cr D Frazer      Seconded: Cr J Frazer**

**That Council amends its' Register of Delegations (24 Jun 2020) as per Attachment 10.7.**

**Carried: 6/0**

**FILE REFERENCE:** FM.09

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

**DATE REPORT WRITTEN:** 3 June 2019

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

### **Summary**

The Shires proposed Fees and Charges are presented to Council for consideration for the Financial Year 2020/21. The proposal is not required to be advertised prior to effect as it is proposed that there be no increase to the Fees and Charges this year.

### **Background**

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

### **Comment**

The proposed Fees and Charges 2020/21 remain unchanged from the previous year due to the impact of the Covid19 Pandemic. As such there is no further comment.

### **Statutory Environment**

*Local Government Act 1995:*

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

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

### **Financial Implications**

It is expected that not having and increase will have minimal effect on the Shires Financial Ratios or Long-Term Financial Sustainability given the small Fees and Charges base that the Shire has.

### **Strategic Implications**

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

### **Risk Management**

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

**Policy Implications**

No policy implications apply in the preparation of the report.

**Attachments**

Attachment 10.8 – Proposed Fees and Charges 2020/21.

**Voting Requirement**

Absolute Majority Required.

**Officers Recommendation and Council Resolution**

**Moved: Cr D Frazer      Seconded: Cr J Frazer**

**That Council Pursuant to section 6.16 of the Local Government Act 1995 adopt the Fees & Charges Schedule 2020/21 (unchanged from 2019/20) as per Attachment 10.8.**

**Carried: 6/0**

## 11 DEPUTY CEO REPORTS

### 11.1 PAYMENTS LISTING, MAY 2020

|                                   |  |
|-----------------------------------|--|
| FILE REFERENCE:                   | FM.07  |
| AUTHOR'S NAME AND POSITION:       | Kerry Fisher<br>Deputy Chief Executive Officer |
| AUTHORISING OFFICER AND POSITION: | Kevin Hannagan<br>Chief Executive Officer      |
| DATE REPORT WRITTEN:              | 9 June 2020                                    |
| DISCLOSURE OF INTERESTS:          | Nil  |

#### Summary

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

#### Background

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

#### Comment

The payments made are consistent with previous months.

#### Statutory Environment

*Local Government (Financial Management) Regulations 1996*

*S13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.*

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

#### Financial Implications

The Shire makes annual budget allocations for payment of accounts.

**Strategic Implications**

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

**Risk Management**

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

**Policy Implications**

There are no known policy implications for this matter

**Attachments**

Attachment 11.1 – Payment Listings

**Voting Requirement**

Simple Majority Required.

**Officers Recommendation and Council Resolution**

Moved: Cr A Jones

Seconded: Cr D Frazer

That Council receives the Payment Listing, May 2020 totaling payments of \$795,651.05 as per Attachment 11.1.

Carried: 6/0

## 11.2 COUNCIL INVESTMENTS

**FILE REFERENCE:** FM.04

**AUTHOR'S NAME AND POSITION:** Kerry Fisher  
Deputy Chief Executive Officer

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

**DATE REPORT WRITTEN:** 15 June 2020

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

### Summary

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

### Background

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

### Comment

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

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

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

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

The Shire has received half its 2020/21 Financial Assistance Grants, General and Roads in advance, this is the main contributor to higher than normal bank balances.

### Statutory Environment

#### *Local Government Act 1995*

#### *Section 6.14 Power to Invest*

- (1) *Money held in the municipal fund or the trust fund of a local government that is not, for the time being, required by the local government for any other purpose may be invested as trust funds may be invested under the Trustees Act 1962 Part III.*
- (2A) *A local government is to comply with the regulations when investing money referred to in subsection (1).*
- (2) *Regulations in relation to investments by local governments may —*
  - (a) *make provision in respect of the investment of money referred to in subsection (1); and*
  - [(b) deleted]*
  - (c) *prescribe circumstances in which a local government is required to invest money held by it; and*

- (d) *provide for the application of investment earnings; and*
- (e) *generally, provide for the management of those investments.*

**Local Government (Financial Management) Regulations 1996**

19. *Investments, control procedures for*  
 (1) *A local government is to establish and document internal control procedures to be followed by employees to ensure control over investments.*  
 (2) *The control procedures are to enable the identification of —*  
 (a) *the nature and location of all investments; and*  
 (b) *the transactions related to each investment.*
- 19C. *Investment of money, restrictions on (Act s. 6.14(2)(a))*  
 (1) *In this regulation —*  
*authorised institution means —*  
 (a) *an authorised deposit taking institution as defined in the Banking Act 1959 (Commonwealth) section 5; or*  
 (b) *the Western Australian Treasury Corporation established by the Western Australian Treasury Corporation Act 1986;*  
*foreign currency means a currency except the currency of Australia.*  
 (2) *When investing money under section 6.14(1), a local government may not do any of the following —*  
 (a) *deposit with an institution except an authorised institution;*  
 (b) *deposit for a fixed term of more than 3 years;*  
 (c) *invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;*  
 (d) *invest in bonds with a term to maturity of more than 3 years;*  
 (e) *invest in a foreign currency.*

**Financial Implications**

Not applicable.

**Strategic Implications**

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

**Risk Management**

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

**Policy Implications**

Corporate Policy CS2.7 Investments.

**Attachments**

Attachment 11.2 – Westpac screen prints of Municipal and Investment Accounts. (No monies are currently being held with any other institutions.)

**Voting Requirement**

Simple Majority Required.

**Officers Recommendation and Council Resolution**

**Moved: Cr D Frazer**

**Seconded: Cr J Frazer**

**That the report on Council Investments as at 15 June 2020 be received.**

**Carried: 6/0**



## 11.3 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE MONTH ENDED

**FILE REFERENCE:** FM.10

**AUTHOR'S NAME AND POSITION:** Kerry Fisher  
Deputy Chief Executive Officer

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

**DATE REPORT WRITTEN:** 12 June 2020

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

### Summary

For Council to receive the monthly financial report for May 2020.

### Background

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

Council has resolved that details and explanations of the material variances reflected on the Statement of Financial Activity are provided as required by Local Government (Financial Management) Regulation 34(1) (d). The attached statements include details of variances between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold of \$20,000 or 10.00% whichever is the greater (refer last page of statements). These materiality levels have been applied in the preparation of this report.

### Comment

Comments in relation to budget to actual variances are included as notes (last page) in the Financial Reports attached. Comments related to 'Timing' refer to an estimate of when costs would occur at the time the budget was formulated versus actual costs being incurred.

### Statutory Environment

*Local Government Act 1995*

#### 6.4. Financial report

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

*Local Government (Financial Management) Regulations 1996.*

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

- (1A) In this regulation —  
committed assets means revenue unspent but set aside under the annual budget for a specific purpose.
- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —
    - (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
    - (b) budget estimates to the end of the month to which the statement relates; and
    - (c) actual amounts of expenditure, revenue and income to the end of the month to

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

### **Financial Implications**

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

### **Strategic Implications**

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

### **Risk Management**

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

### **Policy Implications**

No policy implications apply in the preparation of the report.

### **Attachments**

Attachment 11.3 - Monthly Financial Report May 2020.

### **Voting Requirement**

Simple Majority Required.

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

**Moved: Cr J Frazer**

**Seconded: Cr J Porter**

**That Council receives the monthly financial report for May 2020.**

**Carried: 6/0**

## 11.4 SUNDRY DEBTORS – RATES (MINING TENEMENTS)

|  |  |
|--|--|
| <b>FILE REFERENCE:</b>                   | FM.08  |
| <b>AUTHOR'S NAME AND POSITION:</b>       | Kerry Fisher<br>Deputy Chief Executive Officer   |
| <b>AUTHORISING OFFICER AND POSITION:</b> | Kevin Hannagan<br>Chief Executive Officer  |
| <b>DATE REPORT WRITTEN:</b>              | 15 June 2020   |
| <b>DISCLOSURE OF FINANCIAL INTEREST:</b> | The author and the authorising officer have no financial, proximity or impartiality interests in the proposal. |

### Summary

For Council to consider writing-off amounts charged as interest to rate debtors for mining tenement E69/03642, Assessment 2821 and mining tenement E69/03451, Assessment 2790.

### Background

As part of end of year processes, revision is made of all outstanding balances on rates assessments.

### Comment

Rates were raised on Mining Tenement E69/03642 for \$3,526.43 and this was subsequently paid on 24 January 2020, at this time an amount of \$29.68 had been accrued as interest. This amount needs to be written off as penalty interest is not viable to chase up.

Rates of \$7,068.60 were raised against Mining Tenement E69/03451 and valuation schedule 2019-8 (attached) provides the tenement death date of 13 November 2019. The interim notice was sent with a balance to be paid of \$2,734.77, a final notice followed with remaining balance and accrued interest of \$2,745.71. This was paid on 1 February 2020 leaving an interest accrual at that date of \$21.16. It is not financially viable for the Shire to pursue the accrued interest and considers that it will not be able to recover the debt as the tenement has ceased.

The Chief Executive Officer has under Delegation 1.1.16, Power to write off debts but only up to an amount of \$20.00 per assessment.

### Statutory Environment

*Local Government Act 1995*

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

*\* Absolute majority required.*

### Financial Implications

The write-off of the rate debtors considered unviable to recover or irrecoverable will result in an expense to the Shire for the 2019/20 Financial Year End of \$50.84.

### Strategic Implications

Strategic Community Plan 2016 - 2026  
Goal 4, Our Leadership

Outcome 4.2, A capable and compliant local government

**Risk Management**

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

**Policy Implications**

No policy implications apply in the preparation of the report.

**Attachments**

Not Applicable

**Voting Requirement**

Simple Majority Required.

**Officers Recommendation and Council Resolution**

**Moved: Cr D Frazer      Seconded: Cr J Porter**

**That Council approves to write-off the penalty interest charges to mining tenement rate debtors Assessment A2821 and A2790 of \$50.84.**

**Carried: 6/0**

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

## **13. WORKS ENGINEERING REPORTS**

### **13.1 ACTION REPORT – WORKS ENGINEER**

**FILE REFERENCE:** RD.00

**AUTHOR'S NAME AND POSITION:** Peter Kerp  
Works Engineer

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

**DATE REPORT WRITTEN:** 7 May 2020

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

#### **Summary**

To inform Council of Works Engineering activities and actions for the preceding months.

#### **Background**

Not applicable

#### **Comment**

See attachment.

#### **Statutory Environment**

Not applicable

#### **Financial Implications**

No known financial implications for this matter.

#### **Strategic Implications**

Integrated Strategic Plan 2018 - 2028

Goal 1, Our Land

Outcome 1.2, Travel the Land

Strategy: 1.2.1, Good Roads

#### **Risk Management**

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

#### **Policy Implications**

There are no known policy implications for this matter

#### **Attachments**

Attachment 13.1 – Action Report, Works Engineering

#### **Voting Requirement**

Simple Majority Required.

**Officers Recommendation and Council Resolution**

**Moved:** Cr J Porter      **Seconded:** Cr J Frazer

**That Council receives the Action Report, Works Engineering for May 2020.**

**Carried: 6/0**

**14. NEW BUSINESS OF AN URGENT NATURE AS ADMITTED BY DECISION**

**Voting Requirement**

Simple Majority Required.

**Officers Recommendation and Council Resolution**

**Moved:** Cr J Porter      **Seconded:** Cr J Frazer

**That Council admits urgent business Report:**

**14.1 ACTION REPORT – ENVIRONMENTAL HEALTH & BUILDING SERVICES**

**Carried: 6/0**

**14.1 ACTION REPORT – ENVIRONMENTAL HEALTH & BUILDING SERVICES**

**FILE REFERENCE:**

EM.00

**AUTHOR'S NAME AND POSITION:**

Phil Swain  
Principal EHO & Building Officer

**AUTHORISING OFFICER AND POSITION:**

Kevin Hannagan  
Chief Executive Officer

**DATE REPORT WRITTEN:**

20 June 2020

**DISCLOSURE OF INTERESTS:**

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

**Summary**

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

**Background**

Not applicable

**Comment**

See attachment.

**Statutory Environment**

Not applicable

**Financial Implications**

No known financial implications for this matter.

**Strategic Implications**

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

**Risk Management**

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

**Policy Implications**

There are no known policy implications for this matter

**Attachments**

Attachment 14.1 – Action Report, EHO / Building Services

**Voting Requirement**

Simple Majority Required.

**Officers Recommendation and Council Resolution**

**Moved: Cr J Frazer**

**Seconded: Cr D Frazer**

**That Council receives the Action Report, EHO / Building Services for April - June 2020**

**Carried: 6/0**

## 15. CONFIDENTIAL MATTERS

### 15.1 REVIEW OF SERVICES FOR OUTSTANDING DEBTS

**FILE REFERENCE:** FM.08

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

**DATE REPORT  
WRITTEN:** 9 June 2020

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

Note Item 6.2 above wherein all Councillors declared an interest shared in common.

**Voting Requirement**  
Simple Majority Required.

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

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

**That Council:**

1. **Resolve that the Review of Services for Outstanding Debts Report Attached is confidential in accordance with s5.23 (2) the Local Government Act because it deals with matters affecting s5.23 (2):**
  - (a) **a matter affecting an employee or employees;**
  - (b) **the personal affairs of any person;**

**Close the meeting to the public at 1.26 pm pursuant to sub section 5.23 (2)(a) and (b) of the Local Government Act 1995.**

**Carried: 6/0**

There were no members of the public gallery to leave the meeting at 1.26 pm. (Note: Chief Executive Officer and Finance & Administration Coordinator remained to take any minutes.)

**Voting Requirement**  
Simple Majority.

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

**Moved:** Cr J Frazer    **Seconded:** Cr A Jones

**That Council re-open the meeting to the public at 1.28 pm**

**Carried: 6/0**



There were no members of the public gallery or staff members to re-enter the room at 1.28 pm.

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

**Officers Recommendation and Council Resolution**

**Moved: Cr D Frazer      Seconded: Cr J Porter**

**That Council:**

- 1. Approves the write-off of rate debtors as per Attachment 15.1(a) for FYE 2019/20 of \$46,095.00**
- 2. Advise the Wanarn community and other agencies of the Shires intention to cease waste services from 1 October 2020 as waste services will not be included in the Shires 2020/21 Annual Budget beyond that date as it has no income source to provide the service.**
- 3. Commence the process in accordance with the Local Government Act 1995 for transfer of the Wanarn rubbish truck to the Wanarn community to enable them to undertake their own waste services.**
- 4. As part of the Shires 2020/21 Annual Budget formulation process, review service provision (given the loss of Ex-gratia Rates Income) to try and achieve a balanced budget with the least impact on services to communities.**

**Carried: 6/0**

**16. NEXT MEETING**

Scheduled for Wednesday, 29 July 2020 at the Tjulyuru Cultural and Civic Centre, Warburton Community commencing at 1:00 pm.

**17. CLOSURE OF MEETING**

There being no further business to discuss the Presiding Member closed the meeting at 1.30 pm.

## Council Resolutions – Status

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

| Meeting Date    | Meeting Type | Report Number | Report Title  |            |
|-----------------|--------------|---------------|---------------|------------|
|                 |              |               |               |            |
| Resolution      |              |               | Status Update | % Complete |
| Nil Outstanding |              |               |               |            |

# Transfer of rubbish truck to Wanarn Community Council

Shire of Ngaanyatjaraku

Isaac Bates Senior on behalf of Wanarn  
Community Council



**McLEODS**

Barristers & Solicitors

Stirling Law Chambers | 220 Stirling Highway | CLAREMONT WA 6010

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

Email: [dnicholson@mcleods.com.au](mailto:dnicholson@mcleods.com.au)

Ref: DFN:NGAA:44581

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# Details

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## Parties

### **Shire of Ngaanyatjaraku**

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

### **Isaac Bates Senior**

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

## Recitals

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

# Agreed terms

---

## 1. Defined terms

In this Deed:

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

**Schedule** means the schedule to this Deed;

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

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

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

## 2. Transfer of Vehicle

(1) In consideration of:

- (a) the Transferee's undertakings as set out in this Deed; and
- (b) the Transferee's payment of the Transfer Fee,

the Transferor transfers absolutely to the Transferee:

- (c) all of its rights title in and ownership of the Vehicle, on the terms and conditions of this Deed; and
- (d) any and all common law rights and statutory or common law remedies in relation to the Vehicle available to the Transferor at the Transfer Date,

with effect from the Transfer Date.

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

## 3. No Warranties

- (1) The Vehicle is transferred to the Transferee "as is".
- (2) The Transferee acknowledges that it has made and relies upon its own enquiries and thorough inspection of the Vehicle and enters into this Deed solely in reliance upon such enquiries and inspection.
- (3) The Transferee acknowledges and agrees that no warranty or representation has been given or made to the Transferee or anyone on the Transferee's behalf by the Transferor or any agent, employee or contractor of the Transferor, or any other person on the Transferor's behalf in relation to the Vehicle including but not limited to warranties or representations as to the condition or state of the Vehicle or the suitability of the Vehicle for any purpose.
- (4) Any representation or warranty implied by virtue of any statute or otherwise will not apply to, or be implied in this Deed, and all such representations or warranties are excluded to the extent permitted by law.

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

#### 4. Latent defects

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

#### 5. Handover of Vehicle

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

#### 6. Risk

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

#### 7. Liability for Vehicle costs

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

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

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

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

#### 9. Costs

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



## 10. Severance

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

## 11. Further Assurances

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

## 12. Entire agreement

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

## 13. Variation and waiver

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

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

## 14. Governing law

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

## 15. Interpretation

In this Deed unless the contrary intention appears:

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

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

# Schedule

---

## Item 1      Vehicle

Vehicle Description: 2013 Isuzu NPR300 with caged body tipper

VIN No.: JAANPR75HD7105176

Vehicle Registration: 1EKS995

## Item 2      Transfer Date

1 September 2020

## Item 3      Transfer Fee

One dollar (\$1) payable on demand

# Signing page

---

**EXECUTED** as a deed on the                      day of

2020

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

\_\_\_\_\_  
Shire President

\_\_\_\_\_  
(Print Full Name)

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
(Print Full Name)

**SIGNED** by the said **Isaac Bates Senior**     )  
(on behalf of Wanarn Community Council)    )  
in the presence of:

WITNESS SIGN:

PRINT NAME:

ADDRESS:

OCCUPATION:

# Transfer of rubbish truck to Warakurna Community Council

Shire of Ngaanyatjaraku

Russell Shepherd on behalf of Warakurna  
Community Council



**McLEODS**

Barristers & Solicitors

Stirling Law Chambers | 220 Stirling Highway | CLAREMONT WA 6010

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

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Ref: DFN:NGAA:44581

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# Details

---

## Parties

### **Shire of Ngaanyatjaraku**

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

### **Russell Shepperd**

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

## Recitals

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



# Agreed terms

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## 1. Defined terms

In this Deed:

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

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

## 2. Transfer of Vehicle

(1) In consideration of:

- (a) the Transferee's undertakings as set out in this Deed; and
- (b) the Transferee's payment of the Transfer Fee,

the Transferor transfers absolutely to the Transferee:

- (c) all of its rights title in and ownership of the Vehicle, on the terms and conditions of this Deed; and
- (d) any and all common law rights and statutory or common law remedies in relation to the Vehicle available to the Transferor at the Transfer Date,

with effect from the Transfer Date.

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

## 3. No Warranties

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

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

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

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

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

#### 4. Latent defects

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

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

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

#### 9. Costs

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

## 10. Severance

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

## 11. Further Assurances

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

## 12. Entire agreement

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

## 13. Variation and waiver

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

- (a) waived except in writing signed by the party granting the waiver; or
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In this Deed unless the contrary intention appears:

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- (c) words importing a gender include any gender;
- (d) an expression importing a natural person includes any company, partnership, joint venture, association, corporation or other body corporate;
- (e) references to parts, clauses, parties, annexures, exhibits and schedules are references to parts and clauses of, and parties, annexures, exhibits and schedules to, this Deed;
- (f) a reference to any statute, regulation, proclamation, ordinance or local law includes all statutes, regulations, proclamations, ordinances or local law varying, consolidating or replacing them, and a reference to a statute includes all regulations, proclamations, ordinances and local laws issued under that statute;
- (g) no rule of construction shall apply to the disadvantage of a party on the basis that that party was responsible for the preparation of this Deed or any part of it; and
- (h) a reference to any thing (including any real property) or any amount is a reference to the whole and each part of it;

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

# Schedule

---

## Item 1      Vehicle

Vehicle Description: 2009 Isuzu NPR300 with caged body tipper

VIN No.: JAANPR75H87104366

Vehicle Registration: 1DHR926

## Item 2      Transfer Date

1 February 2020

## Item 3      Transfer Fee

One dollar (\$1) payable on demand

**EXECUTED** as a deed on the                      day of                      2020

OCCUPATION:



WESTERN AUSTRALIAN  
Electoral Commission

LGE 282

Mr Kevin Hannagan  
Chief Executive Officer  
Shire of Ngaanyatjaraku  
PMB 87  
Via KALGOORLIE WA 6431

Dear Mr Hannagan

**Request to Leave Vacancy Unfilled**

I refer to your letter dated 25 June 2020 in which you advised of the disqualification of Councillor Preston Thomas and your subsequent request to seek my agreement that the vacancy remain unfilled until the October 2021 ordinary elections.

I have considered the information provided in your correspondence and advise that approval is given under section 4.17(3) of the *Local Government Act 1995* to defer filling the vacancy until the October 2021 ordinary elections.

Should you require any further information please contact Phil Richards, Manager Election Events on 9214 0443.

Yours sincerely

A handwritten signature in black ink, appearing to read 'R Kennedy'.

Robert Kennedy  
**ELECTORAL COMMISSIONER**

1 July 2020



**WALGA**

WORKING FOR LOCAL GOVERNMENT

# Council Member Essentials

*Developed specifically for WA Elected Members*

Attachment 10.5



Training for Elected Members

[walga.asn.au/training](http://walga.asn.au/training)

Contact WALGA Training on (08) 9213 2088 or email [training@walga.asn.au](mailto:training@walga.asn.au) for more information.



## Council Member Essentials

### Overview

The Department of Local Government, Sport and Cultural Industries (DLGSC) has selected WALGA as an Approved Training Provider for the development, delivery and management of the Council Member Essentials program for Elected Members.

This training program consists of all five of WALGA's Stage One training courses that all newly Elected Members will be required to complete within 12 months of being elected.

### Structure and Recommended Pathway

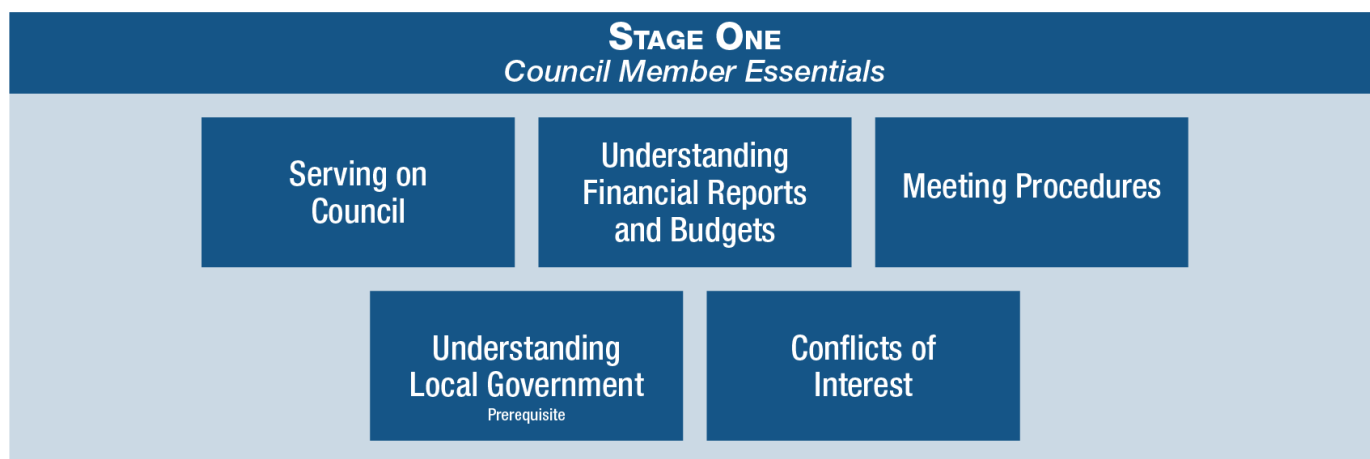
- Understanding Local Government
- Conflicts of Interest
- Serving on Council
- Meeting Procedures
- Understanding Financial Reports and Budgets

### What is Required to Complete the Council Member Essentials

Participants will receive a Certificate of Achievement after successfully completing each course and assessment within Stage One. Assessments for each individual training course will be released upon course completion.

