



# Shire of Ngaanyatjaraku

ON A JOURNEY

## ORDINARY MEETING OF COUNCIL

### ATTACHMENTS

Tjulyuru Cultural and Civic Centre  
Warburton Community

19 September 2018

1.00 pm

**Insert August Minutes**



August\_2018\_OCM\_  
Minutes.docx

## 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
11 July 2018	OCM	10.2	REVIEW OF 2015/16 INDEPENDENT AUDIT REPORT AND MANAGEMENT REPORT

### Resolution

2. Instructs the Chief Executive Officer to hand-over day to day management of the Shire's administration to the Deputy CEO to enable the CEO to dedicate his whole time to complete the following (before departure on 31 August 2018):

Part	Status Update	% Complete
a) Annual Report 2014/15 by 30 July 2018;	Completed	100
b) Council Minutes July to December 2015 by 25 July 2018;	Completed	100
c) Annual Report 2015/16 by 14 August 2018;	Completed	100
d) Council Minutes July 2016 to June 2017 by 21 August 2018; and	Completed	100
e) Council Minutes July 2017 to May 2018 by 31 August 2018;	Completed	100

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

Part	Status Update	% Complete
a) implement procedures for authorisation and payment of accounts payable (creditors) in consultation with the Shires' Auditor by 31 August 2018;	Awaiting Westpac Bank issue of Payment Tokens. Creditors accounting procedures being amended.	35%
b) implement procedures for authorisation and payment of payroll (employees) in consultation with the Shires' Auditor by 31 August 2018;	Awaiting Westpac Bank issue of Payment Tokens.	35%
c) implement records management procedures in accordance with the Shires' Record Keeping Plan 2016 by 30 September 2018;	IT Systems changed to enable staff to use cloud EDMS	100%

d) undertake a review of the Shire's current financial management practices by 31 October 2018;	Not commenced	
e) provide the Auditor with balanced accounts and financial report for FYE 2016/17 by 30 July 2018;	Provided 17 August due to delays with balancing accounts	100%
f) achieve significant progress on the 2016/17 Audit by 30 September 2018;	Responding to Auditor requests for info	20%
g) complete Annual Report 2016/17 by 31 October 2018, and	Not commenced	
h) commence the 2017/18 Audit by 1 November 2018.	Draft AFS being progressed for Auditor 31 October	10%

Meeting Date	Meeting Type	Report Number	Report Title	
29 August 2018	OCM	11.6	EMPLOYEE ENTITLEMENTS RESERVE	
Resolution			Status Update	% Complete
<p>That Council authorises the Chief Executive Officer to:</p> <ol style="list-style-type: none"> <li>1. Create a new Term Deposit – Employee Entitlements within the Shire's Westpac Account;</li> <li>2. Transfer funds from the Cash Management Account to the new Term Deposit Account for Employee Entitlements as identified in the 2017/18 Annual Financial Statements as outlined in this report; and</li> <li>3. Make annual adjustments to the balance held in the Employee Term Deposit to reflect movements in the liability from one Financial Year End to the next.</li> </ol>			Request made to Westpac to create new Term Deposit Account – await creation.	10%


 Shire of Ngaanyatjaraku  
 ON A JOURNEY

### Compliance / Action Calendar

This list has been compiled as a priority for compliance with the Local Government Act 1995 and associated Regulations and important Functions / Projects to be completed.

Other Acts such as OSH, EEO, etc have not been rigorously reviewed for compliance but major items included.

Other critical / important operational items have also been included.

Activity	Description	Legislation	Section	Notes	Responsible Officer	Progress as at 15 September 2018
Corporate Records	Corporate records on CEO Notebooks to be copied to Shire Server	State Records Act 2000		Data now on Shire W Server	CEO	Completed
Annual Report 2014-15	Annual Report to be accepted by Council	Local Government Act 1995	s5.53 s5.54	Annual. Adopted by Council by 31 Dec or no later than 2 months after the auditor's report becomes available	CEO	to September Council
Annual Report 2014-15	Adoption of Annual Report - Advertise Local Public Notice & hold Electors meeting	Local Government Act 1995	s5.55	Annual	ACEO	
Annual Report 2014-15	Send copies of Annual Report to Department of Local Government			Annual	ACEO	
Annual Report 2014-15	A copy of the annual report is to be placed on the Shire's website			Annual	ACEO	
Roads to Recovery	Quarterly, Annual, etc reports			2015/16, 2016/17 & 2017/18	ACEO	Completed
Update Shire Website	Update content for public information	Local Government Act 1995 and Local Government (Administration) Regulations 1996	s5.25(1)(j) Reg 14	Minutes 2015-2017 and Annual Reports 2015-7 to be completed.	CEO	Completed
Related Party Transactions	New Accounting Standard to be implemented for 2016/17 FYE	Australian Accounting Standards	AASB124	Annual	CEO	Completed
ESL Declaration of Annual Service Levy Billing	Complete Form A - Schedule 4 - ESL Declaration of Annual Service Levy Billing	Fire & Emergency Services Authority of WA Act 1998 FESA Manual of Operations - Section 5	Part 6A Div 5	Annual	CEO	Completed
Disability Access and Inclusion Plan Review	Commence Review	Disability Services Act 1993	s29(7)	5-yearly, next due ?	CEO	
Regional Roads Group	Recoup Funding			As required	ACEO	Up to Date
Regional Road Group and Aboriginal Access Roads	Annual Funding Applications			Annual August (RRG) & October (GC) note - 2017/18 GC not done	ACEO	RRG August completed, GC in progress
Annual Financial Report 2015/16	After the annual financial report has been audited in accordance with the Act the CEO is to sign and append to the report a declaration in the form of Form 1. Send to the Executive Director, DLG within 30 days. Email to annualreport@dlgc.wa.gov.au	Local Government (Financial Management) Regulations 1996	Reg51 (1) Reg51 (2)	Annual	ACEO	Completed
Annual Audit Report 2015/16	Annual Audit Report - OCM Report. A local government is to examine the report of the auditor prepared under section 7.9(1), and any report prepared under section 7.9(3) forwarded to it, and is to — (a) determine if any matters raised by the report, or reports, require action to be taken by the local government; and (b) ensure that appropriate action is taken in respect of those matters.	Local Government Act 1995	s7.12A(3)	Annual	ACEO	Completed
Audit Actions Report 2015/16	A local government is to — (a) prepare a report on any actions under subsection (3) in respect of an audit conducted in respect of a financial year; and (b) forward a copy of that report to the Minister, by the end of the next financial year, or 6 months after the last report prepared under section 7.9 is received by the local government, whichever is the latest in time.	Local Government Act 1995	s7.12A(4)	Annual	ACEO	October
Annual Report 2015/16	Annual Report to be accepted by Council	Local Government Act 1995	s5.53 s5.54	Annual. Adopted by Council by 31 Dec or no later than 2 months after the auditor's report becomes available	CEO	to September Council
Annual Report 2015-16	Adoption of Annual Report - Advertise Local Public Notice & hold Meeting of Electors	Local Government Act 1995	s5.55	Annual	ACEO	
Annual Report 2015-16	Send copies of Annual Report to Department of Local Government	Local Government Act 1995		Annual	ACEO	
Annual Report 2015-16	A copy of the annual report is to be placed on the Shire's website	Local Government Act 1995		Annual	ACEO	
2014/15 Audit Management Letter	Review recommendations for implementation			CEO to review in conjunction with Reg 5 Review	ACEO	
AMP / AMIS	Update for new Fair Valuations, update Renewal Model			Data to align with FV, Balance Sheet & RAMM	ACEO	Awaiting Report from Core
Performance Review	Completion of CEO & Staff Performance Reviews.	Local Government Act 1995	s5.38	Council Policy & CEO Procedure to be implemented and staff PD's / appraisals to be completed.	CEO/Coordinators	PD's updated, Performance Reviews commenced
Great Central Road	Capital Works to construct to MRWA Standards			WML Report received	ACEO	WALGA Vendor Panel for PM to October Council