### Enrolment Information

Download and complete the Council Member Essentials Application Form via the WALGA website and submit to [training@walga.asn.au](mailto:training@walga.asn.au). This can be found in the Training area of the website or simply search for Council Member Essentials.



### Continuing Professional Development

With a wide range of training and development opportunities to choose from, including a nationally accredited Elected Member Skill Set and Diploma qualification, WALGA are here to assist Elected Members to maintain and develop their professional capabilities.

WALGA's Learning and Development Pathway has been specifically developed to deliver the essential skills and knowledge required by an Elected Member to perform their role as defined in the *Local Government Act 1995*.

To view the Elected Member Learning and Development Pathway, visit [walga.asn.au/training](http://walga.asn.au/training).

## Understanding Local Government

### Program Overview:

*Understanding Local Government* is an introductory course designed to provide newly Elected Members with relevant information that will assist them in their transition from private citizen to Councillor. It also serves as a refresher course for those Councillors wanting to update their skills and knowledge.

This course provides an overview of the roles and responsibilities of Elected Members, the Local Government environment and protocols and procedures affecting the way Local Governments operate.

### Prerequisite:

None

### Learning Outcomes:

As a result of completing this program, participants should be able to:

- ✓ know how Local Government fits into the structure of government in Australia;
- ✓ distinguish between the strategic role of the Council and the day to day role of the Administration;
- ✓ understand the legislative environment of Local Governments; and
- ✓ participate confidently in Council and committee meetings.

### Delivery:

- Face-to-Face (half day)
- Online (approx. two hours)
- Subscription

## Conflicts of Interest

### Program Overview:

*Conflicts of Interest* is designed to provide Elected Members with an understanding of financial, indirect-financial, proximity and impartiality interest; disclosure of interests at meetings; and the association between gifts and conflicts of interests.

This course provides an overview of the statutory environment relating to declarations of interest and clarifies, through case studies, the personal responsibilities of Elected Members to comply with their obligations.

### Prerequisite:

Understanding Local Government

### Learning Outcomes:

As a result of completing this program, participants should be able to:

- ✓ distinguish and differentiate between various conflicts of interest;
- ✓ describe how a conflict of interest affects an Elected Member's roles and responsibilities;
- ✓ understand and refer to the legislative environment for conflicts of interest; and
- ✓ effectively participate as an Elected Member with a reduced risk of non-compliance with conflict of interest provisions.

### Delivery:

- Face-to-Face (half day)
- Online (approx. two hours)
- Subscription

## Serving on Council

### Program Overview:

*Serving on Council* is designed to give Elected Members the confidence to perform their role on Council. This course has been specifically developed to address the unique needs of Elected Members in leading and supporting their communities whilst acting within the processes and procedures imposed on Local Government in general and, more specifically, at the governing body level.

The course provides an overview of the roles and responsibilities of Elected Members, the Local Government environment and Council operating procedures. It recognises both internal and external influences on Councillors and the necessity for them to perform their role in a due diligence environment.

### Prerequisite:

Understanding Local Government

### Learning Outcomes:

On completion of this program, participants should be able to understand the:

- ✓ legislation and regulations within which Councils must operate;
- ✓ role of Elected Members and senior management in leading and supporting their communities;
- ✓ expectations on Councillors to act in a 'Board-like' manner as the governing body; and
- ✓ processes involved in contributing successfully to Council and committee meetings.

### Delivery:

- Face-to-Face (two days)
- Online (approx. four hours)
- Subscription

Please see website for dates.

## Meeting Procedures

### Program Overview:

*Meeting Procedures* is specifically designed for both experienced and newly Elected Members who wish to enhance their meeting skills.

Concentrating on knowledge of meeting procedures and high level debating techniques, this course is a practical tool kit for those who attend Council and committee meetings as Members or Presiding Members.

### Prerequisite:

Understanding Local Government

### Learning Outcomes:

As a result of completing this program, participants should be able to:

- critically read the Agenda and evaluate Officer reports;
- correctly use procedural motions and effectively raise 'points of order';
- demonstrate chairmanship skills within legal and ethical requirements;
- recognise the value of checking and confirming the minutes; and
- use knowledge of meeting procedures to move, second or foreshadow motions, use correct amendment rules where appropriate and take the right of reply.

### Delivery:

- Face-to-Face (full day)
- Online (approx. 2 hours)
- Subscription

*Please see website for dates.*

## Understanding Financial Reports and Budgets

### Program Overview:

*Understanding Financial Reports and Budgets* uses existing legislation as its basis to explore the way in which Local Governments are required to plan for the future, develop an annual budget and monitor, review and interpret financial reports.

The course outlines the linkage between Integrated Strategic Planning, asset management planning and long term financial planning so participants gain an understanding of the benefits of undertaking financial forecasting and the impacts key decision making may have on the organisation's financial bottom line.

### Prerequisite:

Understanding Local Government

### Learning Outcomes:

As a result of completing this program, participants should be able to understand:

- ✓ basic accounting principles and concepts;
- ✓ the roles and responsibilities of Council, Councillors and the CEO;
- ✓ financial management and the strategic linkages;
- ✓ annual budgets; and
- ✓ financial management and reporting.

### Delivery:

- Face-to-Face (full day)
- Online (approx. two hours)
- Subscription

*Please see website for dates.*

## Regional / On-Site Training

WALGA Training recognise that our Members are located all over the State and we are constantly thinking of better ways that we can serve your training needs. One way we do this is by offering all of our scheduled training courses on-site. This means that we 'bring the training to you', saving you time and money.



To view upcoming Regional Training please visit the Our Services page on [walga.asn.au/training](http://walga.asn.au/training) or for more information contact [training@walga.asn.au](mailto:training@walga.asn.au) or call (08) 9213 2088.

### Why Have On-Site Training?

#### Save Time

Whether your Local Government is located in the metropolitan area or out in the regions you can eliminate the need for your Elected Members and Officers to travel to us by hosting your own training.

#### Save Money

On-site training allows your Local Government to save money on travel costs, accommodation, allowances and loss of productivity. You can also collaborate with other Local Governments to boost numbers and save even more.

#### Flexibility

On-site training allows for flexibility in your choice of location, course format and choice of date. This allows for training to be scheduled at a time and location that is most convenient to your Elected Members and Officers.

## Training Delivery Modes

| Description                                    | Fees          |                            |            |            |            |
|--|---------------|----------------------------|------------|------------|------------|
| Understanding Local Government                 | Face-to-Face: | \$240                      |            |            |            |
|  | eLearning:    | \$195                      |            |            |            |
|  | Subscription: | SAT Band 4                 | SAT Band 3 | SAT Band 2 | SAT Band 1 |
|  |               | \$750                      | \$1,750    | \$2,000    | \$2,500    |
| Conflicts of Interest                          | Face-to-Face: | \$240                      |            |            |            |
|  | eLearning:    | \$195                      |            |            |            |
|  | Subscription: | SAT Band 4                 | SAT Band 3 | SAT Band 2 | SAT Band 1 |
|  |               | \$750                      | \$1,750    | \$2,000    | \$2,500    |
| Serving on Council                             | Face-to-Face: | \$900                      |            |            |            |
|  | eLearning:    | \$195                      |            |            |            |
|  | Subscription: | SAT Band 4                 | SAT Band 3 | SAT Band 2 | SAT Band 1 |
|  |               | \$750                      | \$1,750    | \$2,000    | \$2,500    |
| Understanding Financial Reports and Budgets    | Face-to-Face: | \$475                      |            |            |            |
|  | eLearning:    | \$195                      |            |            |            |
|  | Subscription: | SAT Band 4                 | SAT Band 3 | SAT Band 2 | SAT Band 1 |
|  |               | \$750                      | \$1,750    | \$2,000    | \$2,500    |
| Meeting Procedures                             | Face-to-Face: | \$475                      |            |            |            |
|  | eLearning:    | \$195                      |            |            |            |
|  | Subscription: | SAT Band 4                 | SAT Band 3 | SAT Band 2 | SAT Band 1 |
|  |               | \$750                      | \$1,750    | \$2,000    | \$2,500    |
| Combination Training Packages                  |               |                            |            |            |            |
| 3 Face-to-Face courses and 2 eLearning courses |               | \$2,240 per Elected Member |            |            |            |
| All 5 eLearning courses                        |               | \$975 per Elected Member   |            |            |            |
| All 5 Face-to-Face courses                     |               | \$2,330 per Elected Member |            |            |            |
| Regional Onsite Delivery (Face-to-Face)        |               |                            |            |            |            |
| Understanding Local Government                 |               | \$2,000 (half day)         |            |            |            |
| Conflicts of Interest                          |               | \$2,000 (half day)         |            |            |            |
| Serving on Council                             |               | \$7,900 (two days)         |            |            |            |
| Understanding Financial Reports and Budgets    |               | \$4,000 (full day)         |            |            |            |
| Meeting Procedures                             |               | \$4,000 (full day)         |            |            |            |

## eLearning Subscriptions

An eLearning Subscription empowers your Local Government to deliver WALGA eLearning courses to an unlimited number of participants within your yearly subscription period. How you deliver this content is up to you.

| SAT Band Pricing Structure |                                      |            |            |            |
|----------------------------|--------------------------------------|------------|------------|------------|
| No. of Courses             | SAT Band 4                           | SAT Band 3 | SAT Band 2 | SAT Band 1 |
| 1                          | \$750                                | \$1,750    | \$2,000    | \$2,500    |
| 2                          | \$1,750                              | \$2,750    | \$3,500    | \$4,000    |
| 3                          | \$2,500                              | \$3,500    | \$4,500    | \$5,250    |
| 4                          | \$3,250                              | \$4,250    | \$5,250    | \$6,500    |
| 5                          | \$4,000                              | \$5,000    | \$6,000    | \$7,000    |
| 5+                         | Contact WALGA for a customised Quote |            |            |            |



# Memorandum of Understanding

between



Shire of Coolgardie



Shire of Dundas



Shire of Esperance

City of Kalgoorlie-Boulder



Shire of Laverton

Shire of Leonora



Shire of Menzies

Shire of Ngaanyatjaraku

Shire of Wiluna



2020 - 2022



Shire of **Ngaanyatjaraku**  
ON A JOURNEY



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## AGREEMENT

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The Local Governments of:

**Coolgardie** – Irish Mulga Drive, KAMBALDA Western Australia, and  
**Dundas** – Prinsep Street, NORSEMAN, Western Australia, and  
**Esperance** – Windich Street, ESPERANCE Western Australia, and  
**Kalgoorlie-Boulder** – Hannan Street, KALGOORLIE, Western Australia, and  
**Laverton** – MacPherson Place, LAVERTON, Western Australia, and  
**Leonora** – Tower Street, LEONORA, Western Australia, and  
**Menzies** – Shenton Street, MENZIES, Western Australia, and  
**Ngaanyatjarraku** – Great Central Rd, Warburton, Western Australia, and  
**Wiluna** – Scotia Street, WILUNA, Western Australia.

Enter into a memorandum of understanding dated July 2020 to recognise the cooperation and shared goals of the member councils.

## NAME

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The name of the voluntary regional organisation is the Goldfields Voluntary Regional Organisation of Councils (GVROC).

## PURPOSE

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The purpose for which GVROC is established is to:

Enhance service delivery and infrastructure for our collective and individual communities.

Achieve a sustainable, cost effective model for sharing of resources.

## OBJECTIVES

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To form a strategic alliance for the retention of infrastructure and community services, acquiring funding from government grants, economic development initiatives and private sector funding.

To establish and maintain effective communication and consultative mechanisms between the participating local governments on policy and processes using a management strategy.

## PRINCIPLES

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In entering this Memorandum of Understanding (MOU) all the parties agree to abide by the following principles, as established between the local governments.

### **Overarching Principle**

To develop an alliance consisting of Coolgardie, Esperance, Dundas, Kalgoorlie-Boulder, Laverton, Leonora, Menzies, Ngaanyatjaraku and Wiluna that contributes and works together to ensure the sustainability of individual members.

### **General Principles**

1. Partnerships
  - a) Recognise that partnerships between the Local Governments in the MOU are essential to achieve sustainable social, environmental and economic development of the region.
  - b) Be flexible and open to new approaches to service delivery and funding.



- c) Recognise and acknowledge the needs and constraints of all spheres of government, community and stakeholders.
- d) Recognise that new partnership agreements may be considered if initiated by either Local, State and Federal Government.

2. Roles and Responsibilities

- a) Identify, understand and respect the roles and responsibilities of all parties.
- b) Be open and transparent in all dealings.

3. Communication

- a) Conduct open discussion on issues relevant to the region.
- b) Recognise the need for confidentiality when the subject matter requires.

4. Consultation

- a) Appropriate consultation to facilitate understanding and consensus.

5. Service Delivery

- a) Continual improvement practice in the efficiency, effectiveness, timeliness, and appropriateness of local government service delivery.

6. Outcomes

- a) Well defined and agreed outcomes and performance measures for all projects and activities.

7. Accountability

- a) A transparent approach to all dealings within the organisation.
- b) Have clearly defined reporting, dispute resolution and review mechanisms.

## **ORGANISATION**

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### **Appointment of Members**

A participating Council is to appoint two voting members, one of whom shall be an elected member, to be members of the GVROC. Such appointments shall be at the discretion of the participating Council but can be the President/Mayor and Chief Executive Officer (CEO) of a participating Council or two other elected members.

Whilst the functions and decisions of the WALGA Goldfields Esperance Country Zone (GECZ) are incorporated into the meetings of the GVROC, each participating Council will be entitled to two voting delegates one of whom may be the CEO. If, however two elected member delegates are in attendance they shall be the voting delegates.

A participating Council may appoint two other persons as Deputies from the Council who are able to attend the GVROC meetings and who may act temporarily in place of either member of the GVROC during any period in which the member of the GVROC is unable by reason of illness, temporary absence from State, conflict of interest or any other inability to attend meetings.

### **Tenure of Members of GVROC**

A member of GVROC shall hold office until either;

The member ceases to be a member of the participating Council or in the employ of the Council.

The member is removed by the participating Council.

### **Election of Chairperson and Deputy Chairperson**

The members of the GVROC shall elect a Chairperson and Deputy Chairperson.

If the office of the Chairperson or Deputy Chairperson becomes vacant for any reason the members of the GVROC shall elect a new Chairperson or Deputy Chairperson as the case requires.

### **Tenure of Chairperson and Deputy Chairperson**

The Chairperson or Deputy Chairperson will hold office until the election of a new Chairperson or Deputy Chairperson.

Elections for Chairperson and Deputy Chairperson shall be held at the first meeting of the GVROC following the local government elections for a term of two (2) years.

### **Role of Chairperson**

The Chairperson:

- a) Presides at meeting of GVROC;
- b) Speaks on behalf of the GVROC and
- c) Liaises with the Executive Officer on GVROC affairs and the performance of its functions.

### **Role of Deputy Chairperson**

The Deputy Chairperson may perform the functions of the Chairperson if:

- a) The office of the Chairperson is vacant; or
- b) The Chairperson is absent or unable or unwilling to perform the functions of Chairperson.

### **Role of Executive Officer**

An Executive Officer will be appointed by GVROC with duties, conditions and a term to be determined by the GVROC.

## **FINANCIAL CONTRIBUTIONS**

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### **Annual Contributions**

- a) As determined at the Goldfields Esperance Country Zone Meeting held 25 May 2007, each participating Council will contribute \$10,000 to the start up of the GVROC.
- b) Annual contributions will be determined and reviewed by the GVROC annually.
- c) The start up contribution and annual contributions paid by the member councils will be utilised in the ongoing employment of an Executive Officer and other expenses.
- d) The secretariat services will be provided by the Executive Officer.

### **Financial Management**

The financial management of the GVROC will be dealt with by the Chief Executive Officer of the member council of the GVROC Chair and will hold the accounts on behalf of the GVROC. The GVROC Executive Officer will assist the Chief Executive Officer of the member council of the GVROC Chair with the financial management.

### **Ongoing Projects**

GVROC members will determine appropriate projects to be undertaken, with participating members to meet the cost of each project on an agreed formula.

### **Admitting New Members**

On entry a new member shall be required to contribute to GVROC the \$10,000 start up fee.

New members will be admitted to the GVROC upon an absolute majority vote.

### **Withdrawal of Members**

The withdrawal of a participating Council shall take effect from the end of the tenure year, in which notice of the withdrawal is given.

As soon as practicable following a withdrawal taking effect the GVROC shall;

1. Distribute to the participating Council an amount equal to proceeds and any surplus funds which would have been payable if GVROC was wound up; or

2. Be entitled to recover from the participating Council an amount equal to the liability or debt which would have been payable by the Council if the GVROC was wound up.

## **TERM AND TERMINATION**

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### **Term of Agreement**

This agreement will be reviewed 12 months from the date of signing.

### **Winding up by Agreement**

- a) The Agreement will be reviewed at the first 12-month anniversary.
- b) The participating Councils may by absolute majority wind up the GVROC.

### **Division of Assets**

If the GVROC is to be wound up and there remains, after satisfaction of all its debts and liabilities, any property and assets of GVROC then the property and assets shall be realised and the proceeds along with any surplus funds shall be divided among each of the participating Councils in the same proportions as the contributions of a particular council.

### **Division of Liabilities**

If GVROC is to be wound up and there remains any liability or debt in excess of the realised property and assets of GVROC then the liability or debt is to be met by each of the participating Councils in the same proportions as the contributions of a particular council to the assets that GVROC bear to the total of such contributions by participants.

## **DISPUTE RESOLUTION**

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### **Dispute**

In the event of any dispute or difference arising between the Parties and GVROC or any of them at any time as to any matter or thing arising under or in connection with the Memorandum of Understanding, then a Party or GVROC may give to the other Parties and GVROC (as the case may be) notice in writing ('dispute notice') adequately identifying the matters, the subject of the dispute, and the giving of the dispute notice shall be a condition precedent to the commencement by any Party or GVROC of proceedings (whether by way of litigation or arbitration) with regard to the dispute as identified in the dispute notice.

### **Arbitration**

At the expiration of the 25 business days from the date of sending the dispute notice, the Party or GVROC giving the dispute notice may notify the others in writing (arbitration notice) that it requires the dispute to be referred to arbitration and the dispute (unless meanwhile settled) shall upon receipt of the arbitration notice by the recipients then be and is hereby referred to arbitration under and in accordance with the provisions of the Commercial Arbitration Act 1985.

### **Legal Representation**

For the purposes of the *Commercial Arbitration Act 1985*, the Parties consent to each other and to GVROC being legally represented at any such arbitration.

### **Memorandum of Understanding in Good Faith**

*Despite anything expressed or implied to the contrary in this Memorandum of Understanding (MOU) or anywhere else, this MOU is a mere non-justiciable statement of current intent, and is neither intended to be, nor is it, (a) legally binding, or (b) creative of legal relations between the parties to it. No legal rights or obligations will come into existence unless or until one or more legally enforceable written agreements are entered into.*

## SCHEDULE 1 – EXECUTION

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### **EXECUTED by the Parties:**

THE COMMON SEAL of SHIRE OF COOLGARDIE  
Was hereunto affixed in the presence of:

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President

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Chief Executive Officer

THE COMMON SEAL of SHIRE OF DUNDAS  
Was hereunto affixed in the presence of:

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President

---

Chief Executive Officer

THE COMMON SEAL of SHIRE OF ESPERANCE  
Was hereunto affixed in the presence of:

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President

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Chief Executive Officer

THE COMMON SEAL of CITY OF KALGOORLIE-BOULDER  
Was hereunto affixed in the presence of:

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Mayor

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Chief Executive Officer

THE COMMON SEAL of SHIRE LAVERTON  
Was hereunto affixed in the presence of:

\_\_\_\_\_  
President

\_\_\_\_\_  
Chief Executive Officer

THE COMMON SEAL of SHIRE OF LEONORA  
Was hereunto affixed in the presence of:

\_\_\_\_\_  
President

\_\_\_\_\_  
Chief Executive Officer

THE COMMON SEAL of SHIRE OF MENZIES  
Was hereunto affixed in the presence of:

\_\_\_\_\_  
President

\_\_\_\_\_  
Chief Executive Officer

THE COMMON SEAL of SHIRE OF NGAANYATJARRAKU  
Was hereunto affixed in the presence of:

\_\_\_\_\_  
President

\_\_\_\_\_  
Chief Executive Officer

THE COMMON SEAL of SHIRE OF WILUNA  
Was hereunto affixed in the presence of:

\_\_\_\_\_  
President

\_\_\_\_\_  
Chief Executive Officer



| Payment listing June (19/20) |            |  |  |            |
|------------------------------|------------|--|--|------------|
| Chq/EFT                      | Date       | Name   | Description  | Amount     |
| 1564                         | 12/06/2020 | Kerry Fisher Westpac credit card                                       | DCEO Westpac Mastercard payment May 2020   | 10.00      |
| 1565                         | 12/06/2020 | Kevin Hannagan Westpac Credit Card                                     | CEO Westpac Mastercard payment May 2020  | 10.00      |
| 1566                         | 12/06/2020 | Geoff Handy Westpac Credit Card  | FAC Westpac Mastercard payment May 2020  | 501.72     |
| EFT3024                      | 05/06/2020 | SHIRE OF LEONORA   | Shire contribution towards Storage and distribution Northern Goldfields Tourism Brochure 1/3/20 - 1/5/20 | 213.62     |
| EFT3025                      | 05/06/2020 | LANDGATE   | Mining tenement schedule M2020/2   | 39.80      |
| EFT3026                      | 05/06/2020 | WARBURTON ROADHOUSE  | Warburton Roadhouse account for May 2020   | 3,408.18   |
| EFT3027                      | 05/06/2020 | Life Apparel Co Pty Ltd  | 50% pre-payment for uniform order - balance due on delivery  | 435.44     |
| EFT3028                      | 05/06/2020 | MCLEODS  | Review of proposed ILUA  | 2,027.24   |
| EFT3029                      | 05/06/2020 | AUSTRALIA POST   | Australia Post account for May 2020  | 36.50      |
| EFT3030                      | 05/06/2020 | KEY FACTORS PTY LTD (BREAKAWAY)  | Hire of plant and equipment for construction work on the Great Central Road                              | 113,738.90 |
| EFT3031                      | 05/06/2020 | GLOBETROTTER CORPORATE TRAVEL  | Ticket re-issue fee for Peter Kerp WE flights Perth Laverton return June 2020                            | 33.00      |
| EFT3032                      | 12/06/2020 | DAMIAN MCLEAN  | Final payment for President allowance 2019/20  | 2,000.00   |
| EFT3033                      | 12/06/2020 | NATS   | 3rd of 3 40 foot shipping containers for Shire storage compound  | 6,600.00   |
| EFT3034                      | 12/06/2020 | MILLY (WARBURTON) STORE  | Fruit for Saturday morning sports program  | 30.33      |
| EFT3035                      | 12/06/2020 | Site Fleet Services  | Install window in old Warburton rubbish Truck 1GDT303  | 343.75     |
| EFT3036                      | 12/06/2020 | WANARN STORE   | Diesel for Shire rubbish truck   | 40.00      |
| EFT3037                      | 12/06/2020 | MCLEODS  | Fee for legal advice on Employment issues - W/E contract   | 1,534.45   |
| EFT3038                      | 12/06/2020 | KEY FACTORS PTY LTD (BREAKAWAY)  | Hire of plant and equipment for construction work on the Great Central Road                              | 113,829.10 |
| EFT3039                      | 12/06/2020 | PRESTON THOMAS   | Pro-rata Deputy President payment for Cr Thomas  | 427.40     |
| EFT3040                      | 12/06/2020 | NGAANYATJARRA COUNCIL REGIONAL HOUSING PROGRAM - Repairs & Maintenance | 4 x keys cut for Loy 117b Blackstone - spares for rental property at hand over                           | 30.00      |
| EFT3041                      | 12/06/2020 | LAVERTON SUPPLIES MOTORS   | Parking for KBC591L at Laverton  | 120.00     |
| EFT3042                      | 19/06/2020 | Site Fleet Services  | Mechanical work to set-up new rubbish truck - initial issue with idling speed                            | 6,383.34   |
| EFT3043                      | 19/06/2020 | KEY FACTORS PTY LTD (BREAKAWAY)  | Hire of plant and equipment for construction work on the Jameson Southern Bypass                         | 110,111.10 |
| EFT3044                      | 19/06/2020 | NGAANYATJARRA COUNCIL REGIONAL HOUSING PROGRAM - Repairs & Maintenance | 2 x keys cut - Lot 97  | 15.00      |
| EFT3045                      | 19/06/2020 | MOORE STEPHENS (WA) Pty Ltd  | Progressive billing in relation to Council Policy Manual review services                                 | 10,122.20  |
| EFT3046                      | 19/06/2020 | LAVERTON SUPPLIES MOTORS   | Parking fee for Shire landcruiser KBC591L  | 770.00     |
| EFT3047                      | 24/06/2020 | DAMIAN MCLEAN  | Fees for OCM on 24 June 2020   | 400.00     |
| EFT3048                      | 24/06/2020 | Julie Porter   | Fees for OCM on 24 June 2020   | 200.00     |
| EFT3049                      | 24/06/2020 | LALLA WEST   | Fees for OCM on 24 June 2020   | 200.00     |
| EFT3050                      | 24/06/2020 | JOYLENE FRAZER   | Fees for OCM on 24 June 2020   | 200.00     |
| EFT3051                      | 24/06/2020 | ANDREW JONES   | Fees for OCM on 24 June 2020   | 200.00     |
| EFT3052                      | 24/06/2020 | DEBRA FRAZER   | Fees for OCM on 24 June 2020   | 200.00     |
| EFT3053                      | 26/06/2020 | Andre Peter Frederick Kerp   | Taxi fares for W/E Peter Kerp  | 167.00     |
| EFT3054                      | 26/06/2020 | NATS   | 4 tyres for Shire Toyota Dyna Tipper 1BJP125   | 937.20     |
| EFT3055                      | 26/06/2020 | Site Fleet Services  | Replace wheel stud and tyre change KBC591L   | 869.87     |
| EFT3056                      | 26/06/2020 | Warburton Community Inc (Members Account)                              | Purchase of Art Glass for re-sale  | 4,000.00   |
| EFT3057                      | 26/06/2020 | Ethan Smith  | WWCC application fee - fuel for Youth Troop Carrier - Supplies for Youth program                         | 423.03     |
| EFT3058                      | 26/06/2020 | KEY FACTORS PTY LTD (BREAKAWAY)  | Hire of plant and equipment for construction work on the Jameson Bypass                                  | 116,546.10 |
| EFT3059                      | 26/06/2020 | DESERT INN HOTEL   | Accommodation and meal for W/E Peter Kerp  | 297.00     |
| EFT3060                      | 26/06/2020 | DEPT FOR PLANNING & INFRASTRUCTURE (DPI)                               | DoT agency payments 135863 - 135873  | 2,882.45   |
| EFT3061                      | 26/06/2020 | ITVISION AUSTRALIA PTY LTD   | Correction to asset register - infrastructure assets   | 1,650.00   |
| EFT3062                      | 26/06/2020 | NGAANYATJARRA COUNCIL REGIONAL HOUSING PROGRAM - Repairs & Maintenance | Electrical work at the Shire Office  | 772.49     |

|          |            |   |  |                   |
|----------|------------|---|--|-------------------|
| EFT3063  | 30/06/2020 | WARAKURNA ROADHOUSE   | Accommodation for Swain and Walsh EHO induction              | 504.15            |
| EFT3064  | 30/06/2020 | Site Fleet Services   | Change one tyre and rotate tyres on KBC591L                  | 236.29            |
| EFT3065  | 30/06/2020 | ITVISION AUSTRALIA PTY LTD  | Monthly financial processing service fee May 2020            | 7,276.12          |
| EFT3066  | 30/06/2020 | NGAANYATJARRA COUNCIL REGIONAL HOUSING PROGRAM -<br>Repairs & Maintenance | Repairs to fence at Warakurna Shire duplex                   | 7,916.24          |
| EFT3067  | 30/06/2020 | MOORE STEPHENS (WA) Pty Ltd   | Fees associated with FBT return for year ended 31 March 2020 | 4,675.00          |
| EFT3068  | 30/06/2020 | LAVERTON SUPPLIES MOTORS  | Diesel for Shire Landcruiser KBC591L                         | 102.01            |
| DD1556.1 | 01/06/2020 | PIVOTEL SATELLITE PTY LTD   | Satellite phone charges for May 2020                         | 180.00            |
| DD1556.2 | 01/06/2020 | WESTPAC BANK  | Bank fees for May 2020                                       | 36.00             |
| DD1558.1 | 03/06/2020 | COMMONWEALTH BANK OF AUSTRALIA  | Merchant fee for CBA Eftpos facility                         | 2.92              |
| DD1562.1 | 08/06/2020 | TELSTRA CORPORATION LTD   | Telstra account for May 2020                                 | 808.13            |
| PAY      | 10/06/2020 | Payroll Direct Debit Of Net Pays  | Payroll Direct Debit Of Net Pays                             | 35,562.00         |
| DD1566.1 | 10/06/2020 | WA SUPER  | Payroll deductions   | 2,723.53          |
| DD1566.2 | 10/06/2020 | HOST PLUS   | Superannuation contributions                                 | 37.56             |
| DD1566.3 | 10/06/2020 | VISION SUPER  | Superannuation contributions                                 | 801.48            |
| DD1566.4 | 10/06/2020 | AUSTRALIAN SUPER  | Superannuation contributions                                 | 67.59             |
| DD1566.5 | 10/06/2020 | BT SUPER  | Superannuation contributions                                 | 45.31             |
| DD1566.6 | 10/06/2020 | Ther Trustee For Care Super   | Superannuation contributions                                 | 210.69            |
| PAY      | 24/06/2020 | Payroll Direct Debit Of Net Pays  | Payroll Direct Debit Of Net Pays                             | 33,133.54         |
| DD1575.1 | 24/06/2020 | WA SUPER  | Superannuation contributions                                 | 2,784.86          |
| DD1575.2 | 24/06/2020 | HOST PLUS   | Superannuation contributions                                 | 176.88            |
| DD1575.3 | 24/06/2020 | VISION SUPER  | Superannuation contributions                                 | 801.48            |
| DD1575.4 | 24/06/2020 | AUSTRALIAN SUPER  | Superannuation contributions                                 | 81.41             |
| DD1575.5 | 24/06/2020 | Ther Trustee For Care Super   | Superannuation contributions                                 | 210.69            |
|          |            |   | <b>Total</b>   | <b>601,130.09</b> |



SHIRE OF NGAANYATJARRAKU - Business banking ▾

Approval

Notifications ▾<sup>1</sup>

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Westpac 31 Day  
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036-125 520231



\$3,973,303.24

Available \$0.00

Westpac 90 Day  
Notice Account




036-125 521074



\$2,076,089.01

Available \$0.00


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**SHIRE OF NGAANYATJARRAKU**

**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the period ending 30 June 2020**

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

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**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 13 July 2020

**BASIS OF PREPARATION**

**REPORT PURPOSE**

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996, Regulation 34*. Note: The statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

**BASIS OF ACCOUNTING**

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities and to the extent they are not inconsistent with the *Local Government Act 1995* and accompanying regulations), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1995* and accompanying regulations. Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

**THE LOCAL GOVERNMENT REPORTING ENTITY**

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

**SIGNIFICANT ACCOUNTING POLICES**

**GOODS AND SERVICES TAX**

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

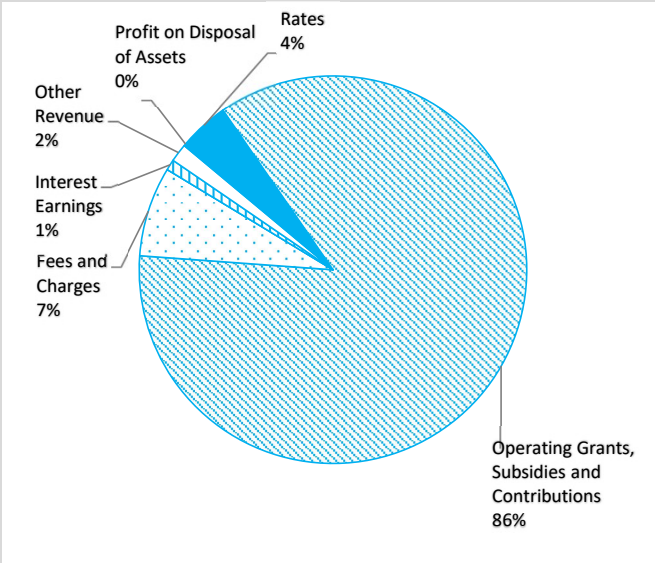
**CRITICAL ACCOUNTING ESTIMATES**

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

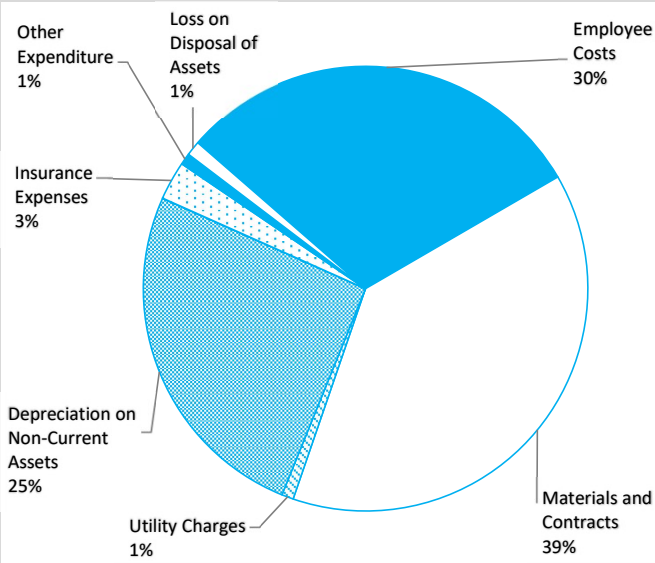
**ROUNDING OFF FIGURES**

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

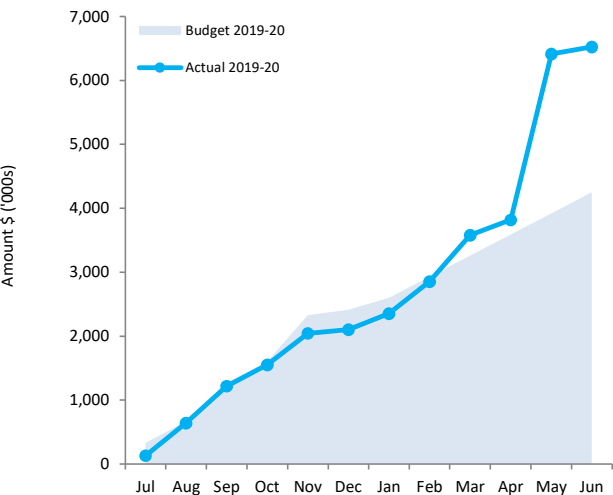
OPERATING REVENUE



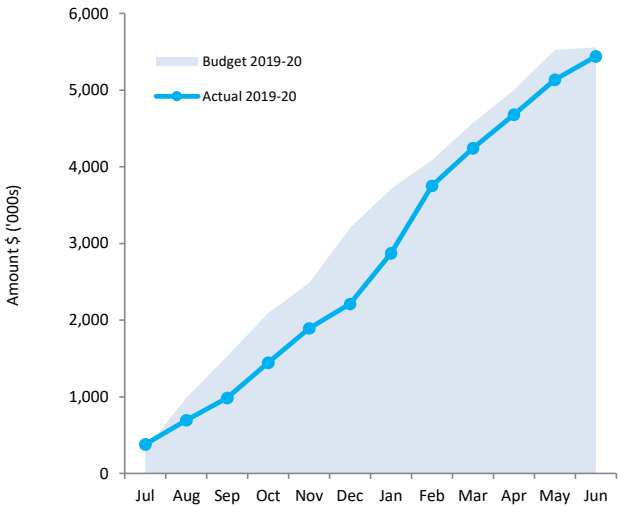
OPERATING EXPENSES



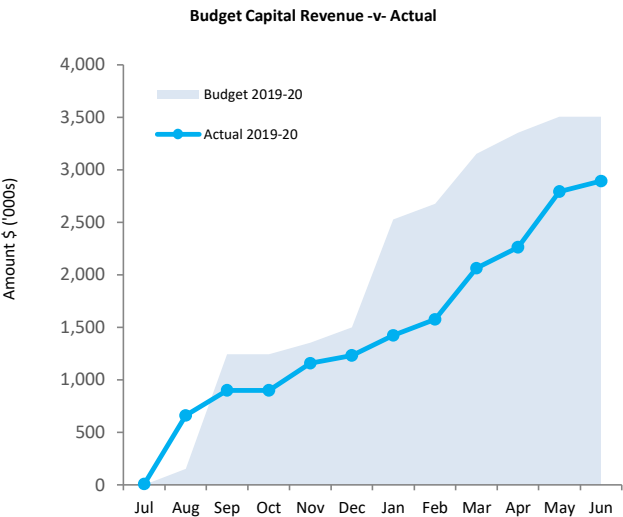
Budget Operating Revenues -v- Actual



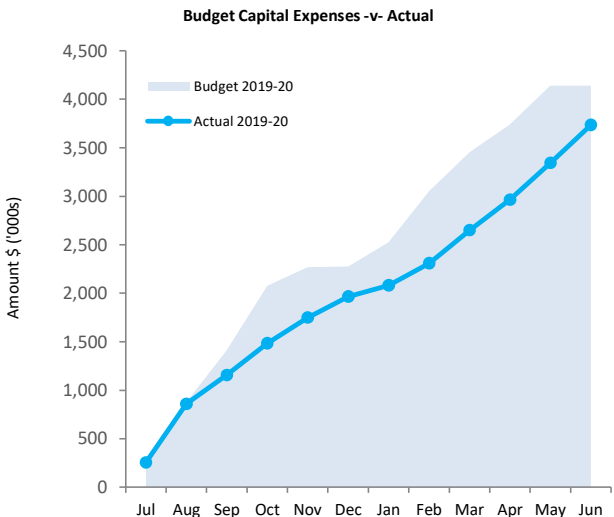
Budget Operating Expenses -v- YTD Actual



CAPITAL REVENUE



CAPITAL EXPENSES



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

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

| PROGRAM   | ACTIVITIES   |
|---|--|
| <b>GOVERNANCE</b><br>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. |
| <b>GENERAL PURPOSE FUNDING</b><br>To collect revenue to allow for the provision of services.  | Rates, general purpose government grants and interest revenue.   |
| <b>LAW, ORDER, PUBLIC SAFETY</b><br>To provide services to help ensure safer and environmentally conscious community.                                     | Supervision and enforcement of various laws relating to aspects of public safety including emergency services.   |
| <b>HEALTH</b><br>To provide an operational framework for environmental and community health.  | Inspection of food outlets and their control, provision of meat inspection services, noise control and a waste pick-up service Warburton, Warakurna and Wanarn.  |
| <b>EDUCATION AND WELFARE</b><br>To provide services to children and youth.  | Maintenance of playgroup centres (early years learning) Warburton, Blackstone, Jameson.  |
| <b>HOUSING</b><br>To provide and maintain staff housing.  | Provision and maintenance of staff housing.  |
| <b>COMMUNITY AMENITIES</b><br>To provide services required by the community.  | Rubbish collection services, litter control, Warburton, Warakurna and Wanarn.  |
| <b>RECREATION AND CULTURE</b><br>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.   |
| <b>TRANSPORT</b><br>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.   |
| <b>ECONOMIC SERVICES</b><br>To help promote the shire and its economic well-being.  | Tourism and area promotion and building control.   |
| <b>OTHER PROPERTY AND SERVICES</b><br>To monitor and control council's overheads operating accounts.  | Private works operation, plant repairs, operation costs and administrative costs.  |

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2020**

**STATUTORY REPORTING PROGRAMS**

|   | Ref<br>Note | Amended<br>Budget  | YTD<br>Budget<br>(a) | YTD<br>Actual<br>(b) | Var. \$<br>(b)-(a) | Var. %<br>(b)-(a)/(a) | Var. |
|---|-------------|--------------------|----------------------|----------------------|--------------------|-----------------------|------|
|   |             | \$                 | \$                   | \$                   | \$                 | %                     |      |
| <b>Opening funding surplus / (deficit)</b>                      | 1(c)        | 2,935,062          | 2,935,062            | <b>2,851,350</b>     | (83,712)           | (2.85%)               |      |
| <b>Revenue from operating activities</b>                        |             |                    |                      |                      |                    |                       |      |
| Governance  |             | 45,019             | 45,019               | <b>64,889</b>        | 19,870             | 44.14%                |      |
| General purpose funding - general rates                         | 6           | 290,483            | 290,483              | <b>261,582</b>       | (28,901)           | (9.95%)               |      |
| General purpose funding - other                                 |             | 1,584,605          | 1,584,605            | <b>3,189,031</b>     | 1,604,426          | 101.25%               | ▲    |
| Law, order and public safety                                    |             | 416                | 416                  | <b>416</b>           | 0                  | 0.00%                 |      |
| Health  |             | 400                | 400                  | <b>1,426</b>         | 1,026              | 256.50%               |      |
| Education and welfare   |             | 204,009            | 204,009              | <b>209,413</b>       | 5,404              | 2.65%                 |      |
| Housing   |             | 165,000            | 165,000              | <b>147,854</b>       | (17,146)           | (10.39%)              |      |
| Community amenities   |             | 106,926            | 106,926              | <b>85,734</b>        | (21,192)           | (19.82%)              | ▼    |
| Recreation and culture  |             | 290,000            | 290,000              | <b>241,158</b>       | (48,842)           | (16.84%)              | ▼    |
| Transport   |             | 1,509,841          | 1,509,841            | <b>2,321,763</b>     | 811,922            | 53.78%                | ▲    |
| Economic services   |             | 4,000              | 4,000                | <b>1,150</b>         | (2,850)            | (71.25%)              |      |
|   |             | <b>4,200,699</b>   | <b>4,200,699</b>     | <b>6,524,416</b>     | 2,323,717          |                       | ▲    |
| <b>Expenditure from operating activities</b>                    |             |                    |                      |                      |                    |                       |      |
| Governance  |             | (208,167)          | (208,167)            | <b>(157,573)</b>     | 50,594             | 24.30%                | ▲    |
| General purpose funding   |             | 0                  | 0                    | <b>(250)</b>         | (250)              | 0.00%                 |      |
| Law, order and public safety                                    |             | (7,519)            | (7,519)              | <b>(6,001)</b>       | 1,518              | 20.19%                |      |
| Health  |             | (331,627)          | (331,627)            | <b>(289,029)</b>     | 42,598             | 12.85%                | ▲    |
| Education and welfare   |             | (419,655)          | (419,655)            | <b>(401,260)</b>     | 18,395             | 4.38%                 |      |
| Housing   |             | (382,037)          | (382,037)            | <b>(330,126)</b>     | 51,911             | 13.59%                | ▲    |
| Community amenities   |             | (799,074)          | (799,074)            | <b>(597,530)</b>     | 201,544            | 25.22%                | ▲    |
| Recreation and culture  |             | (773,076)          | (773,076)            | <b>(587,643)</b>     | 185,433            | 23.99%                | ▲    |
| Transport   |             | (3,280,966)        | (3,280,966)          | <b>(3,007,085)</b>   | 273,881            | 8.35%                 |      |
| Economic services   |             | (130,851)          | (130,851)            | <b>(76,136)</b>      | 54,715             | 41.81%                | ▲    |
| Other property and services                                     |             | 0                  | 0                    | <b>11,235</b>        | 11,235             | 0.00%                 |      |
|   |             | <b>(6,332,972)</b> | <b>(6,332,972)</b>   | <b>(5,441,398)</b>   | 891,574            |                       | ▲    |
| Non-cash amounts excluded from operating activities             | 1(a)        | 1,617,500          | 1,617,500            | <b>1,426,210</b>     | (191,290)          | (11.83%)              | ▼    |
| <b>Amount attributable to operating activities</b>              |             | <b>(514,773)</b>   | <b>(514,773)</b>     | <b>2,509,228</b>     | 3,024,001          |                       |      |
| <b>Investing Activities</b>                                     |             |                    |                      |                      |                    |                       |      |
| Proceeds from non-operating grants, subsidies and contributions | 12          | 3,340,743          | 3,340,743            | <b>2,755,744</b>     | (584,999)          | (17.51%)              | ▼    |
| Proceeds from disposal of assets                                | 7           | 64,827             | 64,827               | <b>137,257</b>       | 72,430             | 111.73%               |      |
| Purchase of property, plant and equipment                       | 8           | (4,060,737)        | (4,060,737)          | <b>(3,735,801)</b>   | 324,936            | 8.00%                 |      |
| <b>Amount attributable to investing activities</b>              |             | <b>(655,167)</b>   | <b>(655,167)</b>     | <b>(842,800)</b>     | (187,633)          |                       | ▼    |
| <b>Financing Activities</b>                                     |             |                    |                      |                      |                    |                       |      |
| Transfer to reserves  | 9           | (1,762,784)        | (1,762,784)          | <b>(1,794,936)</b>   | (32,152)           | (1.82%)               |      |
| <b>Amount attributable to financing activities</b>              |             | <b>(1,762,784)</b> | <b>(1,762,784)</b>   | <b>(1,794,936)</b>   | (32,152)           |                       |      |
| <b>Closing funding surplus / (deficit)</b>                      | 1(c)        | <b>2,338</b>       | <b>2,338</b>         | <b>2,722,842</b>     |                    |                       |      |

**KEY INFORMATION**

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to threshold. Refer to Note 14 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2019-20 year is \$20,000 or 10.00% whichever is the greater.

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



**KEY TERMS AND DESCRIPTIONS**  
**FOR THE PERIOD ENDED 30 JUNE 2020**

**NATURE OR TYPE DESCRIPTIONS**

| REVENUE   |
|---|
| <p><b>RATES</b></p> <p>All rates levied under the <i>Local Government Act 1995</i>. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service charges.</p> <p><b>OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS</b></p> <p>Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.</p> <p><b>NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS</b></p> <p>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.</p> <p><b>GRANT REVENUE</b></p> <p>Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.</p> <p>Assets that were acquired for consideration that was less than fair value principally to enable the Shire to further its objectives may have been measured on initial recognition under other Australian Accounting Standards at a cost that was signification less than fair value. Such assets are not required to be remeasured at fair value.</p> <p>Volunteer Services in relation have not been recognised in revenue and expenditure as the fair value of the services cannot be reliably estimated and the services would not have been purchased if they had not been donated.</p> <p><b>FEES AND CHARGES</b></p> <p>Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.</p> <p><b>SERVICE CHARGES</b></p> <p>Service charges imposed under <i>Division 6 of Part 6 of the Local Government Act 1995 . Regulation 54 of the Local Government (Financial Management) Regulations 1996</i> identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.</p> |

| EXPENSES   |
|--|
| <p><b>INTEREST EARNINGS</b></p> <p>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.</p> <p><b>OTHER REVENUE / INCOME</b></p> <p>Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.</p> <p><b>PROFIT ON ASSET DISPOSAL</b></p> <p>Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.</p> <p><b>EMPLOYEE COSTS</b></p> <p>All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.</p> <p><b>MATERIALS AND CONTRACTS</b></p> <p>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.</p> <p><b>UTILITIES (GAS, ELECTRICITY, WATER, ETC.)</b></p> <p>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.</p> <p><b>INSURANCE</b></p> <p>All insurance other than worker's compensation and health benefit insurance included as a cost of employment.</p> <p><b>LOSS ON ASSET DISPOSAL</b></p> <p>Loss on the disposal of fixed assets.</p> <p><b>DEPRECIATION ON NON-CURRENT ASSETS</b></p> <p>Depreciation expense raised on all classes of assets.</p> <p><b>INTEREST EXPENSES</b></p> <p>Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.</p> <p><b>OTHER EXPENDITURE</b></p> <p>Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.</p> |