Fair Value Valuations	Land & Buildings	Local Government Act 1995 Local Government (Financial Management) Regulations 1996	s6.4(2) r17A	3 yearly Review due 2016/17 Accounts	ACEO	Await 2016/17 Audit
Audit 2016/17 Interim	Interim Audit info to be Submitted to Auditor & respond to queries	Local Government Act 1995	s6.4 (3) & s7.12A	Annual	ACEO	Commenced - Draft AFS sent to Auditor
Assessment Notices	Working with Children - Assessment Notices Ensure currency of Assessment Notices for all staff (and volunteers) employed to work with children. Assessment Notice valid for 3-years [s14]	Working With Children (Criminal Record Checking) Act 2004	s22 s23 s24	Annual	F&AC	
Youth Services Review	Review of existing service and future service				ACEO	Core to commence September
Local Government Services Tender	Tender for LG Services to delivery services / projects			WALGA have new suppliers on Vendor Panel	ACEO	
Road Traffic Counters	Counters to be used on roads for grant aquital info etc			3 new councters to be commissioned	Works Officer	
Financial Management Procedures	CEO to undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures	Local Government (Financial Management) Regulations 1996	Reg.5(2)(c)	4-yearly, due 2017	CEO	
Acknowledgment of Receipt Returns (Both Annual & Primary)	On receipt of a return under section 5.75 and 5.76 from a person, the CEO or the Mayor or the President, as the case may be, is to give the person written acknowledgment of having received the return.	Local Government Act 1995	s5.77	As required. Ongoing dependant on staff terminations and elected member terms	CEO	
Audit 2016/17 Final	Financial report to be Submitted to Auditor & respond to queries	Local Government Act 1995	s6.4 (3) & s7.12A	Annual	ACEO	
Annual Financial Report 2016/17	After the annual financial report has been audited in accordance with the Act the CEO is to sign and append to the report a declaration in the form of Form 1. Send to the Executive Director, DLG within 30 days. Email to annualreport@dlgc.wa.gov.au	Local Government (Financial Management) Regulations 1996	Reg51 (1) Reg51 (2)	Annual	ACEO	
Annual Audit Report 2016/17	Annual Audit Report - OCM Report, A local government is to examine the report of the auditor prepared under section 7.9(1), and any report prepared under section 7.9(3) forwarded to it, and is to — (a) determine if any matters raised by the report, or reports, require action to be taken by the local government; and (b) ensure that appropriate action is taken in respect of those matters.	Local Government Act 1995	s7.12A(3)	Annual	ACEO	
Audit Actions Report 2016/17	A local government is to — (a) prepare a report on any actions under subsection (3) in respect of an audit conducted in respect of a financial year; and (b) forward a copy of that report to the Minister, by the end of the next financial year, or 6 months after the last report prepared under section 7.9 is received by the local government, whichever is the latest in time.	Local Government Act 1995	s7.12A(4)	Annual	ACEO	
Annual Report 2016/17	Annual Report to be accepted by Council	Local Government Act 1995	s5.53 s5.54	Annual. Adopted by Council by 31 Dec or no later than 2 months after the auditor's report becomes available	ACEO	
Annual Report 2016/17	Adoption of Annual Report - Advertise Local Public Notice	Local Government Act 1995	s5.55	Annual	ACEO	
Annual Report 2016/17	Send copies of Annual Report to Department of Local Government	Local Government Act 1995		Annual	ACEO	
Annual Report 2016/17	A copy of the annual report is to be placed on the Shire's website	Local Government Act 1995		Annual	ACEO	
Public Notice - OCM Calendar	Advertise Ordinary Council Meetings and Committee Meetings for the next 12 Months	Local Government (Administration) Regulations 1996	Reg 12 (1)	Annual Decmber	ACEO	
Annual Auditor Meeting 2016	Local government is to meet with the auditor of the local government at least once in every year.	Local Government Act 1996	s7.12A(2)	Annual after 2015/16 Audit completed	ACEO	Completed
Local Government Grants Commission Return	Annual Return to be Audited and completed September.			2017/18 Due 30 January 2019	ACEO	
Councillor Training	Develop second round Training Plan for Councillors				CEO	Finalise with DLGSC / WALGA for 2019
2012-13 CLGF Report	Q4 RfR - Early Years Learning Centre			Report to DRD by 16 july	ACEO	Project Aquital completed
Organisation Structure	Update Org Structure with AA			Council Report to adopt	ACEO	Reviews commenced
Strategic Plan / Documents Recommendations	Progress implementation of recommendations from SCP, CBP, LTFF, AMP, AMIS, NAMAFA, WFP, RKP, DRP, RMP, LEMA, Reg17, Reg5, Audit Mgmt Letter			As required	DCEO	
Compliance Audit Return	Due to Audit Meeting Late Feb / Early March Due to OCM March Due to DLG by 31 March	Local Government Act 1995	s7.13(1)(i)	To be done online and signed hard copy to DLG.	CEO	
Public Health Plan	Prepare new PHP as per new act.	Public Health Act 2016	s38	Annual	EHO/CEO	
Strategic Community Plan	Commence desktop review Councillors			2nd Year	CEO / DCEO	Workshop September Council
Local Emergency Management Arrangements (&LERP)	State Risk Project	Emergency Services Act 2005	s41(1)	Liaise DEMC on local risk workshop	CEO / DCEO	FESA workshop with LEMC 2018
Policy Manual	Policy Manual Review			Major Review Feb 2019	CEO / DCEO	
CEO Procedures	Procedures Review			Major Review Feb 2020	CEO / DCEO	
Code of Conduct	Review	Local Government Act 1995	s5,103	Review due 2019	CEO / DCEO	
Customer Service Charter	Review			Biennial	DCEO	