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2020**

**BY NATURE OR TYPE**

|   | Ref<br>Note | Amended<br>Budget  | YTD<br>Budget<br>(a) | YTD<br>Actual<br>(b) | Var. \$<br>(b)-(a) | Var. %<br>(b)-(a)/(a) | Var. |
|---|-------------|--------------------|----------------------|----------------------|--------------------|-----------------------|------|
|   |             | \$                 | \$                   | \$                   | \$                 | %                     |      |
| <b>Opening funding surplus / (deficit)</b>                      | 1(c)        | 2,935,062          | 2,935,062            | <b>2,851,350</b>     | (83,712)           | (2.85%)               |      |
| <b>Revenue from operating activities</b>                        |             |                    |                      |                      |                    |                       |      |
| Rates   | 6           | 290,483            | 290,483              | <b>261,582</b>       | (28,901)           | (9.95%)               |      |
| Operating grants, subsidies and contributions                   | 11          | 3,194,946          | 3,194,946            | <b>5,594,524</b>     | 2,399,578          | 75.11%                | ▲    |
| Fees and charges  |             | 574,326            | 574,326              | <b>488,860</b>       | (85,466)           | (14.88%)              | ▼    |
| Interest earnings   |             | 50,000             | 50,000               | <b>59,789</b>        | 9,789              | 19.58%                |      |
| Other revenue   |             | 90,944             | 90,944               | <b>99,030</b>        | 8,086              | 8.89%                 |      |
| Profit on disposal of assets                                    | 7           | 0                  | 0                    | <b>20,631</b>        | 20,631             | 0.00%                 | ▲    |
|   |             | <b>4,200,699</b>   | <b>4,200,699</b>     | <b>6,524,416</b>     | 2,323,717          |                       | ▲    |
| <b>Expenditure from operating activities</b>                    |             |                    |                      |                      |                    |                       |      |
| Employee costs  |             | (1,925,295)        | (1,925,295)          | <b>(1,645,155)</b>   | 280,140            | 14.55%                | ▲    |
| Materials and contracts   |             | (2,505,957)        | (2,505,957)          | <b>(2,103,120)</b>   | 402,837            | 16.08%                | ▲    |
| Utility charges   |             | (68,478)           | (68,478)             | <b>(46,699)</b>      | 21,779             | 31.80%                | ▲    |
| Depreciation on non-current assets                              |             | (1,548,500)        | (1,548,500)          | <b>(1,389,559)</b>   | 158,941            | 10.26%                | ▲    |
| Interest expenses   |             | (100)              | (100)                | <b>(312)</b>         | (212)              | (212.00%)             |      |
| Insurance expenses  |             | (153,038)          | (153,038)            | <b>(153,038)</b>     | 0                  | 0.00%                 |      |
| Other expenditure   |             | (62,604)           | (62,604)             | <b>(46,233)</b>      | 16,371             | 26.15%                |      |
| Loss on disposal of assets                                      | 7           | (69,000)           | (69,000)             | <b>(57,282)</b>      | 11,718             | 16.98%                |      |
|   |             | <b>(6,332,972)</b> | <b>(6,332,972)</b>   | <b>(5,441,398)</b>   | 891,574            |                       | ▲    |
| Non-cash amounts excluded from operating activities             | 1(a)        | 1,617,500          | 1,617,500            | <b>1,426,210</b>     | (191,290)          | (11.83%)              | ▼    |
| <b>Amount attributable to operating activities</b>              |             | <b>(514,773)</b>   | <b>(514,773)</b>     | <b>2,509,228</b>     | 3,024,001          |                       |      |
| <b>Investing activities</b>                                     |             |                    |                      |                      |                    |                       |      |
| Proceeds from non-operating grants, subsidies and contributions | 12          | 3,340,743          | 3,340,743            | <b>2,755,744</b>     | (584,999)          | (17.51%)              | ▼    |
| Proceeds from disposal of assets                                | 7           | 64,827             | 64,827               | <b>137,257</b>       | 72,430             | 111.73%               | ▲    |
| Payments for property, plant and equipment                      | 8           | (4,060,737)        | (4,060,737)          | <b>(3,735,801)</b>   | 324,936            | (8.00%)               |      |
| <b>Amount attributable to investing activities</b>              |             | <b>(655,167)</b>   | <b>(655,167)</b>     | <b>(842,800)</b>     | (187,633)          |                       | ▼    |
| <b>Financing Activities</b>                                     |             |                    |                      |                      |                    |                       |      |
| Transfer to reserves  | 9           | (1,762,784)        | (1,762,784)          | <b>(1,794,936)</b>   | (32,152)           | (1.82%)               |      |
| <b>Amount attributable to financing activities</b>              |             | <b>(1,762,784)</b> | <b>(1,762,784)</b>   | <b>(1,794,936)</b>   | (32,152)           |                       |      |
| <b>Closing funding surplus / (deficit)</b>                      | 1(c)        | <b>2,338</b>       | <b>2,338</b>         | <b>2,722,842</b>     |                    |                       |      |

**KEY INFORMATION**

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

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

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

(a) Non-cash items excluded from operating activities

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

|  | Notes | Amended Budget   | YTD Budget (a)   | YTD Actual (b)   |
|--|-------|------------------|------------------|------------------|
| <b>Non-cash items excluded from operating activities</b>       |       | \$               | \$               | \$               |
| <b>Adjustments to operating activities</b>                     |       |                  |                  |                  |
| Less: Profit on asset disposals                                | 7     | 0                | 0                | (20,631)         |
| Add: Loss on asset disposals                                   | 7     | 69,000           | 69,000           | 57,282           |
| Add: Depreciation on assets                                    |       | 1,548,500        | 1,548,500        | 1,389,559        |
| <b>Total non-cash items excluded from operating activities</b> |       | <b>1,617,500</b> | <b>1,617,500</b> | <b>1,426,210</b> |

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

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

|  |    | Last Year Closing<br>30 June 2019 | This Year Opening<br>1 July 2019 | This Time Last Year<br>30 June 2019 | Year to Date<br>30 June 2020 |
|--|----|-----------------------------------|----------------------------------|-------------------------------------|------------------------------|
| <b>Adjustments to net current assets</b>       |    |                                   |                                  |                                     |                              |
| Less: Reserves - restricted cash               | 9  | (2,043,937)                       | (2,043,937)                      | (578,971)                           | (3,838,873)                  |
| Add: Provisions - employee                     | 10 | 172,862                           | 172,862                          | 0                                   | 172,862                      |
| <b>Total adjustments to net current assets</b> |    | <b>(1,871,075)</b>                | <b>(1,871,075)</b>               | <b>(578,971)</b>                    | <b>(3,666,011)</b>           |

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

|  |      |                    |                    |                  |                    |
|--|------|--------------------|--------------------|------------------|--------------------|
| <b>Current assets</b>                                |      |                    |                    |                  |                    |
| Cash and cash equivalents                            | 2    | 4,937,932          | 4,937,932          | 4,976,973        | 6,903,806          |
| Rates receivables                                    | 3    | 2                  | 2                  | 332              | 4,833              |
| Receivables  | 3    | 317,514            | 317,514            | 431,922          | 87,202             |
| Other current assets                                 | 4    | 71,223             | 71,223             | 72,199           | 71,223             |
| <b>Less: Current liabilities</b>                     |      |                    |                    |                  |                    |
| Payables   | 5    | (174,810)          | (174,810)          | (171,692)        | (188,212)          |
| Contract liabilities                                 | 10   | 0                  | (256,574)          | 0                | (317,137)          |
| Provisions   | 10   | (172,862)          | (172,862)          | (257,823)        | (172,862)          |
| <b>Less: Total adjustments to net current assets</b> | 1(b) | <b>(1,871,075)</b> | <b>(1,871,075)</b> | <b>(578,971)</b> | <b>(3,666,011)</b> |
| <b>Closing funding surplus / (deficit)</b>           |      | <b>3,107,924</b>   | <b>2,851,350</b>   | <b>4,472,940</b> | <b>2,722,842</b>   |

CURRENT AND NON-CURRENT CLASSIFICATION

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

| Description               | Classification            | Unrestricted     | Restricted       | Total Cash       | Trust    | Institution  | Interest Rate | Maturity Date |
|---------------------------|---------------------------|------------------|------------------|------------------|----------|--------------|---------------|---------------|
|                           |                           | \$               | \$               | \$               | \$       |              |               |               |
| <b>Cash on hand</b>       |                           |                  |                  |                  |          |              |               |               |
| Cash Advance              | Cash and cash equivalents | 2,500            | 0                | 2,500            | 0        | Cash on hand | Nil           | Nil           |
| Cash at Bank - Municipal  | Cash and cash equivalents | 351,914          | 0                | 351,914          | 0        | Westpac      | Variable      | Nil           |
| Cash at Bank - Municipal  | Cash and cash equivalents | 2,710,519        | 0                | 2,710,519        | 0        | Westpac      | Variable      | Nil           |
| Cash at Bank - Reserve    | Cash and cash equivalents | 0                | 3,838,873        | 3,838,873        | 0        | Westpac      | Variable      | Nil           |
| <b>Total</b>              |                           | <b>3,064,933</b> | <b>3,838,873</b> | <b>6,903,806</b> | <b>0</b> |              |               |               |
| <b>Comprising</b>         |                           |                  |                  |                  |          |              |               |               |
| Cash and cash equivalents |                           | 3,064,933        | 3,838,873        | 6,903,806        | 0        |              |               |               |
|                           |                           | <b>3,064,933</b> | <b>3,838,873</b> | <b>6,903,806</b> | <b>0</b> |              |               |               |

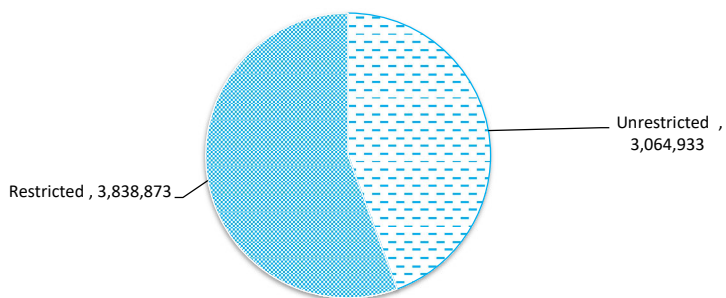
#### KEY INFORMATION

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

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

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

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



| Total Cash     | Unrestricted    |
|----------------|-----------------|
| <b>\$6.9 M</b> | <b>\$3.06 M</b> |

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2020

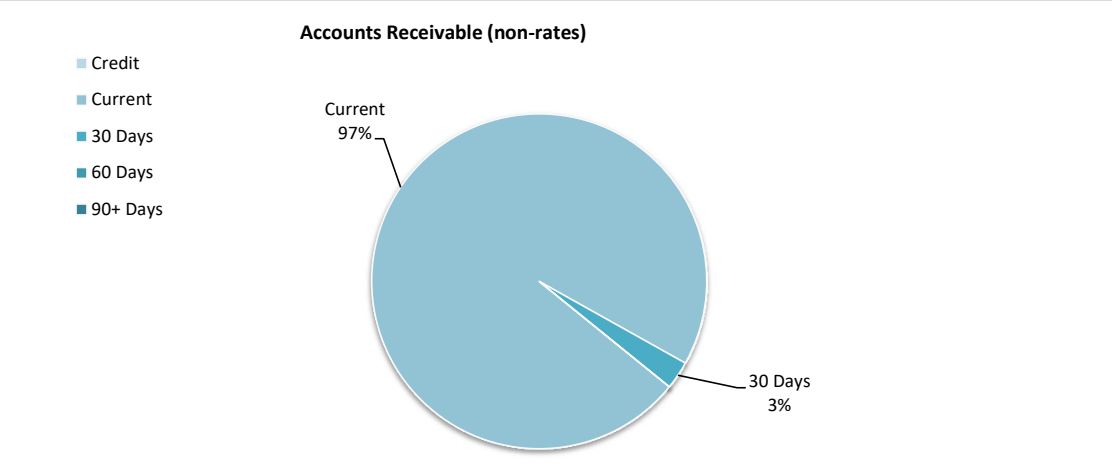
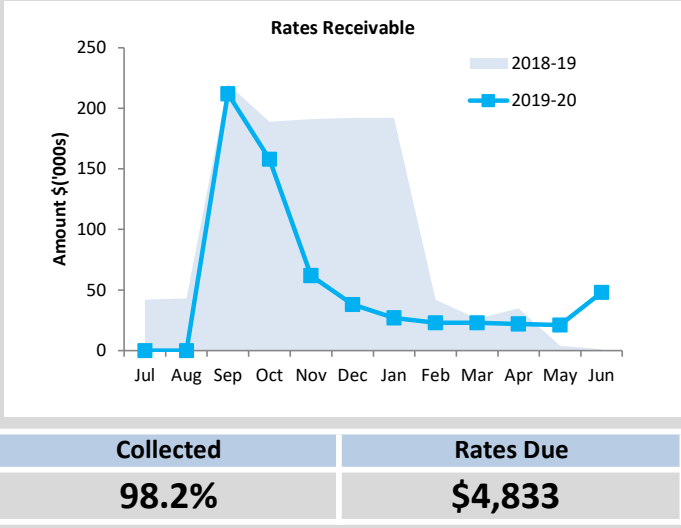
OPERATING ACTIVITIES  
NOTE 3  
RECEIVABLES

| Rates receivable               | 30 June 2019 | 30 Jun 20    |
|--------------------------------|--------------|--------------|
|                                | \$           | \$           |
| Opening arrears previous years | 41,494       | 2            |
| Levied this year               | 264,110      | 261,582      |
| Less - collections to date     | (305,602)    | (256,751)    |
| Equals current outstanding     | 2            | 4,833        |
| <b>Net rates collectable</b>   | <b>2</b>     | <b>4,833</b> |
| % Collected                    | 100%         | 98.2%        |

| Receivables - general                              | Credit | Current | 30 Days | 60 Days | 90+ Days | Total         |
|--|--------|---------|---------|---------|----------|---------------|
|  | \$     | \$      | \$      | \$      | \$       | \$            |
| Receivables - general                              | 0      | 22,180  | 617     | 0       | 0        | 22,797        |
| Percentage   | 0.0%   | 97.3%   | 2.7%    | 0%      | 0%       |               |
| <b>Balance per trial balance</b>                   |        |         |         |         |          |               |
| Sundry receivable                                  |        |         |         |         |          | 22,797        |
| GST receivable                                     |        |         |         |         |          | 60,880        |
| Accrued income                                     |        |         |         |         |          | 3,525         |
| <b>Total receivables general outstanding</b>       |        |         |         |         |          | <b>87,202</b> |
| Amounts shown above include GST (where applicable) |        |         |         |         |          |               |

**KEY INFORMATION**

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



|                 |
|-----------------|
| Debtors Due     |
| <b>\$87,202</b> |
| Over 30 Days    |
| <b>3%</b>       |
| Over 90 Days    |
| <b>0%</b>       |

|   | Opening<br>Balance<br>1 July 2019 | Asset<br>Increase | Asset<br>Reduction | Closing<br>Balance<br>30 June 2020 |
|---|-----------------------------------|-------------------|--------------------|------------------------------------|
| <b>Other current assets</b>                               | \$                                | \$                | \$                 | \$                                 |
| <b>Inventory</b>  |                                   |                   |                    |                                    |
| Fuel, oil and materials on hand                           | 71,223                            | 0                 | 0                  | 71,223                             |
| <b>Total other current assets</b>                         | <b>71,223</b>                     |                   |                    | <b>71,223</b>                      |
| <b>Amounts shown above include GST (where applicable)</b> |                                   |                   |                    |                                    |

#### KEY INFORMATION

##### Inventory

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

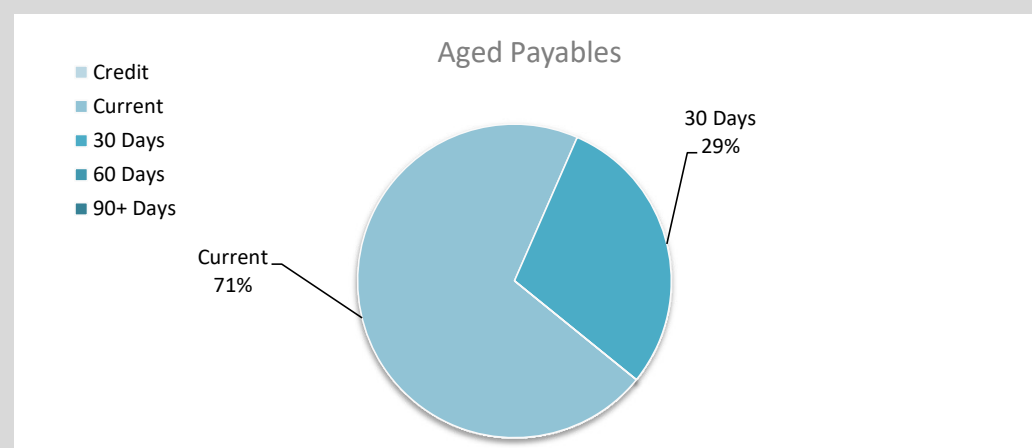
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

| Payables - general                        | Credit | Current | 30 Days | 60 Days | 90+ Days | Total          |
|---|--------|---------|---------|---------|----------|----------------|
|   | \$     | \$      | \$      | \$      | \$       | \$             |
| Payables - general                        | 0      | 10,976  | 4,543   | 0       | 0        | 15,519         |
| Percentage                                | 0%     | 70.7%   | 29.3%   | 0%      | 0%       |                |
| <b>Balance per trial balance</b>          |        |         |         |         |          |                |
| Sundry creditors                          |        |         |         |         |          | 15,519         |
| ATO liabilities                           |        |         |         |         |          | 2,232          |
| Transport licensing                       |        |         |         |         |          | 930            |
| Accrued expenses                          |        |         |         |         |          | 145,255        |
| Payroll creditors                         |        |         |         |         |          | 24,276         |
| <b>Total payables general outstanding</b> |        |         |         |         |          | <b>188,212</b> |

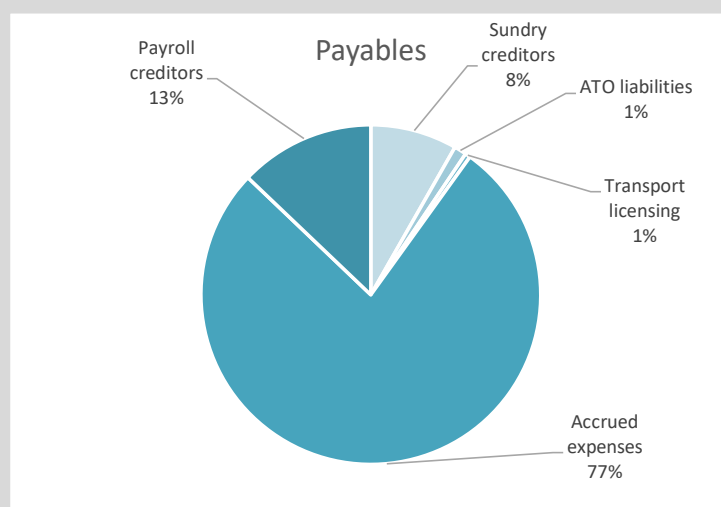
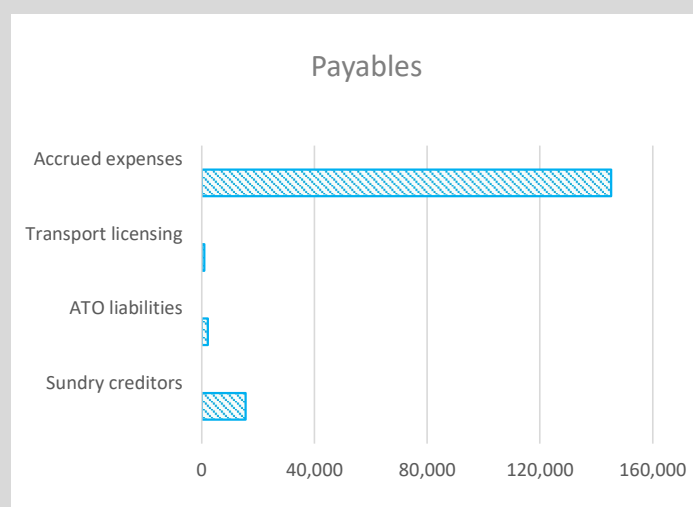
Amounts shown above include GST (where applicable)

#### KEY INFORMATION

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



|                      |
|----------------------|
| <b>Creditors Due</b> |
| <b>\$188,212</b>     |
| <b>Over 30 Days</b>  |
| <b>29%</b>           |
| <b>Over 90 Days</b>  |
| <b>0%</b>            |



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2020**

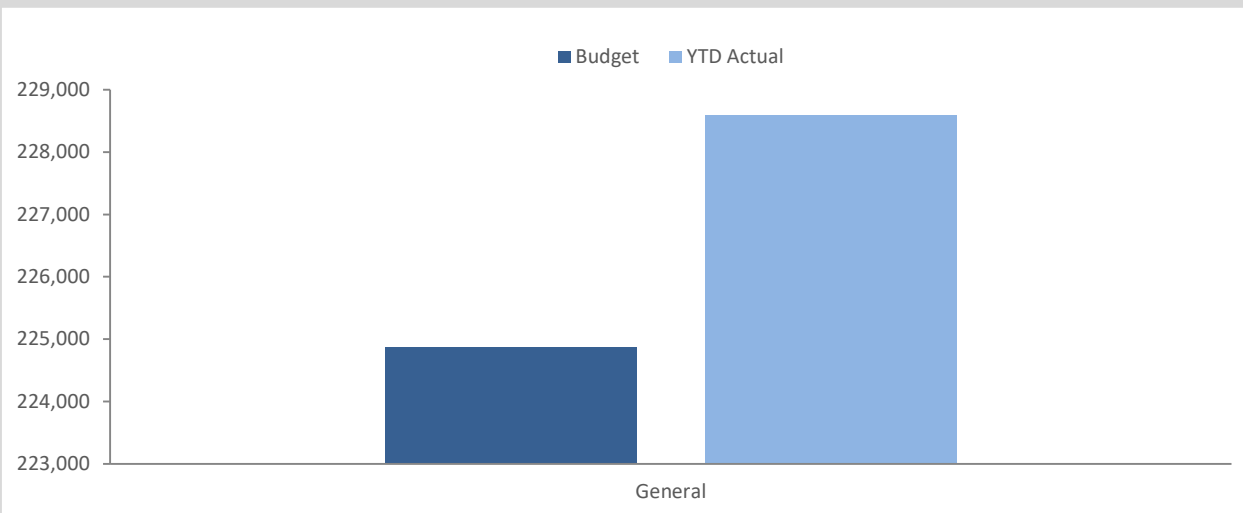
**OPERATING ACTIVITIES  
NOTE 6  
RATE REVENUE**

**General rate revenue**

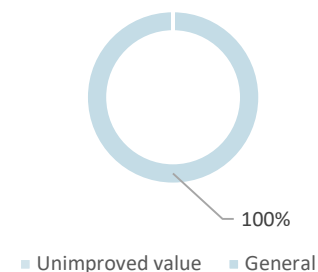
| RATE TYPE                        | Amended Budget        |                         |                   |                 |                 |              |                  | YTD Actual      |                  |               |                  |
|----------------------------------|-----------------------|-------------------------|-------------------|-----------------|-----------------|--------------|------------------|-----------------|------------------|---------------|------------------|
|                                  | Rate in<br>\$ (cents) | Number of<br>Properties | Rateable<br>Value | Rate<br>Revenue | Interim<br>Rate | Back<br>Rate | Total<br>Revenue | Rate<br>Revenue | Interim<br>Rates | Back<br>Rates | Total<br>Revenue |
|                                  |                       |                         |                   | \$              | \$              | \$           | \$               | \$              | \$               | \$            | \$               |
| <b>Unimproved value</b>          |                       |                         |                   |                 |                 |              |                  |                 |                  |               |                  |
| General                          | 0.210000              | 43                      | 1,007,412         | 224,866         | 0               | 0            | 224,866          | 211,557         | 17,025           | 2             | 228,584          |
| <b>Sub-Total</b>                 |                       | 43                      | 1,007,412         | 224,866         | 0               | 0            | 224,866          | 211,557         | 17,025           | 2             | 228,584          |
| <b>Minimum payment</b>           | <b>Minimum \$</b>     |                         |                   |                 |                 |              |                  |                 |                  |               |                  |
| <b>Unimproved value</b>          |                       |                         |                   |                 |                 |              |                  |                 |                  |               |                  |
| General                          | 245                   | 3                       | 2,384             | 735             | 0               | 0            | 735              | 735             | 0                | 0             | 735              |
| <b>Sub-total</b>                 |                       | 3                       | 2,384             | 735             | 0               | 0            | 735              | 735             | 0                | 0             | 735              |
| <b>Amount from general rates</b> |                       |                         |                   |                 |                 |              | 225,601          |                 |                  |               | 229,319          |
| Ex-gratia rates                  |                       |                         |                   |                 |                 |              | 64,882           |                 |                  |               | 32,263           |
| <b>Total general rates</b>       |                       |                         |                   |                 |                 |              | 290,483          |                 |                  |               | 261,582          |

**KEY INFORMATION**

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2019 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.



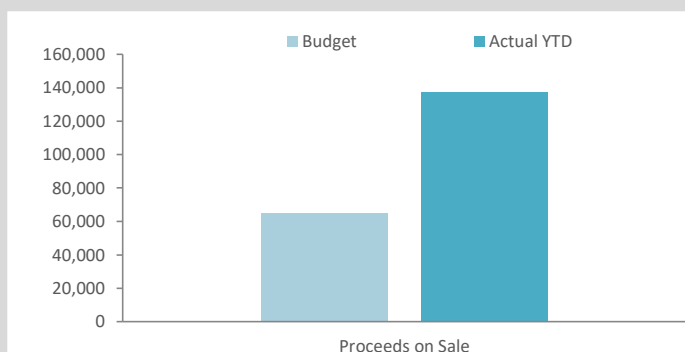
| General Rates    |                  |                |
|------------------|------------------|----------------|
| Budget           | YTD Actual       | %              |
| <b>\$225,601</b> | <b>\$229,319</b> | <b>101.65%</b> |





| Asset Ref. | Asset description                   | Amended Budget |               |          |                 | YTD Actual     |                |               |                 |
|------------|-------------------------------------|----------------|---------------|----------|-----------------|----------------|----------------|---------------|-----------------|
|            |                                     | Net Book Value | Proceeds      | Profit   | (Loss)          | Net Book Value | Proceeds       | Profit        | (Loss)          |
|            |                                     | \$             | \$            | \$       | \$              | \$             | \$             | \$            | \$              |
|            | <b>Plant and equipment</b>          |                |               |          |                 |                |                |               |                 |
|            | <b>Governance</b>                   |                |               |          |                 |                |                |               |                 |
| PE019      | 1EPI385 2014 Toyota                 | 0              | 0             | 0        | 0               | 19,666         | 26,491         | 6,825         | 0               |
|            | <b>Education and welfare</b>        |                |               |          |                 |                |                |               |                 |
| PE084      | 1GOJ548                             | 0              | 0             | 0        | 0               | 43,330         | 45,939         | 2,609         | 0               |
|            | <b>Transport</b>                    |                |               |          |                 |                |                |               |                 |
|            | 1BGA152 MITSUBISHI TRITON UTE       | 500            | 0             | 0        | (500)           | 0              | 0              | 0             | 0               |
| PE012      | 1EBO496 2013 Toyota Prado GX wagoi  | 22,954         | 22,954        | 0        | 0               | 15,949         | 22,954         | 7,005         | 0               |
| PE016      | 1EKC611 2014 Toyota Landcruiser 200 | 29,000         | 23,309        | 0        | (5,691)         | 21,910         | 23,309         | 1,399         | 0               |
| PE017      | 1EHI532 2014 Nissan Navara D22 ST-  | 9,123          | 6,314         | 0        | (2,809)         | 8,468          | 6,314          | 0             | (2,154)         |
| PE029      | 1BDI822 Mitsubishi Canter Truck     | 2,250          | 2,250         | 0        | 0               | 1,971          | 2,250          | 279           | 0               |
| PE060      | 1DHR911 2009 Isuzu NPR300           | 15,000         | 0             | 0        | (15,000)        | 13,780         | 0              | 0             | (13,780)        |
| PE067      | 1DIK691 2010 Isuzu NPR300           | 15,000         | 0             | 0        | (15,000)        | 13,780         | 0              | 0             | (13,780)        |
| PE071      | 1ELK198 2013 Isuzu NPR300           | 30,000         | 0             | 0        | (30,000)        | 27,568         | 0              | 0             | (27,568)        |
| PE015      | 1EH1533 Nissan Navara               | 10,000         | 10,000        | 0        | 0               | 7,486          | 10,000         | 2,514         | 0               |
|            |                                     | <b>133,827</b> | <b>64,827</b> | <b>0</b> | <b>(69,000)</b> | <b>173,908</b> | <b>137,257</b> | <b>20,631</b> | <b>(57,282)</b> |

#### KEY INFORMATION



| Proceeds on sale |                  |             |
|------------------|------------------|-------------|
| Annual Budget    | YTD Actual       | %           |
| <b>\$64,827</b>  | <b>\$137,257</b> | <b>212%</b> |

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2020**

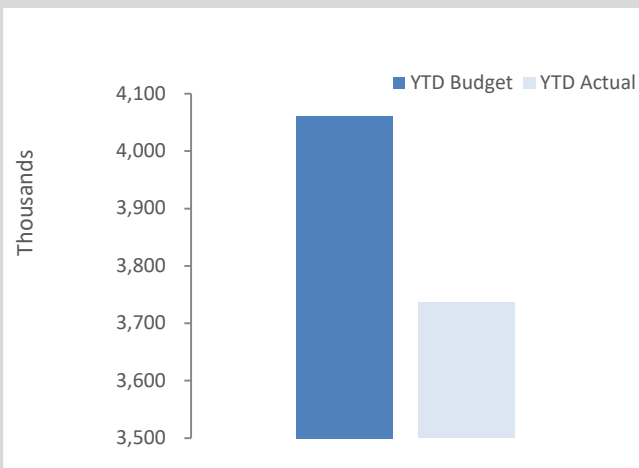
**INVESTING ACTIVITIES  
NOTE 8  
CAPITAL ACQUISITIONS**

| Capital acquisitions                   | Amended          |                  | YTD Actual       | YTD Actual<br>Variance |
|--|------------------|------------------|------------------|------------------------|
|  | Budget           | YTD Budget       |                  |                        |
|  | \$               | \$               | \$               | \$                     |
| Land & Buildings                       | 77,000           | 77,000           | 73,843           | (3,157)                |
| Plant & Equipment                      | 50,000           | 50,000           | 45,766           | (4,234)                |
| Infrastructure - Roads                 | 3,903,737        | 3,903,737        | 3,590,136        | (313,601)              |
| Infrastructure - Recreation            | 30,000           | 30,000           | 26,056           | (3,944)                |
| <b>Capital Expenditure Totals</b>      | <b>4,060,737</b> | <b>4,060,737</b> | <b>3,735,801</b> | <b>(324,936)</b>       |
| <b>Capital Acquisitions Funded By:</b> |                  |                  |                  |                        |
|  | \$               | \$               | \$               | \$                     |
| Capital grants and contributions       | 3,340,743        | 3,340,743        | 2,755,744        | (584,999)              |
| Other (disposals & C/Fwd)              | 64,827           | 64,827           | 137,257          | 72,430                 |
| Contribution - operations              | 655,167          | 655,167          | 842,800          | 187,633                |
| <b>Capital funding total</b>           | <b>4,060,737</b> | <b>4,060,737</b> | <b>3,735,801</b> | <b>(324,936)</b>       |

**SIGNIFICANT ACCOUNTING POLICIES**

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

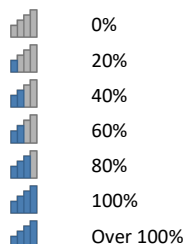
**KEY INFORMATION**



| Acquisitions  | Annual Budget   | YTD Actual      | % Spent    |
|---------------|-----------------|-----------------|------------|
|               | <b>\$4.06 M</b> | <b>\$3.74 M</b> | <b>92%</b> |
| Capital Grant | Annual Budget   | YTD Actual      | % Received |
|               | <b>\$3.34 M</b> | <b>\$2.76 M</b> | <b>82%</b> |

Capital expenditure total

Level of completion indicators



Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

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

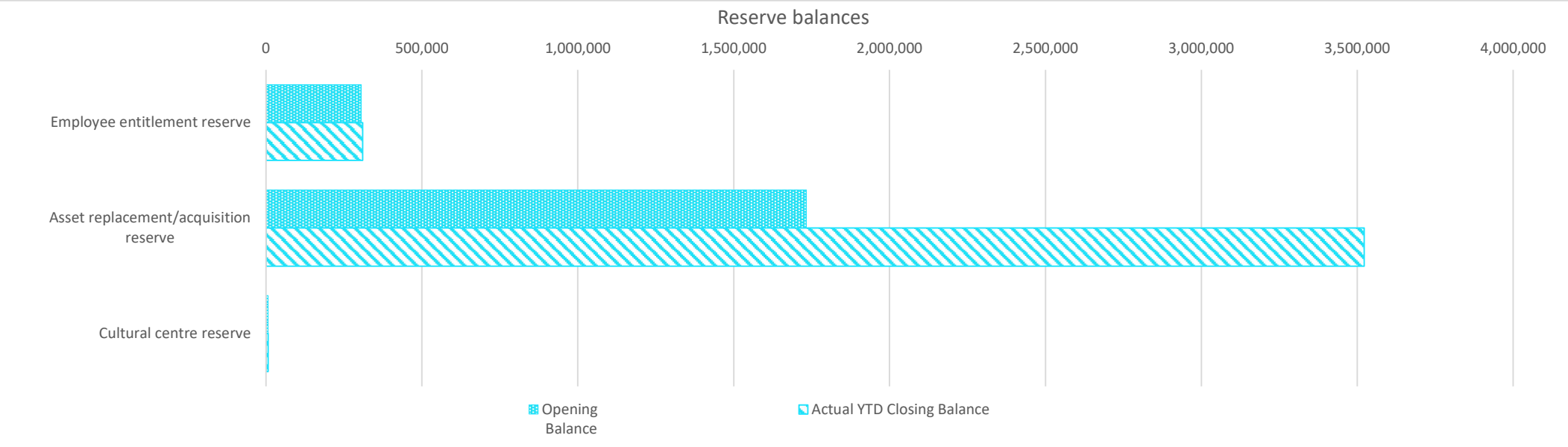
|                                    |  | Amended          |                     |                     |                       |
|------------------------------------|--|------------------|---------------------|---------------------|-----------------------|
| Account Description                |  | Current Budget   | Year to Date Budget | Year to Date Actual | Variance (Under)/Over |
| <b>Capital Expenditure</b>         |  |                  |                     |                     |                       |
| <b>Land &amp; Buildings</b>        |  |                  |                     |                     |                       |
|                                    | 042600 Staff houses                              | 7,000            | 7,000               | 0                   | (7,000)               |
|                                    | 111100 Buildings (Upgrade)                       | 35,000           | 35,000              | 33,479              | (1,521)               |
|                                    | 121200 Storage Compound (Land & Buildings - new) | 35,000           | 35,000              | 40,364              | 5,364                 |
|                                    | <b>Land &amp; Buildings Total</b>                | <b>77,000</b>    | <b>77,000</b>       | <b>73,843</b>       | <b>(3,157)</b>        |
| <b>Plant &amp; Equipment</b>       |  |                  |                     |                     |                       |
|                                    | 102100 Plant & Equipment (New)                   | 50,000           | 50,000              | 45,766              | (4,234)               |
|                                    | <b>Plant &amp; Equipment Total</b>               | <b>50,000</b>    | <b>50,000</b>       | <b>45,766</b>       | <b>(4,234)</b>        |
| <b>Infrastructure - Roads</b>      |  |                  |                     |                     |                       |
|                                    | 147602 Jameson - Southern Bypass                 | 585,000          | 585,000             | 230,675             | (354,325)             |
|                                    | 147611 Jameson Wanarn                            | 588,798          | 588,798             | 589,123             | 325                   |
|                                    | 147612 Warburton Blackstone (RRG)                | 413,189          | 413,189             | 413,513             | 325                   |
|                                    | 147616 Patjarr Community Access                  | 0                | 0                   | 8,404               | 8,404                 |
|                                    | 147623 Great Central Road - R2R AAR              | 930,000          | 930,000             | 958,586             | 28,586                |
|                                    | 147624 MRWA, Outback Hiway                       | 272,181          | 272,181             | 272,181             | 0                     |
|                                    | 147625 Giles Mulga Park (RRG)                    | 728,558          | 728,558             | 729,476             | 918                   |
|                                    | 147629 Giles Mulga Park (R2R/AAR)                | 386,012          | 386,012             | 388,178             | 2,166                 |
|                                    | <b>Infrastructure - Roads Total</b>              | <b>3,903,737</b> | <b>3,903,737</b>    | <b>3,590,136</b>    | <b>(313,601)</b>      |
| <b>Infrastructure - Recreation</b> |  |                  |                     |                     |                       |
|                                    | 147564 Warbon Oval Shade Structure               | 30,000           | 30,000              | 26,056              | (3,944)               |
|                                    | <b>Infrastructure - Recreation Total</b>         | <b>30,000</b>    | <b>30,000</b>       | <b>26,056</b>       | <b>(3,944)</b>        |
|                                    | <b>Grand Total</b>                               | <b>4,060,737</b> | <b>4,060,737</b>    | <b>3,735,801</b>    | <b>(324,936)</b>      |

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2020

Cash backed reserve

| Reserve name                          | Opening Balance | Budget Interest Earned | Actual Interest Earned | Budget Transfers In (+) | Actual Transfers In (+) | Budget Transfers Out (-) | Actual Transfers Out (-) | Budget Closing Balance | Actual YTD Closing Balance |
|---------------------------------------|-----------------|------------------------|------------------------|-------------------------|-------------------------|--------------------------|--------------------------|------------------------|----------------------------|
|                                       | \$              | \$                     | \$                     | \$                      | \$                      | \$                       | \$                       | \$                     | \$                         |
| Employee entitlement reserve          | 304,650         | 0                      | 5,172                  | 0                       | 0                       | 0                        | 0                        | 304,650                | 309,822                    |
| Asset replacement/acquisition reserve | 1,732,367       | 0                      | 26,862                 | 1,762,784               | 1,762,784               | 0                        | 0                        | 3,495,151              | 3,522,013                  |
| Cultural centre reserve               | 6,920           | 0                      | 118                    | 0                       | 0                       | 0                        | 0                        | 6,920                  | 7,038                      |
|                                       | 2,043,937       | 0                      | 32,152                 | 1,762,784               | 1,762,784               | 0                        | 0                        | 3,806,721              | 3,838,873                  |

KEY INFORMATION



| Other current liabilities                                     | Note | Opening<br>Balance<br>1 July 2019 | Liability<br>Increase | Liability<br>Reduction | Closing<br>Balance<br>30 June 2020 |
|---|------|-----------------------------------|-----------------------|------------------------|------------------------------------|
|   |      | \$                                | \$                    | \$                     | \$                                 |
| <b>Contract liabilities</b>                                   |      |                                   |                       |                        |                                    |
| Unspent grants, contributions and reimbursements              |      |                                   |                       |                        |                                    |
| - operating   | 11   | 99,813                            | 1,668,315             | (1,450,991)            | 317,137                            |
| - non-operating   | 12   | 156,761                           | 2,598,983             | (2,755,744)            | 0                                  |
| <b>Total unspent grants, contributions and reimbursements</b> |      | 256,574                           | 4,267,298             | (4,206,735)            | 317,137                            |
| <b>Provisions</b>   |      |                                   |                       |                        |                                    |
| Annual leave  |      | 97,796                            | 0                     | 0                      | 97,796                             |
| Long service leave  |      | 75,066                            | 0                     | 0                      | 75,066                             |
| <b>Total Provisions</b>                                       |      | 172,862                           | 0                     | 0                      | 172,862                            |
| <b>Total other current assets</b>                             |      | <b>429,436</b>                    |                       |                        | <b>489,999</b>                     |

Amounts shown above include GST (where applicable)

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

#### KEY INFORMATION

##### Provisions

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

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

##### Employee benefits

##### Short-term employee benefits

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

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

##### Other long-term employee benefits

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

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

##### Contract liabilities

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2020**

**NOTE 11**

**OPERATING GRANTS AND CONTRIBUTIONS**

| Provider                               | Unspent operating grant, subsidies and contributions liability |                             |  |                          |                                     | Operating grants, subsidies and contributions revenue |                  |                       |
|--|--|-----------------------------|--|--------------------------|-------------------------------------|---|------------------|-----------------------|
|  | Liability<br>1 Jul 2019  | Increase<br>in<br>Liability | Liability<br>Reduction<br>(As revenue) | Liability<br>30 Jun 2020 | Current<br>Liability<br>30 Jun 2020 | Adopted Budget<br>Revenue                             | YTD<br>Budget    | YTD Revenue<br>Actual |
|  | \$   | \$                          | \$                                     | \$                       | \$                                  | \$  | \$               | \$                    |
| <b>Operating grants and subsidies</b>  |  |                             |  |                          |                                     |   |                  |                       |
| <b>General purpose funding</b>         |  |                             |  |                          |                                     |   |                  |                       |
| General Grants (Untied)                | 0  | 0                           | 0                                      | 0                        | 0                                   | 1,528,105   | 1,528,105        | 3,129,242             |
| <b>Education and welfare</b>           |  |                             |  |                          |                                     |   |                  |                       |
| Grant - DCD                            | 0  | 0                           | 0                                      | 0                        | 0                                   | 154,500   | 154,500          | 154,500               |
| <b>Transport</b>                       |  |                             |  |                          |                                     |   |                  |                       |
| Grants - Direct                        | 0  | 0                           | 0                                      | 0                        | 0                                   | 158,355   | 158,355          | 158,355               |
| Govt Grant - RA, Ab Access (Operating) | 99,813   | 868,315                     | (835,011)                              | 133,117                  | 133,117                             | 1,039,547   | 1,039,547        | 835,011               |
| Fed, Roads Grant (untied)              | 0  | 0                           | 0                                      | 0                        | 0                                   | 311,939   | 311,939          | 698,785               |
| MRWA Grant - GCR Maintenance           | 0  | 800,000                     | (615,980)                              | 184,020                  | 184,020                             | 0   | 0                | 615,980               |
|  | <b>99,813</b>  | <b>1,668,315</b>            | <b>(1,450,991)</b>                     | <b>317,137</b>           | <b>317,137</b>                      | <b>3,192,446</b>                                      | <b>3,192,446</b> | <b>5,591,873</b>      |
| <b>Operating contributions</b>         |  |                             |  |                          |                                     |   |                  |                       |
| <b>Governance</b>                      |  |                             |  |                          |                                     |   |                  |                       |
| Licensing Commission                   | 0  | 0                           | 0                                      | 0                        | 0                                   | 2,500   | 2,500            | 2,094                 |
| <b>Education and welfare</b>           |  |                             |  |                          |                                     |   |                  |                       |
| Income - Other                         | 0  | 0                           | 0                                      | 0                        | 0                                   | 0   | 0                | 186                   |
| <b>Recreation and culture</b>          |  |                             |  |                          |                                     |   |                  |                       |
| Contributions and Reimbursements Other | 0  | 0                           | 0                                      | 0                        | 0                                   | 0   | 0                | 371                   |
|  | <b>0</b>   | <b>0</b>                    | <b>0</b>                               | <b>0</b>                 | <b>0</b>                            | <b>2,500</b>  | <b>2,500</b>     | <b>2,651</b>          |
| <b>TOTALS</b>                          | <b>99,813</b>  | <b>1,668,315</b>            | <b>(1,450,991)</b>                     | <b>317,137</b>           | <b>317,137</b>                      | <b>3,194,946</b>                                      | <b>3,194,946</b> | <b>5,594,524</b>      |

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2020**

**NOTE 12**

**NON-OPERATING GRANTS AND CONTRIBUTIONS**

| Provider                                  | Unspent non operating grants, subsidies and contributions liability |                             |  |                          |                                     | Non operating grants, subsidies and contributions revenue |                  |                              |
|---|---|-----------------------------|--|--------------------------|-------------------------------------|---|------------------|------------------------------|
|   | Liability<br>1 Jul 2019   | Increase<br>in<br>Liability | Liability<br>Reduction<br>(As revenue) | Liability<br>30 Jun 2020 | Current<br>Liability<br>30 Jun 2020 | Adopted Budget<br>Revenue                                 | YTD<br>Budget    | YTD Revenue<br>Actual<br>(b) |
|   | \$  | \$                          | \$                                     | \$                       | \$                                  | \$  | \$               | \$                           |
| <b>Non-operating grants and subsidies</b> |   |                             |  |                          |                                     |   |                  |                              |
| <b>Transport</b>                          |   |                             |  |                          |                                     |   |                  |                              |
| Grant - Special Projects                  | 156,761   | 600,683                     | (757,444)                              | 0                        | 0                                   | 757,443   | 757,443          | 757,444                      |
| Grant-Roads to Recovery                   | 0   | 416,119                     | (416,119)                              | 0                        | 0                                   | 416,119   | 416,119          | 416,119                      |
| Govt Grant - RA, Ab Access (Fed)          | 0   | 1,310,000                   | (1,310,000)                            | 0                        | 0                                   | 1,895,000   | 1,895,000        | 1,310,000                    |
| MRWA, Outback Highway                     | 0   | 272,181                     | (272,181)                              | 0                        | 0                                   | 272,181   | 272,181          | 272,181                      |
|   | <b>156,761</b>  | <b>2,598,983</b>            | <b>(2,755,744)</b>                     | <b>0</b>                 | <b>0</b>                            | <b>3,340,743</b>  | <b>3,340,743</b> | <b>2,755,744</b>             |

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2020**

**NOTE 13  
BUDGET AMENDMENTS**

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

| GL Code | Description                                      | Council Resolution | Classification     | Non Cash Adjustment | Increase in Available Cash | Decrease in Available Cash | Amended Budget Running Balance |
|---------|--|--------------------|--------------------|---------------------|----------------------------|----------------------------|--------------------------------|
|         |  |                    |                    | \$                  | \$                         | \$                         | \$                             |
|         | <b>Budget adoption</b>                           | 10.3 - 26 Feb 2020 | Opening surplus    |                     |                            | 341,529                    | 341,529                        |
| 30197   | Rates General                                    | 10.3 - 26 Feb 2020 | Operating Revenue  |                     | 13,309                     |                            | 354,838                        |
| 30301   | General Grants (untied)                          | 10.3 - 26 Feb 2020 | Operating Revenue  |                     |                            | (99,954)                   | 254,884                        |
| 55005   | Trfr to Asset Replace/Acq/Dev Res Fund           | 10.3 - 26 Feb 2020 | Capital Expenses   |                     |                            | (702,443)                  | (447,559)                      |
| 41020   | Members Travelling                               | 10.3 - 26 Feb 2020 | Operating Expenses |                     | 5,000                      |                            | (442,559)                      |
| 41030   | Conference Expenses                              | 10.3 - 26 Feb 2020 | Operating Expenses |                     | 4,000                      |                            | (438,559)                      |
| 41040   | Election Expenses                                | 10.3 - 26 Feb 2020 | Operating Expenses |                     | 5,450                      |                            | (433,109)                      |
| 41040   | Returning Officer Election Expenses              | 10.3 - 26 Feb 2020 | Operating Expenses |                     | 7,000                      |                            | (426,109)                      |
| 41092   | Attendance fees - Committee Meetings             | 10.3 - 26 Feb 2020 | Operating Expenses |                     | 2,000                      |                            | (424,109)                      |
| 41132   | Membership Contribution - Goldfields VROC & NCWG | 10.3 - 26 Feb 2020 | Operating Expenses |                     |                            | (20,000)                   | (444,109)                      |
| 41140   | Building Maintenance - Boardroom                 | 10.3 - 26 Feb 2020 | Operating Expenses |                     | 1,500                      |                            | (442,609)                      |
| 41150   | Insurance  | 10.3 - 26 Feb 2020 | Operating Expenses |                     | 416                        |                            | (442,193)                      |
| 41281   | Elected member professional development          | 10.3 - 26 Feb 2020 | Operating Expenses |                     | 10,000                     |                            | (432,193)                      |
| 42030   | Insurance - Worker Compensation                  | 10.3 - 26 Feb 2020 | Operating Expenses |                     |                            | (794)                      | (432,987)                      |
| 42048   | FBT Expenses                                     | 10.3 - 26 Feb 2020 | Operating Expenses |                     |                            | (16,413)                   | (449,400)                      |
| 42051   | Office Maintenance                               | 10.3 - 26 Feb 2020 | Operating Expenses |                     | 8,800                      |                            | (440,600)                      |
| 42051   | Office Maintenance                               | 10.3 - 26 Feb 2020 | Operating Expenses |                     | 10,000                     |                            | (430,600)                      |
| 42051   | Office Maintenance                               | 10.3 - 26 Feb 2020 | Operating Expenses |                     |                            | (5,000)                    | (435,600)                      |
| 42053   | Office Gardens Maintenance                       | 10.3 - 26 Feb 2020 | Operating Expenses |                     |                            | (5,086)                    | (440,686)                      |
| 42053   | Office Gardens Maintenance                       | 10.3 - 26 Feb 2020 | Operating Expenses |                     |                            | (1,000)                    | (441,686)                      |
| 42080   | Telephone/Fax Charges                            | 10.3 - 26 Feb 2020 | Operating Expenses |                     |                            | (2,000)                    | (443,686)                      |
| 42100   | Advertising                                      | 10.3 - 26 Feb 2020 | Operating Expenses |                     | 1,000                      |                            | (442,686)                      |
| 42120   | Bank Charges                                     | 10.3 - 26 Feb 2020 | Operating Expenses |                     |                            | (1,500)                    | (444,186)                      |
| 42120   | Bank Charges                                     | 10.3 - 26 Feb 2020 | Operating Expenses |                     | 100                        |                            | (444,086)                      |
| 42120   | Bank Charges                                     | 10.3 - 26 Feb 2020 | Operating Expenses |                     | 1,400                      |                            | (442,686)                      |
| 42150   | Accounting/Compliance Services                   | 10.3 - 26 Feb 2020 | Operating Expenses |                     |                            | (21,157)                   | (463,843)                      |
| 42150   | Accounting/Compliance Services                   | 10.3 - 26 Feb 2020 | Operating Expenses |                     | 30,000                     |                            | (433,843)                      |
| 42160   | Other Office Expenses                            | 10.3 - 26 Feb 2020 | Operating Expenses |                     | 1,000                      |                            | (432,843)                      |
| 42163   | Maintenance of Office Equipment                  | 10.3 - 26 Feb 2020 | Operating Expenses |                     | 3,000                      |                            | (429,843)                      |
| 42180   | Travelling and Accommodation                     | 10.3 - 26 Feb 2020 | Operating Expenses |                     |                            | (3,000)                    | (432,843)                      |
| 42210   | Consultancy Fees                                 | 10.3 - 26 Feb 2020 | Operating Expenses |                     | 10,000                     |                            | (422,843)                      |