Authorised Officers	Authorised Officers - Purchasing & Requisitions - review listing - remove details of officers who are no longer relevant	Local Government (Financial Management) Regulations 1996	Reg.5	Annual	DCEO/CEO	Re-issued Council Policy re Purchasing to affected staff
Mid-Year budget review	Review to DLGC				CEO / DCEO	Completed
Corporate Business Plan	Commence review after SCP				CEO / DCEO	Council Workshop Sep 19
Long Term Financial Plan	Commence review with CBP				CEO / DCEO	Council Workshop Sep 20
Fringe Benefit Tax Return	The FBT return is lodged electronically to the ATO each year in May	FBT		Annual	CEO	
Performance Review	Completion of CEO & Staff Performance Reviews.	Local Government Act 1995	s5.38	Annual (CEO Oct)	DCEO	
Fair Value	Infrastructure	Local Government Act 1995 Local Government (Financial Management) Regulations 1996	s6.4(2) r17A	3 Yearly Review due 2017/18 Accounts	ACEO	Commenced for 2017/18 AFS awaiting Core Report
Integrity & Conduct Survey	Provide Annual Report to Commissioner for Public Interests Disclosures	Public Interest Disclosure Act 2003	s23(f)	Annual	ACEO	Completed
Annual Budget	Budget draft	Local Government Act 1995	s6.2	Annual	ACEO	Completed
Compliance Audit Report	Compliance Audit Return - update of progress with implementation of remedial Action	Local Government Act 1995	s7.13(1)(i)	As required	CEO	
Sub - Delegation Register	Memorandum by the CEO to Delegated Officers setting their sub-delegation from the CEO.	Local Government Act 1995	s5.44(2)	Annual	CEO	Completed
Annual Returns	Annual (Financial) Returns - distributed to Councillors and designated staff for return Due - 31 August	Local Government Act 1995	s5.76	Annual	CEO	
FOI Annual Statement	FOI Annual Statistical Data - forward to the Commissioner Due July	Freedom of Information Act 1992	s111(3)	Annual	CEO	
Corporate Business Plan	Ensure Budget balances to Annual Budget to be adopted	Local Government Act 1995 & Local Government (Administration) Regulations 1996	s5.56 & Reg 19DA	Annual	DCEO	
Budget Adoption	Budget to OMC for Adoption	Local Government Act 1995	s6.2	Annual by 31 August	ACEO	Completed
Fee & charges	Fees & Charges Review - Council to adopt with Budget	Local Government Act 1995	s6.16	Annual	CEO	Completed
Early Years Learning Centre building extension	Monitor defects for rectifications	DRD CLGF funded		Contract Retention funds to be released	CEO	Completed
Acknowledgment of Receipt Returns (Both Annual & Primary)	On receipt of a return under section 5.75 and 5.76 from a person, the CEO or the Mayor or the President, as the case may be, is to give the person written acknowledgment of having received the return.	Local Government Act 1995	s5.77	Ongoing dependant on staff terminations and elected member terms	CEO	
Annual Budget	Copy of Budget to be provided to the Executive Director of Dept of LG within 30 days of adoption by Council. Email to annualbudget@dlgc.wa.gov.au	Local Government (Fin Mgt) Regs 1996	Reg 33	Annual	CEO	Problem with Dept website
Review OSH	Review of occupational safety and health legislation in relation to risk register (also refer Shire RM Framework)	Occupational Safety and Health Act 1984	s 19	Annual - Develop Risk Register	CEO / DCEO	
Delegation Register - Committees / CEO & Employees / Authorised Officers	Delegation Register - Review - OCM Report	Local Government Act 1995	s5.18 s5.46 s9.10 s9.29	Annual	CEO/DCEO	
Food Report 2017/18	Annual Report - Due 28 October	Food Act 2008	S121	Annual	EHO/CEO	Completed
Tender Register	Check that the tenders register is up to date and available for public inspection	Local Government (Functions & General) Regulations 1996	Reg 17 (1)	Annual	CEO	Compliant
Financial Interests Register	Review and remove details of officers / elected members who are no longer relevant	Local Government Act 1995	s5.88(3)	Annual. Returns to be kept for further 5 years	DCEO	
Gift & Contribution to Travel Register	Update gift / contribution to travel registers with new entries, includes election gifts and notifiable gifts	Local Government Act 1995 and Local Government (Administration) Regulations 1996	s5.62(2) s5.83 Reg.34B	As required	CEO	Compliant
Complaints Register	Complaints officer to maintain a register of complaints regarding breaches of the Act.	Local Government Act 1995	s5.121(1)	Update the document when a complaint is received.	CEO	
Acknowledgment of Receipt Returns (Both Annual & Primary)	On receipt of a return under section 5.75 and 5.76 from a person, the CEO or the Mayor or the President, as the case may be, is to give the person written acknowledgment of having received the return.	Local Government Act 1995	s5.77	As required. Ongoing dependant on staff terminations and elected member terms	CEO / DCEO	As required
Financial Activity Statement Report for OCM	Financial activity statement to council	Local Government (Financial Management) Regulations 1996	Regs 13.3 & 34	Monthly	ACEO	On track
Business Activity / Instalment Activity Statement for Shire	Submit statement to ATO	Australian Tax Office		Monthly by the 21st	CEO	July 18 Completed
Delegation Register - Committees / CEO & Employees / Authorised Officers	Delegation Register - Review - OCM Report	Local Government Act 1995	s5.18 s5.46 s9.10 s9.29	Annual	CEO/DCEO	
Business Continuity Disaster Recovery Plan	Review of Plan			Biennial	DCEO	
Risk management, internal control and legislative compliance	Commence review	Local Government (Audit) Regulations 1996	Reg. 17	Biennial, due 2019	DCEO/CEO	
Record Keeping Plan	Review and submit to State Records Commission - required every 5-years OR when significant change to organisations functions	State Records Act 2000	s28	5 yearly	DCEO	Reviewed 2016
Financial Management Procedures	CEO to undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures	Local Government (Financial Management) Regulations 1996	Reg.5(2)(c)	4-yearly, due 2021	ACEO	



## TAX INVOICE

Ngaanyatjarraku, Shire of  
PMB 87  
KALGOORLIE WA 6630

**Invoice Date**  
31 Jul 2018

**Invoice Number**  
INV-0793 J352 Ng Acting Deputy  
CEO Claim 35 May 2017

Core Business Australia Pty  
Ltd  
PO Box 797  
BUSSELTON WA 6280  
AUSTRALIA

**Reference**  
PO 13642

**ABN**  
89 154 888 883

Description	Amount
Client Order No: PO 13642 Job No: J00352 Name: Deputy CEO Engagement Placement of Kevin Hannagan in the role of Deputy Chief Executive Officer (CEO's Representative) for a period of approximately 1 month.	
Claim 35 as per attached spreadsheet	2,280.00
Subtotal	2,280.00
Total GST 10%	228.00
Invoice Total	2,508.00
Total Net Payments	0.00
<b>Amount Due</b>	<b>2,508.00</b>

**Due Date: 14 Sep 2018**

## PAYMENT ADVICE

EFT payments are preferred

**Payments terms are strictly 14 days**

Core Business Australia Pty Ltd  
BSB: 036122

Acc# 501246

**Customer** Ngaanyatjarraku, Shire of  
**Invoice Number** INV-0793 J352 Ng Acting Deputy CEO  
Claim 35 May 2017

**Amount Due** 2,508.00

**Due Date** 14 Sep 2018

**Amount Enclosed**

Enter the amount you are paying above





## TAX INVOICE

Ngaanyatjarraku, Shire of  
PMB 87  
KALGOORLIE WA 6630

**Invoice Date**  
31 Aug 2018

**Invoice Number**  
INV-0800 J598 NG Youth Services  
Review

**Reference**  
PO 16406

**ABN**  
89 154 888 883

Core Business Australia Pty  
Ltd  
PO Box 797  
BUSSELTON WA 6280  
AUSTRALIA

Description	Amount
Client Order No: Job No: J00598 Name: Review of Youth Services	
Claim 1 as per attached spreadsheet	2,260.00
Subtotal	2,260.00
Total GST 10%	226.00
Invoice Total	2,486.00
Total Net Payments	0.00
<b>Amount Due</b>	<b>2,486.00</b>

**Due Date: 14 Sep 2018**

## PAYMENT ADVICE

EFT payments are preferred

**Payments terms are strictly 14 days**

Core Business Australia Pty Ltd  
BSB: 036122

Acc# 501246

**Customer** Ngaanyatjarraku, Shire of  
**Invoice Number** INV-0800 J598 NG Youth Services  
Review

**Amount Due** 2,486.00

**Due Date** 14 Sep 2018

**Amount Enclosed**

Enter the amount you are paying above



**Australian Government**

**Department of Infrastructure, Regional Development and Cities**

*File Reference: 08/11867*

Mr Kevin Hannagan  
Acting Chief Executive Officer  
Shire of Ngaanyatjarraku  
PMB 87  
KALGOORLIE WA 6431

Dear Mr Hannagan

**Roads to Recovery**

I refer to your recent discussions with the Department of Infrastructure, Regional Development and Cities about the Shire of Ngaanyatjarraku's Roads to Recovery expenditure maintenance breach in 2015-16.