Please refer to the compilation report



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2020**

**NOTE 13  
BUDGET AMENDMENTS**

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

| GL Code | Description  | Council Resolution | Classification     | Non Cash<br>Adjustment | Increase in<br>Available Cash | Decrease in<br>Available Cash | Amended<br>Budget Running<br>Balance |
|---------|--|--------------------|--------------------|------------------------|-------------------------------|-------------------------------|--------------------------------------|
|         |  |                    |                    | \$                     | \$                            | \$                            | \$                                   |
| 42210   | Consultancy Fees                                     | 10.3 - 26 Feb 2020 | Operating Expenses |                        | 20,000                        |                               | (402,843)                            |
| 42225   | ITV Software Licence                                 | 10.3 - 26 Feb 2020 | Operating Expenses |                        |                               | (1,102)                       | (403,945)                            |
| 42260   | Insurance  | 10.3 - 26 Feb 2020 | Operating Expenses |                        | 4,426                         |                               | (399,519)                            |
| 42283   | Conference & Training                                | 10.3 - 26 Feb 2020 | Operating Expenses |                        |                               | (6,000)                       | (405,519)                            |
| 42283   | Conference & Training                                | 10.3 - 26 Feb 2020 | Operating Expenses |                        | 6,000                         |                               | (399,519)                            |
| 42398   | Reimbursements                                       | 10.3 - 26 Feb 2020 | Operating Revenue  |                        | 24,019                        |                               | (375,500)                            |
| 51283   | FESA Emergency Services Levy                         | 10.3 - 26 Feb 2020 | Operating Expenses |                        |                               | (76)                          | (375,576)                            |
| 74050   | Travel & Accommodation                               | 10.3 - 26 Feb 2020 | Operating Expenses |                        | 5,000                         |                               | (370,576)                            |
| 74270   | Environmental Health Program                         | 10.3 - 26 Feb 2020 | Operating Expenses |                        |                               | (7,667)                       | (378,243)                            |
| 74270   | Environmental Health Program                         | 10.3 - 26 Feb 2020 | Operating Expenses |                        | 1,195                         |                               | (377,048)                            |
| 74270   | Environmental Health Program                         | 10.3 - 26 Feb 2020 | Operating Expenses |                        | 1,169                         |                               | (375,879)                            |
| 74280   | Other Health Expenditure                             | 10.3 - 26 Feb 2020 | Operating Expenses |                        | 10,000                        |                               | (365,879)                            |
| 74282   | Fringe Benefits Tax                                  | 10.3 - 26 Feb 2020 | Operating Expenses |                        | 1,239                         |                               | (364,640)                            |
| 75020   | Pest Control   | 10.3 - 26 Feb 2020 | Operating Expenses |                        | 1,000                         |                               | (363,640)                            |
| 83001   | Rental EYP Building                                  | 10.3 - 26 Feb 2020 | Operating Revenue  |                        | 48,000                        |                               | (315,640)                            |
| 85304   | Fringe Benefits Tax                                  | 10.3 - 26 Feb 2020 | Operating Expenses |                        | 3,238                         |                               | (312,402)                            |
| 85410   | Income - Other                                       | 10.3 - 26 Feb 2020 | Operating Revenue  |                        | 1,009                         |                               | (311,393)                            |
| 85612   | contribution Strengthening Families (Playgroups)     | 10.3 - 26 Feb 2020 | Operating Expenses |                        | 4,703                         |                               | (306,690)                            |
| 85615   | EYLC & Playgroups Staffing Costs                     | 10.3 - 26 Feb 2020 | Operating Expenses |                        |                               | (9,056)                       | (315,746)                            |
| 85615   | EYLC & Playgroups Staffing Costs                     | 10.3 - 26 Feb 2020 | Operating Expenses |                        | 5,933                         |                               | (309,813)                            |
| 85615   | EYLC & Playgroups Staffing Costs                     | 10.3 - 26 Feb 2020 | Operating Expenses |                        |                               | (1,818)                       | (311,631)                            |
| 85616   | Warburton LSP - Operational Costs                    | 10.3 - 26 Feb 2020 | Operating Expenses |                        | 6,570                         |                               | (305,061)                            |
| 85616   | Warburton LSP - Operational Costs                    | 10.3 - 26 Feb 2020 | Operating Expenses |                        | 624                           |                               | (304,437)                            |
| 85616   | Warburton LSP - Operational Costs                    | 10.3 - 26 Feb 2020 | Operating Expenses |                        |                               | (279)                         | (304,716)                            |
| 85616   | Warburton LSP - Operational Costs                    | 10.3 - 26 Feb 2020 | Operating Expenses |                        |                               | (308)                         | (305,024)                            |
| 85616   | Warburton LSP - Operational Costs                    | 10.3 - 26 Feb 2020 | Operating Expenses |                        |                               | (1,108)                       | (306,132)                            |
| 85617   | Warburton LSP-Admin Costs (office, utilities, other) | 10.3 - 26 Feb 2020 | Operating Expenses |                        | 1,000                         |                               | (305,132)                            |
| 85617   | Warburton LSP-Admin Costs (office, utilities, other) | 10.3 - 26 Feb 2020 | Operating Expenses |                        | 1,090                         |                               | (304,042)                            |
| 42040   | Utilities - Staff Housing                            | 10.3 - 26 Feb 2020 | Operating Expenses |                        | 30,000                        |                               | (274,042)                            |
| 42042   | Maintenance & Equip - Staff Housing                  | 10.3 - 26 Feb 2020 | Operating Expenses |                        | 14,314                        |                               | (259,728)                            |
| 42043   | Maintenance & Equip - Staff Housing                  | 10.3 - 26 Feb 2020 | Operating Expenses |                        | 1,734                         |                               | (257,994)                            |

Please refer to the compilation report

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2020**

**NOTE 13  
BUDGET AMENDMENTS**

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

| GL Code | Description                                       | Council Resolution | Classification     | Non Cash Adjustment | Increase in Available Cash | Decrease in Available Cash | Amended Budget Running Balance |
|---------|---|--------------------|--------------------|---------------------|----------------------------|----------------------------|--------------------------------|
|         |   |                    |                    | \$                  | \$                         | \$                         | \$                             |
| 42047   | Depreciation-Staff Housing                        | 10.3 - 26 Feb 2020 | Non Cash Item      | (13,300)            |                            |                            | (257,994)                      |
| 42600   | Staff houses                                      | 10.3 - 26 Feb 2020 | Capital Expenses   |                     | 5,000                      |                            | (252,994)                      |
| 42605   | Rents - Shire Housing                             | 10.3 - 26 Feb 2020 | Operating Revenue  |                     | 30,000                     |                            | (222,994)                      |
| 92048   | Administrative Expenses                           | 10.3 - 26 Feb 2020 | Operating Expenses | 5,799               |                            |                            | (222,994)                      |
| 101021  | Wages   | 10.3 - 26 Feb 2020 | Operating Expenses |                     | 50,294                     |                            | (172,700)                      |
| 101021  | Wages   | 10.3 - 26 Feb 2020 | Operating Expenses |                     | 4,778                      |                            | (167,922)                      |
| 101070  | Administrative Expenses                           | 10.3 - 26 Feb 2020 | Operating Expenses | 12,121              |                            |                            | (167,922)                      |
| 101100  | Depreciation-Sanitation Household Refuse          | 10.3 - 26 Feb 2020 | Non Cash Item      | 14,000              |                            |                            | (167,922)                      |
| 101410  | Charges - Rubbish Removals                        | 10.3 - 26 Feb 2020 | Operating Revenue  |                     | 1,190                      |                            | (166,732)                      |
| 102066  | Sundry  | 10.3 - 26 Feb 2020 | Operating Expenses |                     |                            | (1,152)                    | (167,884)                      |
| 102100  | Plant & Equipment (New)                           | 10.3 - 26 Feb 2020 | Operating Expenses |                     | 77,000                     |                            | (90,884)                       |
| 111030  | Contribution - Cultural Centre                    | 10.3 - 26 Feb 2020 | Operating Expenses |                     | 7,000                      |                            | (83,884)                       |
| 111031  | Community Resource Centre - Repairs & Mtce        | 10.3 - 26 Feb 2020 | Operating Expenses |                     | 10,000                     |                            | (73,884)                       |
| 111036  | Rental Income - Warburton Community Resource Ctre | 10.3 - 26 Feb 2020 | Operating Expenses |                     | 10,000                     |                            | (63,884)                       |
| 112020  | Contribution - Swimming Centre                    | 10.3 - 26 Feb 2020 | Operating Revenue  |                     | 40,000                     |                            | (23,884)                       |
| 113055  | Lighting-Grassed Ovals                            | 10.3 - 26 Feb 2020 | Operating Expenses |                     |                            | (300)                      | (24,184)                       |
| 113280  | Salaries-Sports & Recreation Officer              | 10.3 - 26 Feb 2020 | Operating Expenses |                     | 21,239                     |                            | (2,945)                        |
| 113280  | Salaries-Sports & Recreation Officer              | 10.3 - 26 Feb 2020 | Operating Expenses |                     | 2,018                      |                            | (927)                          |
| 113284  | Relocation Expenses                               | 10.3 - 26 Feb 2020 | Operating Expenses |                     |                            | (3,000)                    | (3,927)                        |
| 113290  | Telephone Charges (Satellite)                     | 10.3 - 26 Feb 2020 | Operating Expenses |                     |                            | (1,000)                    | (4,927)                        |
| 113291  | Administrative Expenses                           | 10.3 - 26 Feb 2020 | Operating Expenses | 11,578              |                            |                            | (4,927)                        |
| 113293  | Depreciation-Sports & Recreation                  | 10.3 - 26 Feb 2020 | Non Cash Item      | (16,000)            |                            |                            | (4,927)                        |
| 113319  | Youth Festivals & Events                          | 10.3 - 26 Feb 2020 | Operating Expenses |                     | 3,000                      |                            | (1,927)                        |
| 114280  | Contribution-TV/Radio Community Facilities        | 10.3 - 26 Feb 2020 | Operating Expenses |                     |                            | (4,453)                    | (6,380)                        |
| 114400  | Depreciation-Television & Radio Broadcasting      | 10.3 - 26 Feb 2020 | Non Cash Item      | (1,100)             |                            |                            | (6,380)                        |
| 116272  | Exhibitions                                       | 10.3 - 26 Feb 2020 | Operating Expenses |                     | 10,000                     |                            | 3,620                          |
| 116291  | FBT Expenses                                      | 10.3 - 26 Feb 2020 | Operating Expenses |                     |                            | (1,273)                    | 2,347                          |
| 116311  | Depreciation-Cultural & Civic Centre              | 10.3 - 26 Feb 2020 | Non Cash Item      | (6,500)             |                            |                            | 2,347                          |
| 116312  | Café Maintenance                                  | 10.3 - 26 Feb 2020 | Operating Expenses |                     |                            | (2,100)                    | 247                            |
| 116315  | Purchase of Goods for Resale-Retail               | 10.3 - 26 Feb 2020 | Operating Expenses |                     | 7,000                      |                            | 7,247                          |
| 116331  | Shop Maintenance                                  | 10.3 - 26 Feb 2020 | Operating Expenses |                     |                            | (4,500)                    | 2,747                          |

Please refer to the compilation report

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2020**

**NOTE 13  
BUDGET AMENDMENTS**

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

| GL Code | Description                                | Council Resolution | Classification     | Non Cash Adjustment | Increase in Available Cash | Decrease in Available Cash | Amended Budget Running Balance |
|---------|--|--------------------|--------------------|---------------------|----------------------------|----------------------------|--------------------------------|
|         |  |                    |                    | \$                  | \$                         | \$                         | \$                             |
| 116333  | Gallery Maintenance                        | 10.3 - 26 Feb 2020 | Operating Expenses |                     |                            | (5,000)                    | (2,253)                        |
| 147564  | Warburton Oval Shade Structure             | 10.3 - 26 Feb 2020 | Capital Expenses   |                     |                            | (5,000)                    | (7,253)                        |
| 27019   | Proceeds Sale of Assets                    | 10.3 - 26 Feb 2020 | Capital Revenue    |                     | 12,727                     |                            | 5,474                          |
| 122003  | Warburton Community Roads-Maint            | 10.3 - 26 Feb 2020 | Operating Expenses |                     | 7,142                      |                            | 12,616                         |
| 122004  | Other Minor Road Works                     | 10.3 - 26 Feb 2020 | Capital Expenses   |                     | 30,000                     |                            | 42,616                         |
| 122150  | Contribution-Lighting of Streets           | 10.3 - 26 Feb 2020 | Operating Expenses |                     | 20,000                     |                            | 62,616                         |
| 122280  | AMP Review                                 | 10.3 - 26 Feb 2020 | Operating Expenses |                     | 25,000                     |                            | 87,616                         |
| 122281  | R2030 Survey Centre Line MRWA              | 10.3 - 26 Feb 2020 | Operating Expenses |                     |                            | (10,000)                   | 77,616                         |
| 122282  | Roman Road Inventory System-System Mtce    | 10.3 - 26 Feb 2020 | Operating Expenses |                     |                            | (3,000)                    | 74,616                         |
| 122282  | Roman Road Inventory System-System Mtce    | 10.3 - 26 Feb 2020 | Operating Expenses |                     | 3,000                      |                            | 77,616                         |
| 122287  | Fringe Benefit Tax                         | 10.3 - 26 Feb 2020 | Operating Expenses |                     |                            | (1,104)                    | 76,512                         |
| 122362  | Grants - Direct                            | 10.3 - 26 Feb 2020 | Capital Revenue    |                     | 18,355                     |                            | 94,867                         |
| 122363  | Govt Grant - RA, Ab Access (Operating)     | 10.3 - 26 Feb 2020 | Operating Revenue  |                     | 614,667                    |                            | 709,534                        |
| 122367  | Govt Grant - RA, Ab Access (Capital)       | 10.3 - 26 Feb 2020 | Operating Revenue  |                     |                            | (609,333)                  | 100,201                        |
| 122373  | Fed, Roads Grant (untied)                  | 10.3 - 26 Feb 2020 | Operating Revenue  |                     |                            | (72,250)                   | 27,951                         |
| 123001  | Profit/(Loss) on Disposal of Asset - Plant | 10.3 - 26 Feb 2020 | Non Cash Item      | (2,600)             |                            |                            | 27,951                         |
| 123012  | Depreciation - Road Plant                  | 10.3 - 26 Feb 2020 | Non Cash Item      | 7,500               |                            |                            | 27,951                         |
| 123100  | Depreciation - Transport Road Mntce        | 10.3 - 26 Feb 2020 | Non Cash Item      | (11,250)            |                            |                            | 27,951                         |
| 123100  | Depreciation - Transport Road Mntce        | 10.3 - 26 Feb 2020 | Non Cash Item      | (628,000)           |                            |                            | 27,951                         |
| 123103  | MRWA, Outback Highway                      | 10.3 - 26 Feb 2020 | Capital Revenue    |                     |                            | (27,819)                   | 132                            |
| 147611  | Jameson Wanam                              | 10.3 - 26 Feb 2020 | Capital Revenue    |                     |                            | (1,812)                    | (1,680)                        |
| 147611  | Jameson Wanam                              | 10.3 - 26 Feb 2020 | Capital Expenses   |                     |                            | (12,208)                   | (13,888)                       |
| 147612  | Warburton Blackstone (RRG)                 | 10.3 - 26 Feb 2020 | Capital Expenses   |                     |                            | (5,581)                    | (19,469)                       |
| 147624  | MRWA, Outback Highway                      | 10.3 - 26 Feb 2020 | Capital Expenses   |                     | 27,819                     |                            | 8,350                          |
| 147629  | Giles Mulga Park (R2R/AAR)                 | 10.3 - 26 Feb 2020 | Capital Expenses   |                     |                            | (6,012)                    | 2,338                          |
| 13100   | Administrative Expenses                    | 10.3 - 26 Feb 2020 | Operating Expenses | 1,658               |                            |                            | 2,338                          |
| 131001  | Administrative Expenses                    | 10.3 - 26 Feb 2020 | Operating Expenses | 591                 |                            |                            | 2,338                          |
| 132001  | Tourism Strategy Grant                     | 10.3 - 26 Feb 2020 | Operating Revenue  |                     |                            | (30,000)                   | 2,338                          |
| 132200  | Tourism Consultancy                        | 10.3 - 26 Feb 2020 | Operating Expenses |                     | 30,000                     |                            | 2,338                          |
| 132281  | Signs - Tourist Information                | 10.3 - 26 Feb 2020 | Operating Expenses |                     | 2,000                      |                            | 2,338                          |
| 132289  | Tourism Expenditure - Other (Minor)        | 10.3 - 26 Feb 2020 | Operating Expenses |                     |                            | (2,000)                    | 2,338                          |

Please refer to the compilation report

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2020**

**NOTE 13  
BUDGET AMENDMENTS**

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

| GL Code | Description              | Council Resolution | Classification     | Non Cash Adjustment | Increase in Available Cash | Decrease in Available Cash | Amended Budget Running Balance |
|---------|--------------------------|--------------------|--------------------|---------------------|----------------------------|----------------------------|--------------------------------|
|         |                          |                    |                    | \$                  | \$                         | \$                         | \$                             |
| 133400  | Building Commission Fees | 10.3 - 26 Feb 2020 | Operating Revenue  |                     | 1,000                      |                            | 2,338                          |
| 133410  | Charges Building Fees    | 10.3 - 26 Feb 2020 | Operating Revenue  |                     |                            | (1,000)                    | 2,338                          |
| 144030  | Parts & Repairs          | 10.3 - 26 Feb 2020 | Operating Expenses |                     | 8,093                      |                            | 2,338                          |
| 144050  | Insurance & Licences     | 10.3 - 26 Feb 2020 | Operating Expenses |                     |                            | (8,093)                    | 2,338                          |
|         |                          |                    |                    | <b>(646,050)</b>    | <b>1,384,560</b>           | <b>(1,382,222)</b>         | <b>2,338</b>                   |

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2020**

**NOTE 14  
EXPLANATION OF MATERIAL VARIANCES**

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

The material variance adopted by Council for the 2019-20 year is \$20,000 or 10.00% whichever is the greater.

| Reporting Program                                 | Var. \$   | Var. %   | Timing/ Permanent | Explanation of Variance   |
|---|-----------|----------|-------------------|---|
|   | \$        | %        |                   |   |
| <b>Revenue from operating activities</b>          |           |          |                   |   |
| General purpose funding - other                   | 1,604,426 | 101.25%  | ▲ Permanent       | Early receipt of FAGS funding and interest on investments was also higher than budgeted   |
| Community amenities                               | (21,192)  | (19.82%) | ▼ Permanent       | The write-off of rubbish removal charges has resulted in this permanent income reduction  |
| Recreation and culture                            | (48,842)  | (16.84%) | ▼ Permanent       | The restrictions on tourist travel due to bio security for COVID-19 has meant retail sales in the Warta shop are under budget for 19/20. Vacant units in the CRC has resulted in actuals of \$44,700 under budget   |
| Transport   | 811,922   | 53.78%   | ▲ Permanent       | Early receipt of FAGS funding Roads Component and final year end audit timing issues refer to Note 11   |
| <b>Expenditure from operating activities</b>      |           |          |                   |   |
| Governance  | 50,594    | 24.30%   | ▲ Permanent       | Many accounts in the governance area have come in under budget. Salaries, FBT expenses, Office Maintenance/Operations, Accounting/Compliance Services, Travelling & Accommodation and Consultancy Fees being the largest contributors.  |
| Health  | 42,598    | 12.85%   | ▲ Permanent       | Reduction in the Environmental Health program is the reason for this variance. Admin expenses to be adjusted for 20/21 budget.  |
| Housing   | 51,911    | 13.59%   | ▲ Permanent       | Maintenance and utilities have both come in under budget for 19/20. Admin allocations is also contributing to this variance and will be considered during 20/21 budget process  |
| Community amenities                               | 201,544   | 25.22%   | ▲ Permanent       | Lack of staff has been the biggest factor for this large variance, salaries and plant op costs are well under budget. Admin allocations will also need to be considered during 20/21 budget process.  |
| Recreation and culture                            | 185,433   | 23.99%   | ▲ Permanent       | Staffing levels in Sport & Rec program has salaries and other staff related expenses in that program down. Purchasing for the Warta Shop also down. COVID-19 having an impact on recruitment and tourism. Gallery & Cultural Centre maintenance are well under budget. With admin expenses to be adjusted for 20/21 budget. |
| Economic services                                 | 54,715    | 41.81%   | ▲ Permanent       | Tourism has been impacted by COVID-19 causing delays to consultancy work. Building inspections have also been affected. Again admin allocations need to be adjusted in 20/21 budget.  |
| <b>Investing activities</b>                       |           |          |                   |   |
| Non-operating grants, subsidies and contributions | (584,999) | (17.51%) | ▼ Permanent       | Income from Federal funding has been deferred until August, this will be included in 20/21 budget   |

# ACTION SHEET

Environmental Health & Building Officer – Philip Swain/Maurice Walsh

**Dates on Site:**

**24<sup>th</sup>-30<sup>th</sup> June 2020**

**Next site visit:**

**TBC**

| Date                       | Subject                              | Action Taken  |
|----------------------------|--------------------------------------|---|
| May/June 2020              | Covid19 Pandemic                     | <p>The WHO has declared the Novel Coronavirus outbreak a global pandemic. The State Government has released its pandemic control measures and various travel restrictions have been put in place. Specific concerns are held for remote communities due to the vulnerable populations in places like Ngaanyatjarra. The biosecurity restrictions imposed for access to remote communities were lifted in early June and I have made arrangements to drive out to the Shire on the 24<sup>th</sup> June 2020 anafter picking up my replacement in Laverton from the Skippers flight. My current contract expired on 31<sup>st</sup> May however I had agreed to continue to provide services for Environmental Health and Development Services, until a replacement could be found. Maurice Walsh is an experienced Environmental Health Officer and Building Surveyor and has now been employed part time by the Shire. I will take the opportunity this week to induct him to the various activities and issues associated with the role and visit as many communities as possible.</p> <p><b>Action: PS to induct new officer and handover equipment.</b></p> |
| 25 <sup>th</sup> June 2020 | Warburton Waste Facilities           | Inspection of Warburton's landfill site and STED (sewerage treatment ponds).  |
| 26 <sup>th</sup> June 2020 | Wingellina                           | <p>Wingellina General Store food business inspection.</p> <p>Wingellina Community Cultural Centre inspection of recent additions to building.</p> <p>Wingellina Community Centre – deliver soap for Trachoma Program.</p> <p>Inspection of Wingellina's landfill site and STED.</p>   |
| 26 <sup>th</sup> June 2020 | Metals x Mine Site                   | Campsite food business inspection.  |
| 26 <sup>th</sup> June 2020 | Papulankutja                         | <p>Blackstone General Store food business inspection.</p> <p>Inspection of Blackstone's landfill site and STED.</p>   |
| 26 <sup>th</sup> June 2020 | Mantamaru Non-Potable Drinking Water | <p>Jameson Community Centre see Community Services Manager.</p> <p>Jameson's drinking water treatment plant - new 3<sup>rd</sup> bore operational to supplement current supply (original 2 bores) and a Reverse Osmosis drinking water treatment unit has been installed and being commissioned.</p>  |

|                                 |                                    |  |
|---------------------------------|------------------------------------|--|
|                                 |                                    | <p>Onsite Engineer advised that the new Reverse Osmosis Treatment unit was currently producing 65% drinking water and 35% going to wastewater. The Shire previously received advice regarding the nitrate levels in the Jameson water supply. The levels exceed the WHO recommendations for adults and consequently residents had been advised not to consume tap water and packaged water is being distributed to all in the community. Inspection of Jameson's landfill site and STED. New pond constructed at STED to receive wastewater (35%) from the Reverse Osmosis drinking water treatment unit.</p> <p><b>Action: EHBO to continue liaison with Department of Health and Ng Council to monitor the safety of the drinking water supply in Jameson.</b></p> |
| 29 <sup>th</sup> June 2020      | Warakurna                          | <p>Warakurna Roadhouse food business inspection.<br/>Warakurna General Store food business inspection.<br/>Warakurna Home and Community Care kitchen food business inspection.<br/>Warakurna Community Centre – provide soap for Trachoma Program.<br/>Inspection of Warakurna's landfill site and STED.</p>   |
| 29 <sup>th</sup> June 2020      | Wanarn                             | <p>Wanarn Aged Care Facility food business inspection.<br/>Wanarn General Store food business inspection.<br/>Wanarn Community Centre - confirm with Community Services Manager cessation of the Shire's refuse collection service.<br/>Inspection of Warakurna's landfill site.</p>   |
| 30 <sup>th</sup> June 2020      | Warburton Work Camp                | <p>Warburton Work Camp food business inspection.<br/>Warburton Work Camp onsite effluent disposal system found to be inoperable.</p> <p><b>Action: EHBO to confirm with Corrective Services that a maintenance contract has been put in place.</b></p> <p>Warburton Home and Community Care kitchen food business inspection.</p>  |
| Due 16 <sup>th</sup> March 2020 | Jameson Store – Improvement Notice | <p>I met the new Managers and completed the six (6) monthly inspection of the store in November. The store was clean and well run. I have issued the Improvement Notice for the resealing or replacement of the coolroom floor and to ensure documented pest control is occurring, as these matters have been outstanding since the last inspection. The Improvement Notice expired on the 16<sup>th</sup> March 2020. I had been unable to inspect the premises as I have delayed my next visit to the community due to the Covid19 outbreak. The premises was unable to be inspected on 26<sup>th</sup> June, with my replacement.</p>   |

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|         |   | <b>Action: EHBO to inspect and confirm works completed August 2020.</b>   |
| Pending | Container Deposit Scheme – for WA   | <p>The implementation of the legislation has been postponed due to the Covid19 pandemic. The State Government will review the situation in August 2020 to determine whether the scheme's new start date will be November 2020 or June 2021. The Shire has previously been advised that collection points in Warburton and Warakurna can be funded through the programme. To date there have been no groups or organisations come forward to run the facilities and advice from the Shire President is that the communities will not take the role on. The Warburton Roadhouse is considering taking on the collection point for that community and I have referred the information for expression of interest to management. Most recently advice relating to potential compensation for the delayed introduction of the scheme has been received and forwarded but is unlikely to have any impact at this stage</p> <p><b>Action: EHBO to follow up investigating other collection options for Warakurna.</b></p>  |
| Pending | Murdoch University – Veterinary Team Visit  | <p>The Vets and Students from Murdoch University have visited Warburton (17<sup>th</sup>-21<sup>st</sup> November) to undertake dog and cat desexing. Ngaanyatjarra Health are covering costs associated with the visit and I have continued to liaise with Ng Health Staff and the local College where the work has been undertaken. The team completed 54 mostly female de-sexings, which helped in controlling the dog numbers in Warburton, that had ballooned in the run up to the surgeries. Ng Health have also now contracted Dr Robert Irving to maintain quarterly visits of communities. The Shire and NG Health have had a recent request from the University for numbers of dogs in Warburton and Warakurna over time. I had some data relating to historical numbers and have forwarded the figures to Murdoch staff. Murdoch University has advised that due to COVID19 their remote surgeries programme has been suspended for the remainder of 2020.</p> <p><b>Action: EHBO to liaise with NG Health regarding dog programme as required. NG Health to arrange future visit when the final report on the 2019 programme is received and organise future scheduling of the team and vet visits.</b></p> |
| Pending | Department of Communities Request to utilise Battery Powered Smoke Detectors in all Community Housing | <p>The Department of Communities had written to the Shire requesting a blanket approval to utilise battery powered smoke detectors in all Community Housing within the Shire. Whilst under the building legislation the Shire can approve the use of these detectors in some circumstance there is serious doubt about the validity of issuing approvals in the</p>   |



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|         |   | <p>way the Department of Communities has requested. The Shire wrote to the Building Commission earlier this year and has received a response advising that whilst the Commission cannot give legal advice, they can recommend an alternative approach to the approvals that compels the Department of Communities to seek a Fire Engineers Report and a Certificate of Design Compliance from a qualified Building Surveyor, as an “alternative building solution for fire safety”. Whilst the Shire will still issue the approval the alternative solution being deemed compliant by independent professionals, subject to conditions, should substantially reduce the liability that the Shire may be assuming if these approvals are granted. I have written to the Department of Communities suggesting the alternative outlined by the Building Commission and received an interim response suggesting that the Shire should approve the use as other Shires have done so. I have written most recently to the Department outlining that applications on this basis will not be approved and the avenue remains open for the Department to pursue approvals as an “alternative building solution”.</p> <p><b>Action: CEO &amp; EHBO awaiting further response from the Department of Communities.</b></p> |
| Pending | Soap Distribution Communities   | <p>Due to the Covid19 pandemic the Shire has been requested to assist with soap distribution, previously made available through the Squeaky Clean Kids Programme. NG Health has been assisting with the distribution and I have advised them and the State that we have a substantial supply of soap still available for distribution within the communities.</p> <p><b>Action: EHBO to continue to liaise with CDA's and NG Health regarding soap distribution.</b></p>   |
| Pending | Issue of Occupancy Certifications for Buildings approved under the 2011 Building Act and the 2012 Regulations | <p>A temporary Occupancy Certificate for the Warburton NG Council Store expired last year. The Store was constructed without compliant toilet facilities and has since had the addition of office space within the stores. Whilst the offices are not of sufficient size to require dual classification (Class 7 &amp; 5) of the building, they still require the construction of a Universal Access Toilet facility. NCAMS have made application to install a facility and an access ramp adjacent to the warehouse, at the rear of the caretakers dwelling on the lot. Once completed the Shire will be able to issue a final Occupancy Permit for the warehouse.</p> <p><b>Action: EHBO to issue Building Permit for the UAT and ramp. EHBO to liaise with NCAMS and arrange the issue of the final OC at the Warburton warehouse when the works are completed.</b></p>   |

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| Pending | Wingellina Community Cultural Centre Additions – Application                          | <p>The application for additions to the Wingellina Community Centre, which will include some minor modification of the existing Septic System, was approved in December. I have sought an update from the Plumbing Contractor in relation to progress with the septic. I am awaiting documentation on the completion of building works and will undertake on site measurements when I visit the site on 27<sup>th</sup> June, in order to issue occupancy and public building approvals.</p> <p><b>Action: EHBO to monitor progress of the building additions and septic and issue occupancy documentation.</b></p>  |
| Pending | New Government Housing Lots 64 & 65 Kurrparu Loop Mantamaru – Septic Approvals issued | <p>I have issued septic installation approvals for two (2) new dwellings in Mantamaru (Jameson) and the houses are now under construction. The systems have been installed but I have been unable to get to site to confirm compliance.</p> <p><b>Action: EHBO to inspect and issue the PTU's</b></p>  |
| Pending | Community Layout Plan Amendment - Shire Depot Storage Facility                        | <p>It was previously determined that the safest location for Shire storage area is the area behind the Shire dwellings adjacent to the Roadhouse. This area has been rezoned in the Community Layout Plan for Warburton. The modifications encompass the existing Shire Office/Gallery and the area behind the existing residential to "Community Purposes" and an area of "Industrial" zoning to enable the secure storage facility to be established. The establishment of the new storage depot can now proceed and the BMO is progressing the fence construction and earthworks. The CEO has also requested the evaluation and costings for the existing sea containers to be utilized to establish a shade structure and storage facility on the lot</p> <p><b>Action: EHBO to liaise with BMO to finalise fence construction and earthworks. EHBO &amp; BMO to evaluate costings for storage facility and shade structure.</b></p> |
| Pending | Wanarn Aged Care – Food Safety Audit  | <p>Following the sudden departure of staff from the facility last year it became necessary to reschedule this audit. The Audit was conducted on 13<sup>th</sup> February. Whilst the Shire facilitates this visit by an approved auditor the costs are charged to, or reimbursed by Ng Health. The audit did identify several non-compliances and hence another audit will need to be conducted in about six (6) months. The new staff are doing an excellent job of re-establishing the food safety plan and getting all recording up to standard. I have been unable to finalise the next audit date due to the COVID19 travel restrictions.</p>   |

|         |   |  |
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|         |   | <b>Action: EHBO to liaise with the NG Health/Auditor to arrange next audit in approximately 6 months.</b>  |
| Pending | Electrical Upgrade – Shire Office and Gallery | <p>The electrical upgrade was undertaken during my visit in early August. There were significant problems experienced by the electricians as much of the original and subsequent wiring hadn't been labelled or done to standard. The buildings have now had RCD protections upgraded to current standards with easy to install replacements which should save on maintenance in the future. There were several items that the CEO most of which have since been completed, with only the outside bunker lighting, which is timer activated, not being functional. The CEO has approved payment of the balance of the original account and I will continue to liaise with NRMS to ensure the outside lighting is functional. I have received a further account for works on the gallery which included sheeting and flashing, which I have requested further clarification on.</p> <p><b>Action: EHBO liaise with NRMS to ensure all electrical systems are operational.</b></p>   |
| Pending | HACC – Facilities                             | <p>In November 2019, I completed the four (4) monthly inspections of the CHSP facilities (Formerly HACC Centres). Whilst the structural improvements, originally required by an Improvement Notices, that were not complied with, have been completed at some sites, the centres still have no compliant food safety plans. The CEO advised the CEO of Ng Council in late 2019, that the Shire would issue infringements in relation to each of the four centres. I have issued infringements for each of the four (4) outstanding plans and for the incomplete structural works at Mantamaru (Jameson) on 31<sup>st</sup> May. It was hoped this infringement action would compel the submission, of a verifiable plan, however I received documentation on 9<sup>th</sup> June and again was unable to confirm that the plan complies with the Australian Food Standards Code. I have spoken to the programme Manager and again discussed the Food Safety Plan requirements. The infringements amount to \$5000 in fines and will fall due on 28<sup>th</sup> June. I will reinspect Mantamaru CHSP premises on 27<sup>th</sup> June to determine if progress with the structural works has been made.</p> <p><b>Action: Shire to pursue fines if not paid by 28<sup>th</sup> June. EHBO to continue to liaise with NG Health to compel the submission of verifiable FSP's and completion of Mantamaru works</b></p> |
| Pending | Community Shade Structure - Warburton         | <p>The structure has been installed near the football field. I have been liaising with the CDEP Coordinator and the Work Camp staff to have local</p>  |

|         |   |   |
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|         |   | <p>workers assist in filling the “gabion” wall (stoned filled metal caged wall) to complete the shade structure as a community project. It has been determined that mesh will need to be fitted to the existing steelwork in order to fill the wall with suitable material. I am currently arranging BMO to do this work and once completed the Work Camp will be undertaking the filling of the wall gradually over several weeks.</p> <p><b>Action: EHBO to liaise with BMO and the Work Camp staff to facilitate filling of the gabion wall in the shade structure.</b></p>  |
| Pending | Warakurna Refuse Service                                      | <p>The Shire ceased refuse services to Warakurna and staff were dismissed in late 2019, due to staff negligence and an inability to supervise staff remotely. I had been liaising with the mobile mechanic to visit Warburton and Wanarn to service vehicles and attend to other matters, but he has since advised that he cannot return to the “lands”. I had offered his services, at the community’s cost, to the Warakurna CSM, to assess the truck for repair. With travel restrictions all mechanical work has been difficult to get done. I will liaise with the CSM regarding the state of equipment and services when I get to Warakurna on 30<sup>th</sup> June.</p> <p><b>Action: EHBO to liaise with CDA at Warakurna to determine state of refuse management within the community.</b></p> |
| Pending | Community Service Summary – Public Health Plan                | <p>The final draft document will present statistical information in a diagrammatic format to assist readers in understanding the Shire’s key public health issues. The consultant had been working on getting existing data into a standardised format but has recently advised that she is unable to complete the project.</p> <p><b>Action: Public Health Plan development to be included in the Corporate Business Plan and baseline report to be finalised for submission to Council.</b></p>   |
| Pending | Tjukurla/Wanarn Community – Waste Issues – Bin Infrastructure | <p>The Shire has enough bin lids and brackets in stock and I was making arrangements to get these to Tjukurla for NG Health staff to install, but NG Health have not been able to progress the installation. Additionally, the bin infrastructure in Wanarn is unsuitable. The Shire currently has a lack of 200 litre bins and I am trying to source cheap options for these as budget is limited. As before, there is limited ability to get the waste sites in Tjukurla and Patjarr modified as there is no machinery available. I will continue to liaise with the Shire Engineer and the Works Supervisor to make some alterations to the sites when equipment allows. I need to clarify what budget is available for bin infrastructure going</p>   |

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|         |   | <p>forward as the current budget has been substantially utilised on repairs to waste vehicles.</p> <p><b>Action: EHBO to arrange bin lids and bins for installation in Tjukurla and removal of 240l wheelie bins and replacement in Wanarn if viable.</b></p> <p><b>EHBO to assess remaining waste budget and liaise with the CEO regarding the bin infrastructure.</b></p> <p><b>EHBO to pursue machinery time/budget for waste site improvements and waste infrastructure.</b></p>   |
| Pending | NG Media Propsed Studio Band Practice & Storage Facility – Warburton Skate Park | <p>I have received a draft proposal for a sea-container type facility proposed to be located at the existing skate park facility in Warburton. The proposal is very conceptual at this stage and I have referred the applicant to NCAMS as there are a number of issues with trying to use the existing sea containers for this type of facility.</p> <p><b>Action: No action pending further information or application from the proponent.</b></p>   |
| Pending | Building Permits Warburton  | <p>The permits for sheds on two different lots in Warburton. Lot 161 Ninth St and Lot 88 Twentieth St were issued in August 2020. One has been completed and the Warehouse Sea Container unit was awaiting roof sheeting. I am awaiting completion certification on the buildings.</p> <p><b>Action: No further action pending building completion notification.</b></p>   |
| Pending | Proposed Telephone Tower Infrastructure Kanpa & Patjarr                         | <p>I have been contacted by consultants engaged to undertake the scoping for the installation of new mobile telephone towers in these communities. The scoping should be completed before Christmas and I have provided advice with respect to the locations and the Community Layout Plans. I am awaiting confirmation of the preferred site locations for the towers and will include any CLP changes in the current proposed amendments, which will be referred to Council before finalisation.</p> <p><b>Action: EHBO to liaise with consultants regarding potential CLP amendments and subsequent Building Permits.</b></p> |
| Pending | Blackstone Waste Site relocation  | <p>There is ongoing dumping and burning of waste in the temporary and old trenches despite these having been pushed over and cleaned up. I have asked the CSM to ensure temporary signage has been installed and final signage is being prepare for the new site by the Warburton College using the art program. The Waste and Building Maintenance Supervisor is liaising with the College and will arrange installation of the signage when it is completed.</p>   |

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|         |  | <b>Action: W&amp;BMS to arrange signage installation when the signs are completed.</b>   |
| Pending | Defrosted and dusty food deliveries to communities by NATS | <p>The Warburton Roadhouse Managers have again lodged complaint about the condition of dry goods that were recently delivered to the “lands”. The product had dirt and dust all through the pallets and boxes. The contract driver has been advised and has responded that the problem won’t occur again. I have again referred the matter to the City of Canning who previously advised that they will follow up at the next inspection. I have had no recent communication with the City.</p> <p><b>Action: No further action pending City of Canning follow up with NATS.</b></p> |
| Pending | Cassini Mine Site – Food Business Inspection               | <p>I have not undertaken the Cassini Inspection, but have liaised with the staff at the site which is now in care and maintenance pending mine construction. As a result the food business operation has been suspended and the few staff on site are self-catering. A reverse osmosis unit has been installed at the site, but staff are using packaged drinking water as the Drinking Water Management Plan is not fully compliant yet.</p> <p><b>Action: No action pending recommencement of food business operation.</b></p>   |
| Pending | Blackstone Police Station – building upgrades              | <p>The Shire has received a copy of the issued building permit for Blackstone Multi-Function Police Facility from the Department of Finance. The shire does not receive plans or details of state government building permits.</p> <p><b>Action: No further action pending construction and completion.</b></p>  |
| Pending | Blackstone Store – Improvement Notice                      | <p>The store is not currently utilising the kitchen area for food handling however, I have previously issued an Improvement Notice for the necessary works to enable some food preparation. The new managers are proposing to do the necessary works and will advise when completed.</p> <p><b>Action: No further action pending kitchen upgrade and/or next inspection</b></p>  |
| Pending | Swimming Pool Sampling and Procedures                      | <p>I have reviewed the previous documentation on the pools and located procedure manuals for the Blackstone and Warakurna pools. I will provide updated manuals for the operation of community pools.</p> <p><b>Action: EHBO to provide updated manuals to pool managers at season startup in October 2020.</b></p>  |
| Pending | Waste Oil Transportation                                   | <p>I have for the last two years now had specific concerns regarding the amount of waste oil (200 litre drums) stored in communities. Most waste oil is from the power stations and there are currently</p>  |

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|         |   | <p>thousands of litres in most communities. There has been some progress with the removal of waste oil progressing in Warburton, via decanting to transportation tanks and being transported out.</p> <p><b>Action: EHBO to monitor waste oil removal from communities.</b></p>  |
| Pending | Building Permit Issued Shade Structure – Lot 93 Thirteenth St Wanarn - Respite Centre | <p>I have received and arranged for the issue of a Building Permit for a shade structure to be installed free standing but adjacent to the new respite centre in Wanarn. The application has been lodged on the online database. The works have now been completed and I am awaiting completion notification.</p> <p><b>Action: EHBO awaiting completion notification</b></p>  |
| Pending | Car Body Removal – Communities  | <p>There are approximately 2000 vehicle bodies in stockpiles at Warburton, Jameson, Blackstone Wingellina, Warakurna and Wanarn. I have again met with Simsmetal staff in Perth to evaluate the possibility of car body removal from the lands. It is hoped that Simsmetal can remove vehicles if transport can be obtained at a viable price. To this end Simsmetal are proposing a cooperative grant application to the Waste Authority later this year to compensate for transport costs. As the vehicles will be removed on behalf of communities any income generated for waste metal will go back to the communities themselves.</p> <p><b>Action: EHBO to liaise with Simsmetal regarding progress of the grant application</b></p> |
| Pending | Warburton Roadhouse – Proposed Caravan Park Extensions                                | <p>The Permit was issued in late July 2018 and all reporting and financial aspects of the application have been addressed. The permit will expire in July 2020.</p> <p><b>Action: EHBO to liaise with Builder and NCAMS during construction of new facilities.</b></p>   |
| Pending | Waste Services Warakurna  | <p>I have discussed the shortcomings of the Warakurna Landfill with the Works Supervisor and he will endeavour to have machinery divert to modify the trench by lifting the floor by 500mm when the contractors are next in the area.</p> <p><b>Action: EHBO to liaise with CSM and WM for machinery time to modify the trench.</b></p>  |
| Pending | New Arts Centre Warakurna   | <p>I have provided advice to the community and services regarding a suitable location for the proposed new arts centre. The lots being investigated are Lot 39 and Lot 109 on the Community Layout Plan. Lot 39 is Zoned Community Purposes under the CLP and the proposed use is compatible. Lot 109 is zoned Recreation and the definitions in the CLP suggest such areas should be allocated to active and passive recreation. Given the unusual shape of</p>   |

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|  |  | <p>the lot, the intention was for it to be a vegetation link running though the community areas. The CLP can be amended relatively easily but if Lot 39 is workable it would seem to be the most compatible location without having to resort to amendment.</p> <p><b>Action: Nil pending further progress of the proposal by community.</b></p> |
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22 June 2020

Mr Kevin Hannagan  
CEO Shire of Ngaanyatjarraku  
**PMB 87 Via KALGOORLIE WA 6431**

Dear Mr Hannagan

**Re: Community Reserve Road Names**

I refer to your correspondence dated 27th March 2020 with regards:

- Rural Road Renaming
- Community Access Road Names; And
- Community Reserve Road Names

Ngaanyatjarra Council Aboriginal Corporation hereby supports and endorses the proposed road name changes in accordance with the recommendations outlined in your letters.

If you require further clarification, please do not hesitate to contact undersigned.

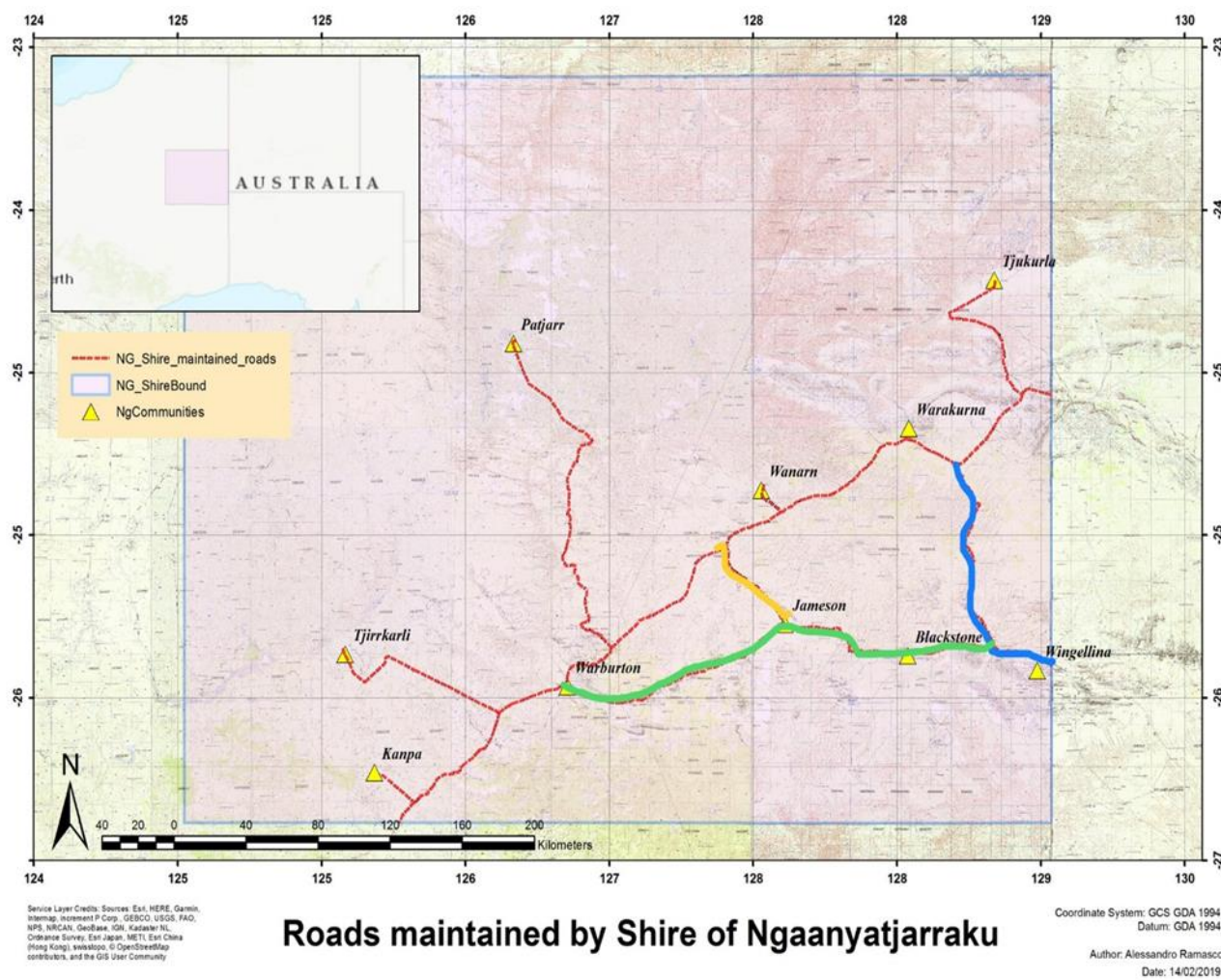
Kind regards

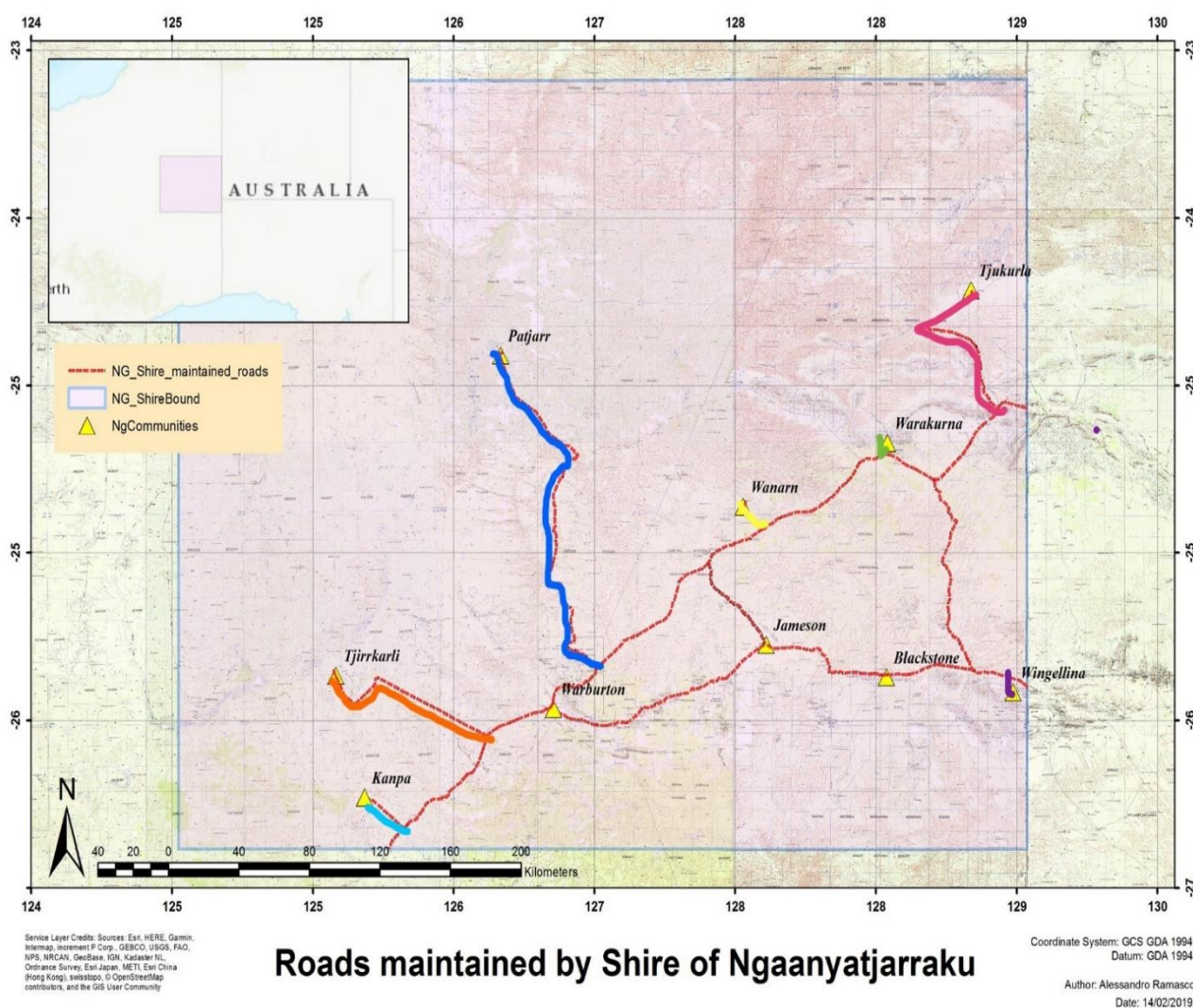
**NGAANYATJARRA COUNCIL**

A blue ink signature of Gerard Coffey, written in a cursive style.