I have noted that your own source expenditure in 2016-17 has more than made up the shortfall in 2015-16. Therefore, on behalf of the Minister and in accordance with subsection 91(1)(a) of the *National Land Transport Act 2014*, I have decided to exempt the Shire of Ngaanyatjarraku from the conditions set out in Part 3 of the Roads to Recovery funding conditions in respect of council's own source expenditure for 2015-16.

You are entitled to receive Roads to Recovery funds in the normal way. We will monitor your own source expenditure this financial year as part of the annual reporting process. We look forward to working with you to achieve the outcomes intended for the Roads to Recovery Program.

Council should ensure that it spends at least \$464,142 each financial year from its own sources. If there are any future breaches of the expenditure maintenance conditions, the Council could be required to repay some of the funding provided under the 2014-19 Roads to Recovery Program (see Part 8 of the Funding Conditions).

If you wish to discuss this matter, please contact Allan Chisholm on 02 6274 7466.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Sarah Leeming', with a long horizontal line extending to the right.

Sarah Leeming  
General Manager  
South East Infrastructure Investment

14 September 2018

**Attachment 10.8(a)**

**Attachment 10.8(b)**

**To be tabled at meeting**



WESTERN AUSTRALIAN  
Electoral Commission

LGE 282

Mr Kevin Hannagan  
Acting 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 10 September 2018 in which you advised of the resignation of Councillor Beverly Thomas and your subsequent request to seek my agreement that the vacancy remain unfilled until the October 2019 ordinary elections.

I have considered the information provided in your correspondence and advise that approval is given under section 4.17(4A)(a) of the *Local Government Act 1995* to defer filling the vacancy until the October 2019 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 be 'D. Kerslake', written over a horizontal line.

David Kerslake  
**ELECTORAL COMMISSIONER**

11 September 2018

<b>SHIRE OF NGAANYATJARRAKU – PAYMENTS LISTING, AUGUST 2018</b>			
<b>Date</b>	<b>Code</b>	<b>Description</b>	<b>Credit</b>
01/08/2018	15	WESTPAC BANK Transaction fees - July 2018	-60.00
02/08/2018	44	SHIRE OF LEONORA Northern Goldfields Tourism brochure - NG share of production/distribution costs	-809.55
02/08/2018	719	CITY OF LIGHTS VIDEO & MULTIMEDIA PRODUCTIONS Making Warta Shop online store live	-990.00
02/08/2018	866	MODERN TEACHING AIDS Activity resources & equipment for NG Lands Playgroups program	-672.98
02/08/2018	1015	BUNBURY TOYOTA Supply replacement service book Prado 1EBO496	-74.20
02/08/2018	2018	Laverton Supplies Secure parking for PEHO Vehicle in Laverton 23/7/18 - 9/8/18	-170.00
02/08/2018	2069	ANGELICA MCLEAN Diesel for Shire Youth Team trip to Freygon	-260.00
02/08/2018	50	TELSTRA CORPORATION LTD Phone & data charges - July 2018	-1813.01
02/08/2018	186	GOLDFIELDS TOYOTA Check cruise control on EHO Vehicle KBC591L	-77.00
02/08/2018	217	KEY FACTORS PTY LTD (BREAKAWAY) Roadworks plant hire Warb/Wingellina Rd SLK 201 - 210	- 108978.10
02/08/2018	253	GLOBETROTTER CORPORATE TRAVEL Airfares PER-LA DCEO Kevin Hannagan	-521.50
02/08/2018	262	Mr C L PAGET Reimburse leave airfares C.Paget & family as per employment contract Reimburse meal expenses Perth work July	-3642.41
02/08/2018	334	STAPLES AUSTRALIA (PREV. CORPORATE EXPRESS) Stationery & supplies for Shire office	-1110.68
02/08/2018	361	PIVOTEL SATELLITE PTY LTD Satphone charges July-August 2018	-450.00
02/08/2018	538	PERFECT COMPUTER SOLUTIONS PTY LTD Monthly fee for monitoring Shire disaster recovery options	-85.00
02/08/2018	2070	Renata West Purchase of artworks for Warta Shop	-400.00
02/08/2018	2071	Phillipa Butler Purchase of artworks for Warta Shop	-200.00
03/08/2018	357	COMMONWEALTH BANK OF AUSTRALIA CBA Merchant & POS fees - July 2018	-88.75
06/08/2018	30	LEONORA ROADHOUSE Fuel for SWIM team vehicles	-481.74
06/08/2018	2068	KEVIN HANNAGAN Reimb airfare for DCEo K Hannagan Melb - Perth	-448.53
06/08/2018	37	NATS 4 Vax vacuum cleaners for staff accom	-827.13
06/08/2018	40	NGAANYATJARRA SERVICES (ABORIGINAL CORPORATION) Oil for Shire slasher	-56.27
06/08/2018	48	SUCCESS PRINT Business cards for Kiara Jones	-120.00
06/08/2018	59	WARBURTON ROADHOUSE 2 x batteries for Rubbish Truck 1BDI882	-6230.02
06/08/2018	60	WARBURTON STORE Contribution for NAIDOC week	-1353.75
06/08/2018	147	AUSTRALIA POST Australia Post mail service charges July 2018	-7.95
06/08/2018	334	STAPLES AUSTRALIA (PREV. CORPORATE EXPRESS) Stationery & supplies for Shire office	-23.61
06/08/2018	998	AGRIZZI FARM MACHINERY Seals for Shire slasher	-34.25
06/08/2018	15	WESTPAC BANK Credit Card Trans - CEO C.Paget	-4254.63
06/08/2018	894	BUNNINGS GROUP LTD Supplies for E/H Program	-1498.43
08/08/2018		Payroll Direct Debit Of Net Pays Payroll Direct Debit Of Net Pays	-61464.67
08/08/2018	54	WA SUPER Payroll deductions	-5145.71
08/08/2018	2038	NETWEALTH SUPER ACCELERATOR PERSONAL Superannuation contributions	-231.24
08/08/2018	2055	BT Super for Life Superannuation contributions	-97.56
08/08/2018	1034	AUSTRALIAN SUPER Superannuation contributions	-105.48
08/08/2018	5	BT SUPER Superannuation contributions	-461.87
08/08/2018	740	HOST PLUS Payroll deductions	-646.22
08/08/2018	2065	VISION SUPER Superannuation contributions	-1148.55

08/08/2018	45	SHIRE OF NGAANYATJARRAKU Reimburse petty cash float - Warta Shop art+craft purchases for resale	-2390.00
08/08/2018	355	LALLA WEST Purchase paintings for Warta Shop resale	-900.00
08/08/2018	2070	Renata West Purchase paintings for Warta Shop stock	-250.00
08/08/2018	2072	Elizabeth Holland Purchase of paintings for Warta Shop	-80.00
08/08/2018	2075	NANCY CARNEGIE Purchase paintings & woven tjanpi animals for Warta Shop resale	-550.00
13/08/2018	37	NATS Tyres for Shire Navaras	-4590.78
13/08/2018	40	NGAANYATJARRA SERVICES (ABORIGINAL CORPORATION) Service on EHFSO Navara 1EKV323 Tyres replaced on 1EKV323	-1707.37
13/08/2018	95	WARAKURNA STORE Food supplies for Youth School Hols prgm	-74.25
13/08/2018	217	KEY FACTORS PTY LTD (BREAKAWAY) Roadworks plant hire Giles/Malga Park Rd SLK 119.05 - 127.40	-113467.20
13/08/2018	309	NGAANYATJARRA HEALTH SERVICE (ABORIGINAL CORP) Mooditj Traing course for Youth Team	-700.00
13/08/2018	538	PERFECT COMPUTER SOLUTIONS PTY LTD Set up new computers + IT assistance	-382.50
13/08/2018	785	IT VISION AUSTRALIA PTY LTD ITV monthly BPMS payroll, financial processing+rates service fee July 2018	-9543.96
13/08/2018	830	ROWAN SHINKFIELD Build cage at Lot 255 Warburton Rear	-2200.00
13/08/2018	2022	PAXON GROUP SON4900 prep of financial statements for June 2018 plus BAS for June 2018	-1815.00
15/08/2018	45	SHIRE OF NGAANYATJARRAKU Shire fleet vehicle licences registration renewals 2018-2019 year - B9564	-13333.20
16/08/2018	40	NGAANYATJARRA SERVICES (ABORIGINAL CORPORATION) Tyre fit on Youth Troopy 1DMW389	-55.00
16/08/2018	57	WARAKURNA ROADHOUSE Fuel for Youth Services Troopy 1EYN112	-618.23
16/08/2018	58	WARBURTON COMMUNITY INC Reimburse community for monies paid to artists for artwork for Warta Shop	-1260.00
16/08/2018	217	KEY FACTORS PTY LTD (BREAKAWAY) Roadworks plant hire Giles/Malga Park Rd SLK 119.05 - 127.40	-99279.40
16/08/2018	221	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION WALGA membership & services subscriptions for Shire of Ngku 2018/19	-17634.82
16/08/2018	941	NGAANYATJARRA COUNCIL REGIONAL HOUSING PROGRAM Repairs after breakin at Comm Resource Centre	-2568.73
16/08/2018	2018	Laverton Supplies Diesel fuel EHO Landcruiser KBC591L	-176.20
20/08/2018	40	NGAANYATJARRA SERVICES (ABORIGINAL CORPORATION) Rental of staff house Lot 154 Warburton *August 2018	-4050.60
20/08/2018	53	LANDGATE Mining tenements schedule M2018/6 update & supply	-78.00
20/08/2018	90	LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE Local Government analytical services for 2017-18	-504.90
20/08/2018	538	PERFECT COMPUTER SOLUTIONS PTY LTD 2 hrs of IT assistance to Shire staff	-340.00
20/08/2018	579	IBIS STYLES HOTEL KALGOORLIE Accommod EHFSD Michael Cooke 15/08/2018	-596.00
20/08/2018	902	GEOFFREY RAYMOND HANDY Reimb accom for K Hannagan in Uluru Corporate c/c was full	-520.00

20/08/2018	2026	JLB PHOTOS Cloud servs and SD card for sec cams Early Years Learning Centre Warbo	-361.00
20/08/2018	2039	DEPT OF COMMERCE - BUILDING COMMISSION Building Services Levy collections & remittance January to July 2018	-6747.29
21/08/2018	95	WARAKURNA STORE Food/Drinks for Youth Program	-146.50
21/08/2018	241	DESERT INN HOTEL Accom + Meal EHFSSO M Cooke 16/08/2018	-130.00
21/08/2018	810	HART SPORT Equipment for Shire sports program	-1781.20
21/08/2018	1105	Philip Swain Reimburse taxi fares EHO P Swain Phil Swain	-210.94
21/08/2018	2018	Laverton Supplies Diesel fuel EHO Landcruiser KBC591L	-300.10
21/08/2018	2068	KEVIN HANNAGAN Accom Melb Airport due to Flight delay	-270.00
21/08/2018	2073	Kevin Hannagan Westpac Visa Flights accom etc, DCEO	-2240.02
22/08/2018		Payroll Direct Debit Of Net Pays Payroll Direct Debit Of Net Pays	-66407.20
22/08/2018	54	WA SUPER Payroll deductions	-5600.36
22/08/2018	2038	NETWEALTH SUPER ACCELERATOR PERSONAL Superannuation contributions	-231.24
22/08/2018	2055	BT Super for Life Superannuation contributions	-336.22
22/08/2018	1034	AUSTRALIAN SUPER Superannuation contributions	-61.38
22/08/2018	5	BT SUPER Superannuation contributions	-245.84
22/08/2018	740	HOST PLUS Payroll deductions	-686.83
22/08/2018	2065	VISION SUPER Superannuation contributions	-1761.30
22/08/2018	54	WA SUPER Superannuation contributions	-2729.92
22/08/2018	262	Mr C L PAGET Reimburse leave airfares C.Paget & family as per employment contract	-3543.38
23/08/2018		To record Business Activity Statement for the Month of July 2018	-8394.00
23/08/2018	931	SOUTHERN WORKWEAR & AMMUNITION Staff Uniforms plus embroidery of Logo 50% pre-payment	-2235.14
24/08/2018	45	SHIRE OF NGAANYATJARRAKU Reimburse petty cash float - Warta Shop artworks & artefacts purchases for resale	-2490.00
24/08/2018	355	LALLA WEST Purchase of artwork for Warta Shop	-200.00
27/08/2018	37	NATS Winscreen and Qtr panel window for Youth Troopy 1EJN112	-1045.26
27/08/2018	2074	JOY MCGINLEY Reimbursement of pre-employment medical & police clearance	-268.80
27/08/2018	40	NGAANYATJARRA SERVICES (ABORIGINAL CORPORATION) Service/repairs Ford Ranger 1CRP311 Rotate tyres on Ranger	-585.95

27/08/2018	217	KEY FACTORS PTY LTD (BREAKAWAY) Roadworks plant hire Giles/Malga Park Rd SLK 119.05 - 127.40	- 110124.30
27/08/2018	579	IBIS STYLES HOTEL KALGOORLIE Accom and Emmanuel Ribeiro 17/8/18 - 23/8/18	-822.00
27/08/2018	812	Mrs A L SHINKFIELD Reimb Early Year coordinator internet connection charges May 18 to July 18	-249.90
27/08/2018	941	NGAANYATJARRA COUNCIL REGIONAL HOUSING PROGRAM Repairs at Lot 104 RHS	-1852.26
27/08/2018	1023	NATIONAL SAFETY SOLUTIONS P/L PPE for E/H and Municipal Staff	-785.40
27/08/2018	2008	MOORE STEPHENS (WA) Pty Ltd Audit certification Royalties for Regions CLGF 2012-13 End of life report	-3850.00
27/08/2018	2018	Laverton Supplies Vehicle storage for EHO Landcruiser KBC591L 18/8 - 6/9/18	-210.00
29/08/2018	4	A BATES Ord Council meeting fee 29 August '18	-200.00
29/08/2018	2049	DEBRA FRAZER Ord Council meeting fee 29 August '18	-200.00
29/08/2018	26	DAMIAN MCLEAN Ord Council meeting fee 29 August '18	-400.00
29/08/2018	50	TELSTRA CORPORATION LTD Phone & data charges - August 2018	-1809.52
29/08/2018	95	WARAKURNA STORE Padlock plus cleaning products for DIC - Warakurna Youth Program	-190.00
29/08/2018	217	KEY FACTORS PTY LTD (BREAKAWAY) Roadworks plant hire Giles/Malga Park Rd SLK 119.05 - 127.40	-98904.30
29/08/2018	355	LALLA WEST Ord Council meeting fee 29 August '18	-200.00
29/08/2018	361	PIVOTEL SATELLITE PTY LTD Satphone charges August - Sept 2018	-450.00
29/08/2018	473	PRESTON THOMAS Ord Council meeting fee 29 August '18	-200.00
29/08/2018	696	CHART AIR Airfare KAL-WBR E Ribeiro 23/8/18	-361.45
29/08/2018	45	SHIRE OF NGAANYATJARRAKU Reimburse petty cash float - Warta Shop art+craft purchases for resale	-2540.00
29/08/2018	45	SHIRE OF NGAANYATJARRAKU Reimburse petty cash float - Warta Shop art+craft purchases for resale	-2390.00
31/08/2018		Payroll Direct Debit Of Net Pays Payroll Direct Debit Of Net Pays	-99710.97
		<b>Total</b>	- <b>919,166.90</b>