**Gerard Coffey**  
CEO

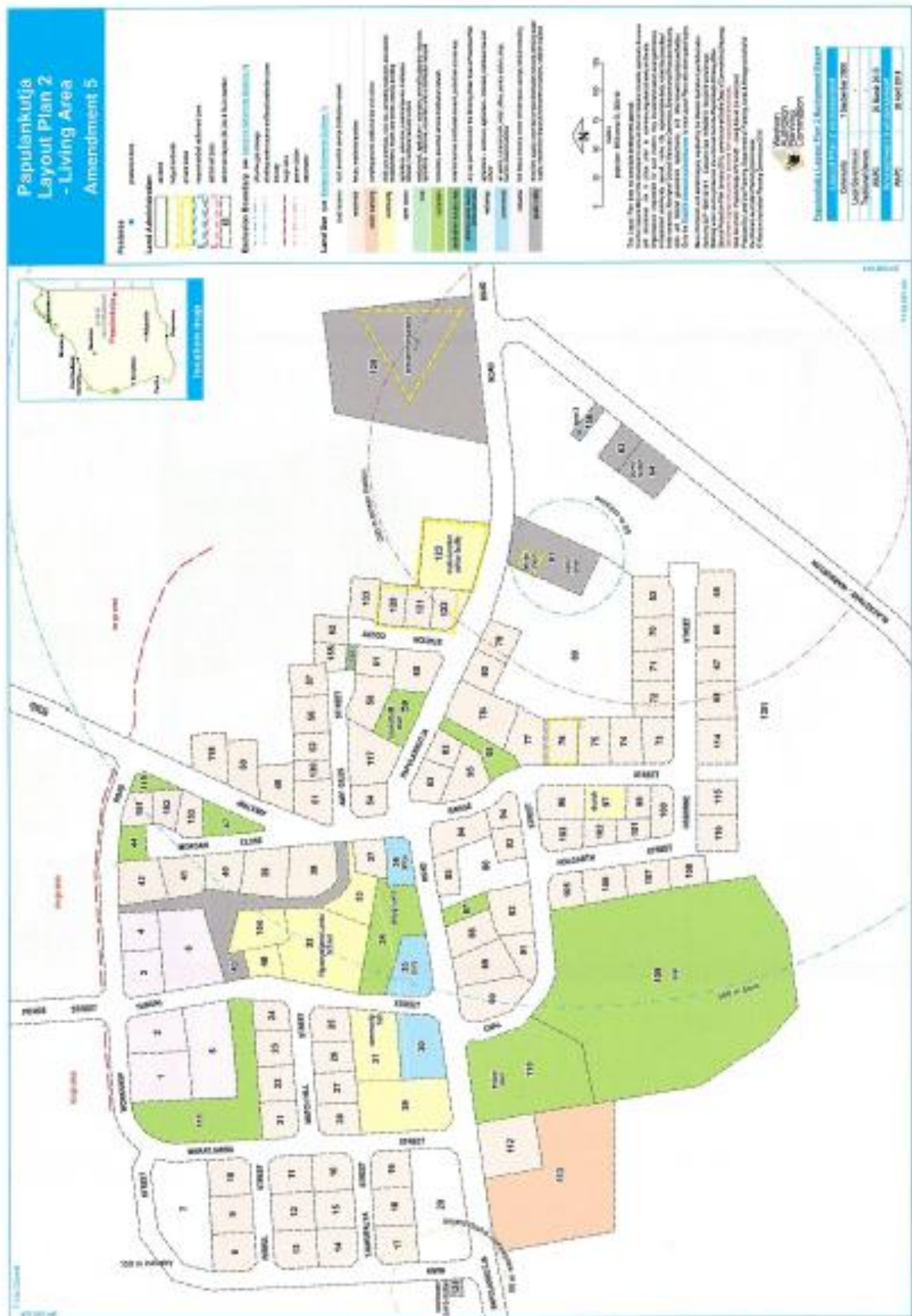
E: [gerard.coffey@ngcouncil.org.au](mailto:gerard.coffey@ngcouncil.org.au)  
P: 0410 347 588

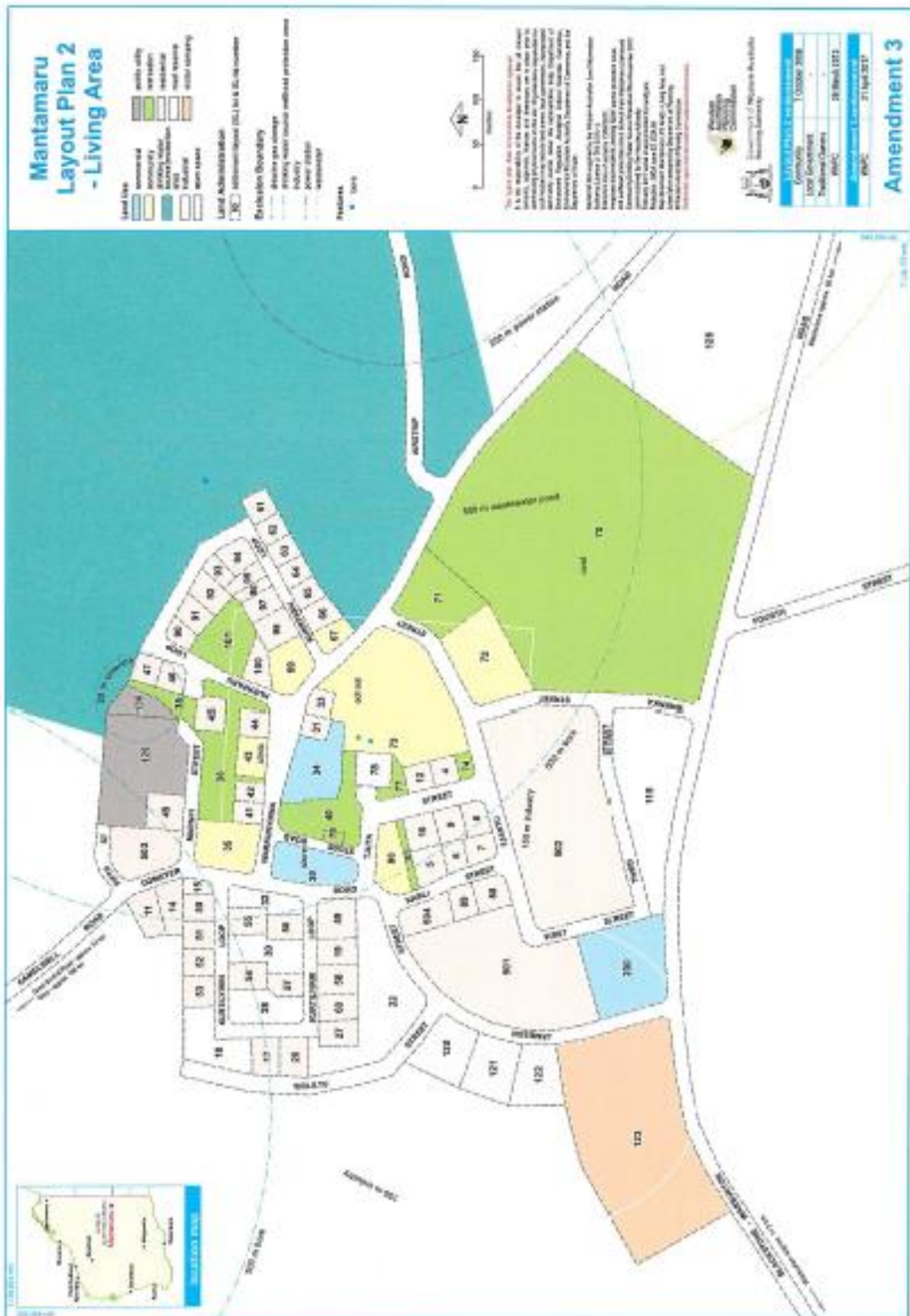










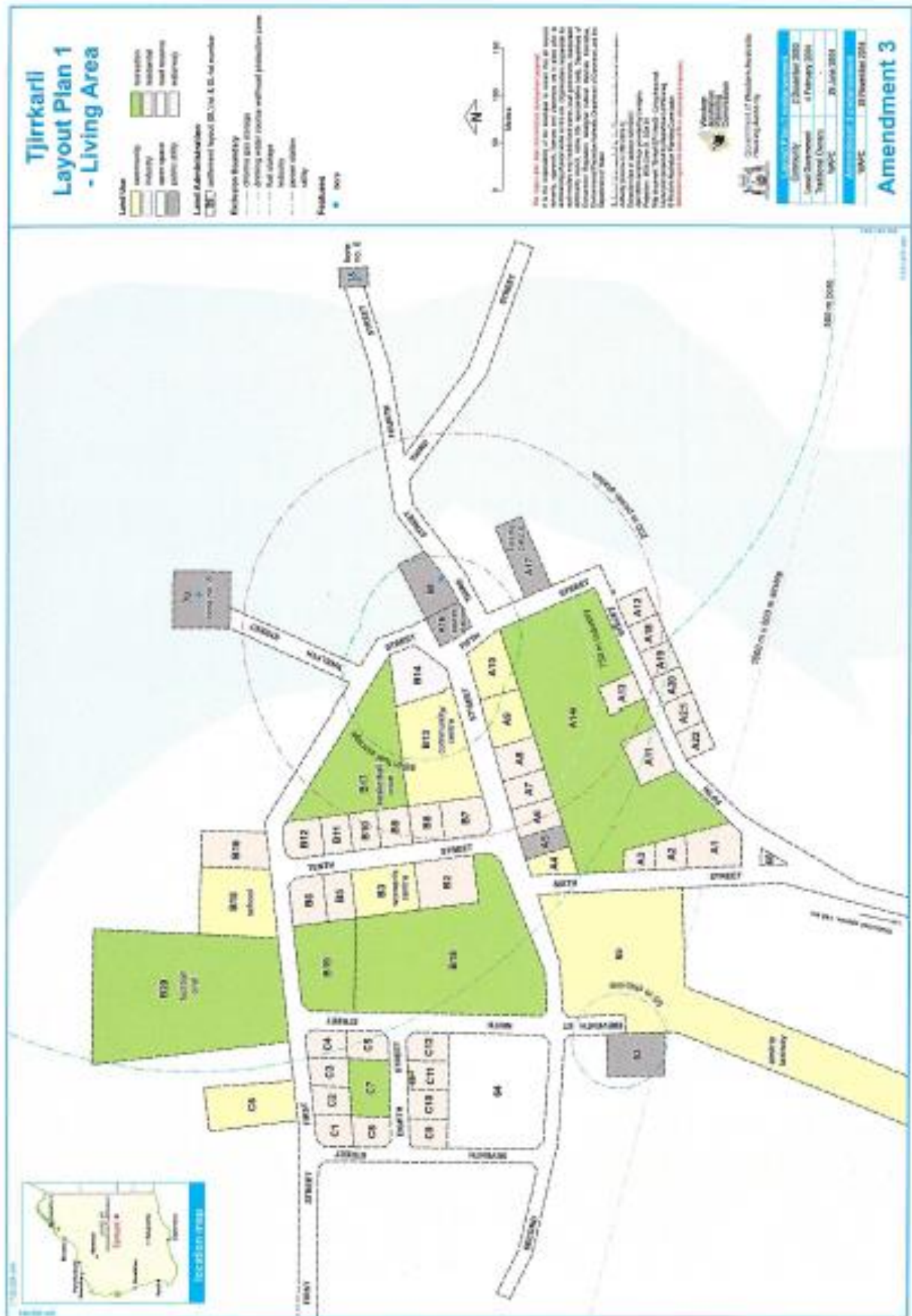


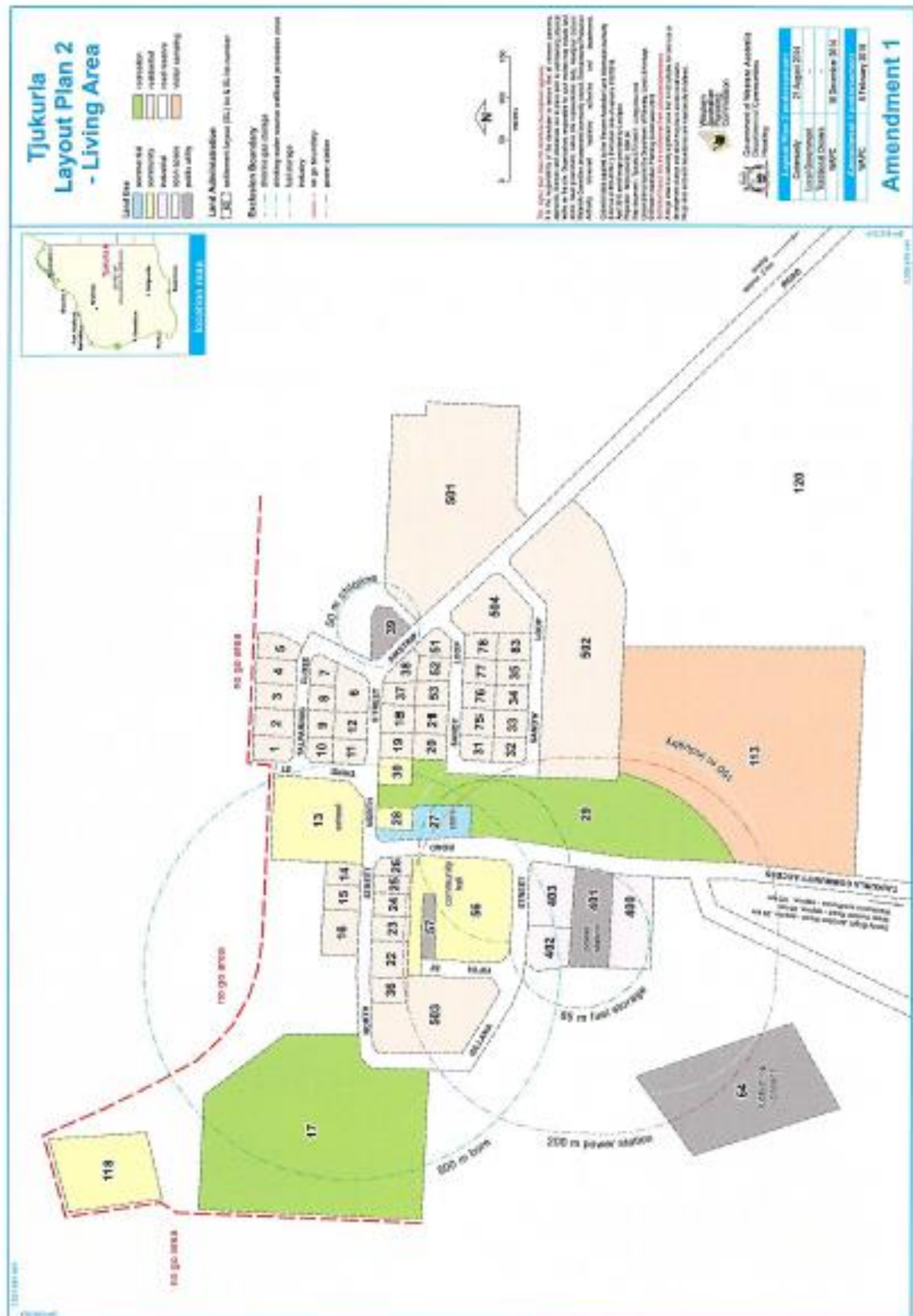


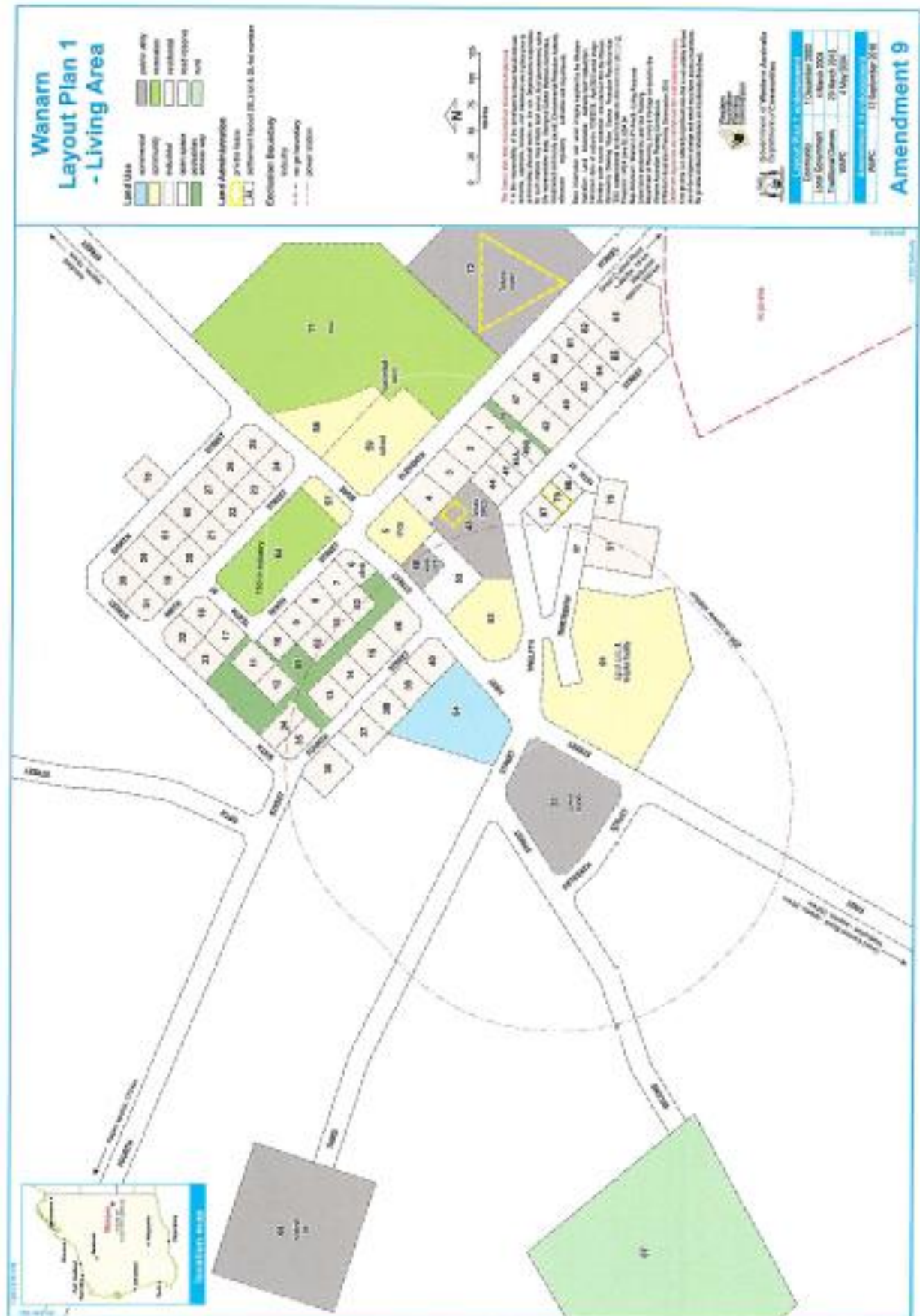
















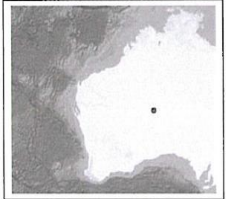






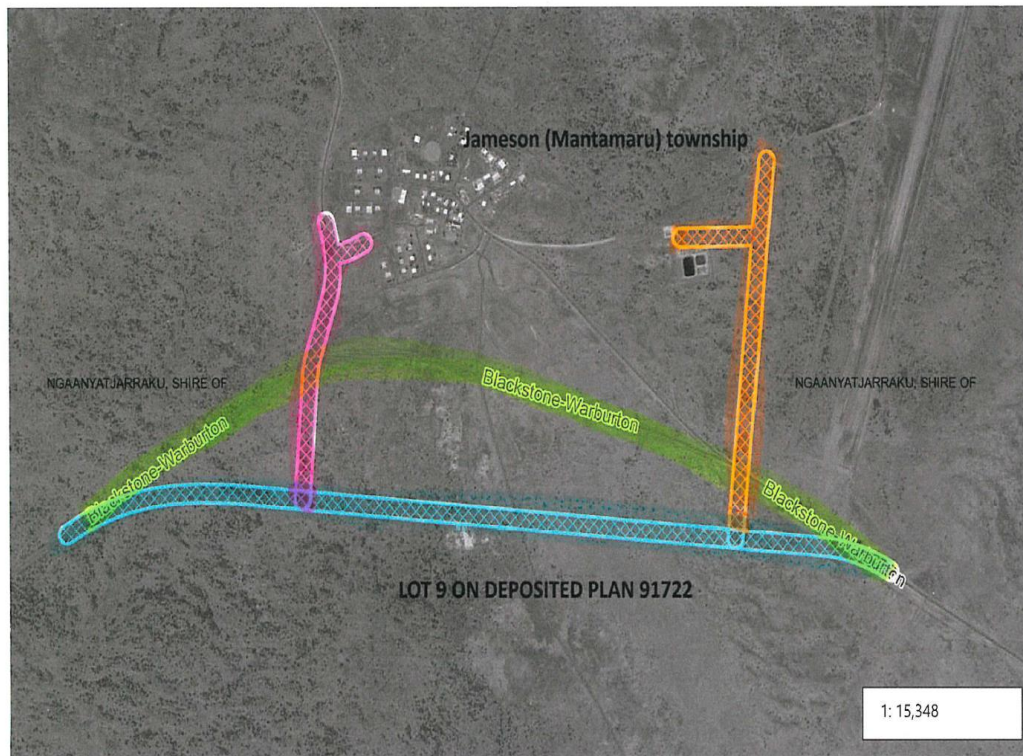
PLAN 1

Plan 8571/2a



## Legend

- ☐ CPS areas approved to clear
- ☐ Local Government Authorities
- Roads - State Roads
- Roads - Major Roads
- Roads - Minor Roads
- ☐ Cadastre



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Officer with delegated authority under Section 20 of  
the Environmental Protection Act 1986

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Government of Western Australia  
Department of Water and Environmental Regulation



PLAN 2.