SHIRE OF NGAANYATJARRAKU - Business banking

Approval

Notifications

Sign Out

- Overview
- Payments
- Services & preferences
- Administration
- Business Hub
- Products

## Your accounts

Edit view



Transfer funds

Make a payment

Does your business transact internationally? View your balance in a different currency today.

Learn more

Westpac Business One Flexi  
036-016 831911

\$2,919,714.65  
Available \$2,918,307.85

Westpac Business One  
036-016 831946

\$0.00

BusinessChoice Visa Everyday Credit Card  
xxxx xxxx xx18 5736

-\$1,419.78  
Available \$3,768.40

Term Deposit  
036-016 140221

\$227,488.05

Term Deposit  
036-016 167993

\$6,775.15

Upcoming payments

There are no payments to display.

New in Westpac Live

Discover new features designed to help you better manage your business banking

Learn more

Open a new Westpac account

Do more on your Overview

Payment approvals

No payments awaiting approval

Tenement Register

**Register for Tenement E 69/3068**

Identifier:

E 69/3068

**Status:** Dead  
**Area:** 20 BL  
**Markout:**  
**Received:** 11/06/2012 08:30:00  
**Term Granted:** 5 Years  
**Commence:** 14/11/2013  
**Expiry:** 13/11/2018  
**Death:** Forfeited 08/06/2018 12:00:00

**Rent Status**

**Due for Year End 13/11/2018:** N/A  
**Rental Next Year End:** N/A

**Expenditure Status**

**Expended Year End :** N/A  
**Current Year Commitment:** \$17,500.00

Holders	Description	Relationships	Survey	General	Shire	Grant	Conditions
Dealing	Payments	Expenditure	Combined Reporting	Bond	Map	Native Title	Documents

[Current Holders](#)
[Holder Changes](#)
[Applicants On Receipt](#)

<b>Organisation</b>	MYSTICINN RESOURCES PTY LTD	100/100
<b>ACN</b>	600 111 082	<b>ABN</b> 52 600 111 082
<b>Principal Place of Business Details</b>		
<b>Address</b>	SAME AS CORRESPONDENCE	
<b>Designated Tenement Contact (Correspondence Details)</b>		
<b>Address</b>	1 DEE ROAD, APPECROSS, WA, 6153	



Shire of **Ngaanyatjaraku**  
ON A JOURNEY

<b>SHIRE OF NGAANYATJARRAKU - WARTA SHOP</b>				
<b>Stock On Hand 30th June 2018</b>				
	<b>Item Description</b>	<b>\$</b>	<b>QTY</b>	<b>Total Value \$</b>
	Local Stones-Painted	3.00	11	\$ 33.00
	CD - Assorted Music Local Bands	17.00	191	\$ 3,247.00
	DVD - Ngaanyatjarra Turlku	28.00	10	\$ 280.00
	DVD - Yabu Band	28.00	6	\$ 168.00
	Postcard - Tjulyuru Cultural Centre	1.00	1,680	\$ 1,680.00
	Postcard - Youth Arts	1.00	916	\$ 916.00

# ACTION SHEET

Health & Building Officer – Philip Swain

**Dates on Site: 9-16 August 2018**

**Next site visit: 6-14 September 2018**

Date	Subject	Action Taken
August 2018	Waste Collection Jameson	<p>The Shire has advertised a position at Jameson for a waste collection worker due to the lack of regular refuse collection in the community. Administration is continuing to liaise with the CSM to ensure basic refuse collection is occurring.</p> <p><b>Action: Administration attempting to replace staff and improve servicing for waste collection in Jameson.</b></p>
10 August 2018	Dog De-Sexing Programme – Murdoch University	<p>I have been contacted by Veterinary Staff at the Murdoch University with a view to bringing the final year Veterinary students to the “lands” for a surgical programme in November. It is hoped that the programme can be run in Warburton and Warakurna over a 7 day period. The EHFSO is liaising with Murdoch and Ng Health EH Workers in Warakurna to progress the visit</p> <p><b>Action: PS and EHFSO to liaise with Murdoch University for veterinary visit in November</b></p>
16 August 2018	Goldfields Regional Health Planning Forum AEH Subcommittee - Kalgoorlie	<p>I attended the quarterly meeting of the subcommittee with the EHFSO which included presentation from Housing WA following the workshop several months ago. Housing are in the final stages of enabling service providers to identify maintenance issues (currently only tenants can raise these) which should lead to improved maintenance reporting and response and substantial savings with maintenance of community housing. Other programmes include ongoing awareness programmes about Trachoma and the Squeaky Clean Kids Programme</p> <p><b>Action: PS and EHFSO to continue to assist implementation of Forum initiatives in cooperation with goldfields Health the Department of Health EH Branch and Ng Health.</b></p>
17 August 2018	Advice Blackstone and Warakurna Communities to Staff Swimming Pools	<p>The Shire has written to these two communities requesting that they make arrangements to staff the swimming pools for the coming season and offering assistance with respect to the various compliance issues that need to be addressed for the pools to operate.</p> <p><b>Action: PS to liaise with CSM's to ensure appropriate staffing and operation of the pools can be achieved.</b></p>

August 2018	Swimming Pool Sampling and Procedures	<p>I have reviewed the previous documentation on the pools and located procedure manuals for the Blackstone and Warakurna pools. I will provide updated manuals in conjunction with the Youth Services review and the staffing of community pools being resolved.</p> <p><b>Action: PS to provide updated manuals to pool managers. Pool Managers to open facilities when weather is suitable.</b></p>
August 2018	Wild Dog Issues – Cassini Minesite and Warakurna Community	<p>Whilst predominantly a Land Management issue the Shire has been trying to assist with the control of wild dogs at these two locations. In recent months the problems have become substantially worse, with a potentially serious attack in Warakurna where a resident at the Roadhouse was trying to protect her own animals. Myself and the EHFSO are currently liaising with the Shire's Veterinarian, Agriculture WA and various agencies with a view to eradication of wild dogs around communities. Cassini Resources have requested the Shire's assistance with control due to a substantial problem at their site 30km south of Jameson. It is hoped that Land Management can take the lead on this issue as part of the WA Wild Dog Action Plan.</p> <p><b>Action: PS and EHFSO to continue to liaise with Land Management and agencies to establish a better wild dog control regime within the Shire</b></p>
August 2018	Dog Health Programme	<p>The Shire contributes substantially to the Dog Health initiatives within the Shire including the quarterly Vet visits to each community. I have again sought quotations for the provision of the service for the next 12 months which closed on 31 August. The Acting CEO is also exploring alternative funding options for the programme as it is becoming increasingly difficult for the Shire to fund the same.</p> <p><b>Action: ACEO to investigate funding options for the Dog Health Programme to be resolved prior to October Council meeting to enable appointment of Veterinarian</b></p>
August 2018	Building Permits Issued – NG Council & NCAMS Housing Project – Mantamaru, Papulankutja, Warakurna (3) and Wanarn Housing	<p>All fees and charges for the permits have been paid and the reporting to the Building Commission completed</p> <p><b>Action: PS to monitor construction of new dwellings in consultation with the Builder.</b></p>
August 2018	Warburton Roadhouse – Proposed	<p>The Permit was issued in late July and all reporting and financial aspects of the application have been addressed.</p>

	Caravan Park Extensions	<b>Action: PS to liaise with Builder and NCAMS during construction of new facilities.</b>
August 2018	Trachoma Screening Scheduled 3-7 September 2018	<p>WA Country Health Service are conducting the Trachoma screening for children within Ngaanyatjarra Communities between the 3<sup>rd</sup> and 7<sup>th</sup> of September. WACHS have written to all CSM's and we will endeavour to ensure that children 5-9 years are screened. The EH worker team will be on hand to provide support and follow up where positive cases are found.</p> <p><b>Action: EH Worker Team to promote screening dates and liaise with CSM's. Team to be available at each screening within communities for liaison and follow up.</b></p>
August 2018	Car Body Removal – Communities	<p>Matt Chambers from Simsmetal travelled to the 'lands' with me last month and documented the quantities of vehicles in communities. There were approximately a total of 1800 vehicle bodies in stockpiles at Warburton, Jameson, Blackstone Wingellina, Warakurna and Wanarn. It is hoped that Simsmetal can remove vehicles if transport can be obtained at a viable price. As the vehicles will be removed on behalf of communities any income generated for waste metal will go back to the communities themselves. Any funds generated are likely to be low due to the transport distances involved in removal. I have sought costing from NATS to assist with transportation and am waiting for costings.</p> <p><b>Action: Awaiting transportation quotation from NATS.</b></p>
August 2018	New Dwellings - Lots 361-365 Eighth St Warburton	<p>The five new dwellings in Eighth St Warburton are nearing completion</p> <p><b>Action: Awaiting completion certificates for the dwellings</b></p>
August 2018	Tjukurla Community – Waste Issues – Bin Infrastructure	<p>The EHFSO has confirmed that there are enough bin lids and brackets in stock and is making arrangements to get these to Tjukurla for NG Health staff to install. As before, there is limited ability to get the waste site modified as there is no machinery available in Tjukurla, so I will continue to liaise with the Works Supervisor to make some alterations to the site when equipment allows.</p> <p><b>Action: EHFSO to arrange 20-30 bin lids for installation in Tjukurla. PS to pursue machinery time/budget for waste site improvements.</b></p>
August 2018	Waste Oil Transportation	<p>I have specific concerns regarding the amount of waste oil (200 litre drums) stored in communities and am exploring options to get the product back to Perth for recycling. Most waste oil is from the power stations and there are currently several thousand litres in most communities. The Shire of Laverton</p>

		<p>have a regular collection of their waste oil and have offered to accept the product and crush and dispose of drums for minimal costs. I have received quotation from NATS for the transportation to Leonora and will approach Ng Services for assistance with the waste oil removal.</p> <p><b>Action: PS to liaise with Ng Services regarding removal of waste oil from communities.</b></p>
August 2018	EHW Programme Contract	<p>I have continued drafting a Community Environmental Health Action Plan based on the previous submission by the Shire to the Department of Health. I have submitted records relating to current insurances to the Department of Health. The 6 monthly report to the Department for the period ending 30 June has been submitted.</p> <p><b>Action: PS to liaise with CEO to develop the Community Environmental Health Action Plan.</b></p>
August 2018	Squeaky Clean Kids Programme	<p>The new EH Worker is undertaking bathroom inspections with the EHFSO and the complimentary health packs and liaison to repair facilities is being well received. The cake soap supply distribution to communities is still progressing well. The liquid soap for schools and the Shire's Early Childhood Centres is now in operation. The EHFSO has undertaken some initial trial bathroom inspections and the feedback has been generally positive.</p> <p><b>Action – MC to manage the bathroom inspection programme and liaise with Department of Health staff during the upcoming Trachoma screening and treatment.</b></p>
August 2018	Ng Health HACCC Food Business Facilities – Improvement Notices	<p>I need to again meet with the HACCC coordinator regarding the Improvement Notices on the HACCC facilities in Jameson Blackstone, Warakurna and Warburton. I have been working with the HACCC Coordinator to try and bring the facilities to an acceptable standard and to establish a Food Safety Plan as the centres produce food for “vulnerable people” (i.e. the elderly), as defined under the Food Act 2008. This issue has now dragged on for nearly two (2) years since I was made aware of it. The Improvement Notices are now in technical breach and slow progress is being made to improve the structural requirements. I was compelled to reject the first draft Food Safety Plan as I could not verify the same against the Food Standards and the Manager has been asked to undertake more work on the Plan and resubmit it as soon as possible. I have made arrangements for the Wanarn Aged Care audit in September however the HACCC audits will not be able to be undertaken in conjunction as they require 6 months of records before first audit.</p> <p><b>Action: PS to liaise with the HACCC Manager regarding improvements to the Centres and Food Safety Plans. CEO to discuss with Ng Council CEO next month.</b></p>

August 2018	Community Service Summary – Public Health Plan	<p>I have continued to develop a community service summary for Environmental Health status and services within the Shire. With the enactment of the Public Health Act 2016 the Shire will, in due course, need to develop a Public Health Plan (PHP). The community service summary can be used in determining appropriate service levels for the future plan. I have received the second draft of the baseline report from the consultant and am reviewing the same. Following the forum in Kalgoorlie last month, I am seeking additional information on Rheumatic Heart Disease and case data for inclusion of in the Shire's Health Plan.</p> <p><b>Action: Public Health Plan development to be included in the Corporate Business Plan and baseline report to be prepared for submission to Council.</b></p>
August 2018	Blackstone Waste Site relocation	<p>The temporary trench and the previous trench area have been pushed over and cleaned up. Temporary Signage has been installed and final signage is being ordered for the new site.</p> <p><b>Action: EHFSO to arrange signage for permanent installation now the trench is constructed.</b></p>
29 August 2018	Wanarn Community Layout Plan Amendment	<p>The alterations to the "community" zoned area surrounding the Aged Care Clinic, a future expansion area and the site for the new HACC Centre was resolved at the last Council meeting. Ng Council has been advised of Council's resolution and NCAMS are progressing the Amendment.</p> <p><b>Action: No further action pending amendment finalisation.</b></p>
31 August 2018	Food Act 2008 and Public Health Act Reports Submitted	<p>The annual reports for the Public Health and Food Acts have been submitted on line for the Department of Health. The online submission permits the production of a statewide collation of activities associated with the two Acts. A summary of the report submitted has been attached to this monthly report.</p> <p><b>Action: No further action pending the receipt of the State report on the Food Act and Public Health act implementation.</b></p>
Pending	Container Deposit Legislation	<p>I have attended the first meeting of a working party on the introduction of Container Deposit Legislation. Due to confusion at DWER I have been put on the working party representing Ngaanyatjarra Council and not the Shire as local government. I have discussed this matter with the Shire President and he will advise the Council at this stage and has agreed that I should continue on the working party and report to both the Shire and Ng Council on proceedings. Although the issue is some way off,</p>



		<p>the Shire and Ngaanyatjarra Council need to plan for the eventuality as there will be infrastructure requirements to provide for the service in 2020.</p> <p><b>Action: PS to attend working party meetings and report the Shire and Ng Council on progress toward the CDS implementation.</b></p>
Pending	Uninstalled Shade Structure - Warburton	<p>The structure is to be installed near the softball field and children's playground adjacent to the main oval, if funds can be made available in the 2018-19 budget. The structure is quite substantial and my intention at this stage is to have contractors put up the main structure and have EH worker staff and possibly work camp inmates and CDEP customers assist in filling the "gabion" wall (stoned filled metal caged wall) to complete the shade structure as a community project.</p> <p><b>Action: Awaiting finalisation of budget for 2018-19.</b></p>
Pending	Warburton Pool Operation	<p>The Warburton Pool is now closed</p> <p><b>Action: Nil pending next season opening procedures.</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 has been issued. The Store was constructed without compliant toilet facilities and has since had the addition of office space within the stores. Whilst the offices are not of sufficient size to require dual classification (Class 7 &amp; 5) of the building, they still require the construction of a Universal Access Toilet facility. NCAMS have determined to refurbish the caretaker dwelling directly behind the store to make provision for a UAT, however this will need to be completed within 12 months to maintain the Occupancy Certification.</p> <p><b>Action: PS to liaise with NCAMS regarding the long term resolution of the OC at the Warburton Stores.</b></p>
Pending	Waste Services Warakurna	<p>I have discussed the shortcomings of the Warakurna Landfill with the Works Supervisor and he will endeavour to have machinery divert to modify the trench by lifting the floor by 500mm when the contractors are next in the area.</p> <p><b>Action: PS to liaise with CSM and Elves Brites for machinery time to modify the trench.</b></p>
Pending	Warburton Drainage Issues	<p>Previously I had been unable to locate any surveys of the drainage network, or contour surveys for the settlement. These are needed to develop improvements to the current drainage scheme. This issue has not been progressed since March 2015, but its need has been highlighted with various rain events</p>

		<b>Action: Issue to be prioritised by Health Building Officer pending corporate plan and budget</b>
Ongoing	NATS deliveries to Communities	<p>The management of refrigerated and frozen loads appears to be now under better control with data logging records showing the truck temperatures were adequate. Following complaints, I had previously written to NATS and requested that they ensure proper logistics are in place for the cold chain and that temperature records be made available. I will periodically request temperature records for transportation of goods to the lands.</p> <p><b>Action: PS to periodically follow up with NATS and the contract driver to ensure that proper monitoring and records are being maintained.</b></p>

**Food Act 2008 and Public Health Act 2016 Reporting**

**What is your Local Government Authority?**

**LGA:**

Shire of Ngaanyatjaraku

**Part A**

**What is the number of full time equivalent [1] Public Health Act authorised officers working in your local government authority?**

**Number:** 0.6

**What is the number of full time equivalent [1] persons that assist authorised officers with their duties in your Local Government Authority?**

**Number:** 4

**Has your local government authority experienced difficulties recruiting appropriately qualified persons to be designated as authorised officers under the Public Health Act during the reporting period? No**

**Part B**

**What is the number of full time equivalent [1] Food Act authorised officers?**

**Number:** 0.6

**What are the qualifications of Food Act authorised officers. Please specify the number of authorised officers with the following qualifications:**

**Environmental Health degree (number):** 1

**Has the enforcement agency experienced recruiting difficulties during the reporting period?**

No

**Registration and Assessment of Food Businesses**

**What is the total number of food businesses in the enforcement agency's jurisdiction [3]?**

**Number:** 19

**How many onsite assessments were conducted during this reporting period?**

**Number of onsite assessments:** 38

**What is the number of food businesses by risk rating?**

**High:** 5

**Medium:** 11

**Low:** 3

What is the number of food businesses by principal type of activity?

Hotel/motel/guesthouse: 2

Retailer: 10

Hospital/nursing home: 1

Restaurant/cafe: 2

Meals-on-wheels: 4

#### Food Act compliance and enforcement activities

Does the enforcement agency have a compliance and enforcement policy in place? Yes

#### Prosecutions

Number of prosecutions instigated: 0

#### Seizures

Number of seizures performed: 0

#### Improvement Notices

Number of improvement notices served: 5

Number of improvement notices complied with: 1

Number of improvement notices not complied with: 4

Number of improvement notices ongoing: 4

#### Infringement Notices

Number of infringement notices served: 0

#### Prohibition Orders

Number of prohibition orders served: 0

#### Regulatory food safety auditing

What is the total number of food businesses captured under Standard 3.3.1?

Number: 5

In relation to the response, what is the total number of food safety programs that have been verified as of 30 June 2018?

Number: 1

In relation to the response how many of these businesses have had at least their first regulatory food safety audit as of 30 June 2018?

Number: 1

How many regulatory food safety audits were conducted between 1 July 2017 and 30 June 2018?

**Number:** 2

**How many regulatory food safety audits lead to compliance and enforcement action between 1 July 2017 and 30 June 2018?**

**Number:** 0

**Part C**

**Does the enforcement agency provide food safety education or training? Yes**

**If yes please specify:**

Online food safety course (I'm Alert) available to all food handlers free of charge.

**Authorisation**

**Name and Position:**

Philip Swain - Environmental Health officer

**Date:**

31 August 2018

**Email:**

eho@ngaanyatjarraku.wa.gov.au

## Policy Register – Development Services

<b>Policy Title</b>	Dwelling Smoke Detectors
<b>Document version</b>	Version 1 – September 2018
<b>Policy number</b>	DS 3.5
<b>Council Adoption date</b>	
<b>Minute number</b>	
<b>Review due date</b>	
<b>Date revoked</b>	
<b>Responsible officer</b>	Health & Building Officer

## **Purpose**

The aim of this Policy is to clarify the process and conditions under which the Shire will approve the use of ten (10) year battery life, tamperproof smoke detectors in accordance Regulations 60 and 61 of the Building Regulations 2012

## **Policy Statement**

The Shire will approve the use of ten (10) year battery life, tamperproof smoke detectors in dwellings within the communities of the Shire of Ngaanyatjarraku, in accordance with Regulations 60 and 61 of the Building Regulations 2012, subject to the following conditions;

- All applications for approval are to be on an individual dwelling basis with submission of an application form, a floor plan of the dwelling showing the location of the smoke detector/s and be accompanied by the approved fee;
- All installations of ten (10) year battery life, tamperproof smoke detectors are to comply with the requirements of the Building Act 2011, the Building Regulations 2012 and the National Construction Code and relevant standards, as to the extent that they apply;
- Where more than one smoke detector is required within a dwelling the units are to be interconnected; and
- The Housing Authority maintaining processes and procedures to ensure that the smoke detectors in every dwelling are regularly tested and that records of inspection, testing, repairs and/or replacement of smoke detectors are to be made available to the Shire upon request.

## **Commitment**

The Shire is committed to ensuring that safety measures, including smoke detectors, in dwellings within the Shire, meet statutory requirements and are regularly inspected by appropriate authorities to ensure they are operational at all times.

## **Definitions**

**“10 year battery life”** means a battery that is capable of powering a smoke alarm for at least 10 years without the alarm indicating the battery power is low;

**“dwelling”** means —

- (a) a Class 1 building; or
- (b) a unit in a Class 2 building; or
- (c) a Class 4 dwelling;