



Shire of **Ngaanyatjaraku**
ON A JOURNEY

**Minutes of Ordinary Council Meeting
Held at Warburton
29th November 2017 at 1.00pm**

SHIRE OF NGAANYATJARRAKU
ORDINARY COUNCIL MEETING
29 November 2017

A G E N D A

1. **DECLARATION OF OPENING**
2. **RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE**
3. **DECLARATION OF MEMBERS' AND OFFICERS' INTERESTS**
4. **QUESTION TIME**
5. **PRESENTATIONS / PETITIONS / DEPUTATIONS**
6. **CONFIRMATION OF MINUTES**

Ordinary Council Meeting 25 October 2017

7. **REPORTS BY THE CHIEF EXECUTIVE OFFICER**

Report No. 064-17 Accounts paid & payable

Report No. 065-17 Financial Reports for the periods ending 31 July 31 to 30 Sept 2017

Report No. 066-17 Council Investments as at 23rd November 2017

Report No. 067-17 Television Re-transmission ABC & SBS

Report No. 068-17 Proposed Council Meeting Dates 2018

Report No. 069-17 Draft Disability Access and Inclusion Plan

Report No. 070-17 Administrative Compliance with the LGA 1995

Report No. 071-17 Action Report – Environmental Health & Building Services

LATE ITEMS / MATTERS OF URGENT BUSINESS

MATTERS FOR THE INFORMATION OF MEMBERS

CLOSURE OF MEETING BY SHIRE PRESIDENT

**MINUTES OF ORDINARY COUNCIL MEETING
HELD ON 29th NOVEMBER 2017 AT 1:00PM (WST)
IN THE SHIRE OF NGAANYATJARRAKU MEETING ROOM**

PRESENT Cr. J.D. McLean (President)
Cr. P. Thomas (Deputy President)
Cr. A. Bates
Cr. L. West
Cr. D. Frazer

Mr. Chris Paget - Chief Executive Officer

APOLOGIES

Cr. A. Jones
Cr. B. Thomas
Cr. J. Frazer

QUESTION TIME

No questions

LEAVE OF ABSENCE

Nil

DECLARATION OF MEMBERS' AND OFFICERS' INTERESTS

Nil

CONFIRMATION OF MINUTES

Ordinary Council meeting 25th October 2017

MOVED Cr. West, seconded Cr. P. Thomas, that the minutes of the Ordinary Council meeting held on 25th October 2017 be confirmed as a true and accurate record of the proceedings of that meeting.

CARRIED 5/0

REPORTS BY THE CHIEF EXECUTIVE OFFICER

REPORT NO: 064-17 **TO: ORDINARY COUNCIL MEETING 29th NOVEMBER 2017**
SUBJECT: ACCOUNTS PAID AND PAYABLE

| | |
|----------------------------------|--------------------------------------|
| DATE: | 29 November 2017 |
| PROPONENT: | Shire of Ngaanyatjarraku |
| LOCATION: | Shire of Ngaanyatjarraku |
| AUTHOR: | Chris Paget, Chief Executive Officer |
| REPORTING OFFICER: | Chris Paget, Chief Executive Officer |
| FILE NO: | CM.00 |
| DECLARATION OF INTERESTS: | Nil |

BACKGROUND

In accordance with Financial Management Regulations 12 & 13, a list of all accounts paid or payable shall be presented to Council (Refer to Accounts for Payment attached).

Council is requested to confirm the payment of accounts listed in the Accounts for Payment. **(See attachments)**

STATUTORY ENVIRONMENT

Financial Management Regulations 12 and 13.

In accordance with Financial Management Regulations 12 & 13, a list of all accounts paid or payable shall be presented to Council (Refer to Accounts for Payment attached).

Council is requested to confirm the payment of accounts listed in the Accounts for Payment. **(See attachments)**

RECOMMENDATION

That Council payment of accounts amounting to \$1,002,470.09 for period ending 31st October 2017 be received and noted.

VOTING REQUIREMENTS

Simple majority

MOVED Cr. A. Bates, seconded Cr. P. Thomas, that the recommendation contained within report 054-17 be adopted.

#064-17

RESOLUTION

That Council payment of accounts amounting to \$1,002,470.09 for period ending 31st October 2017 be received and noted.

CARRIED 5/0

REPORT NO: 065-17 **TO: ORDINARY COUNCIL MEETING 29th NOVEMBER 2017**
SUBJECT: FINANCIAL STATEMENTS FOR PERIOD ENDED 30th SEPTEMBER 2017

| | |
|----------------------------------|--------------------------------------|
| DATE: | 29 November 2017 |
| PROPONENT: | Shire of Ngaanyatjarraku |
| LOCATION: | Shire of Ngaanyatjarraku |
| AUTHOR: | Chris Paget, Chief Executive Officer |
| REPORTING OFFICER: | Chris Paget, Chief Executive Officer |
| FILE NO: | CM.00 |
| DECLARATION OF INTERESTS: | Nil |

BACKGROUND

Regulation 34 of the Local Government (Financial Management) Regulations 1996 requires the following in relation to the Financial Activity Statement:

- (1) A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, 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.
 - (b) budget estimates to the end of the month to which the statement relates;
 - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
 - (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 to 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;
 - (b) an explanation of each of the material variances referred to in subregulation (1)(d); and
 - (c) such other supporting information as is considered relevant by the local government.
- (3) The information in a Statement of Financial Activity may be shown-
 - (a) according to nature and type classification;
 - (b) by program; or
 - (c) by business unit.

- (4) A Statement of Financial Activity and the accompanying documents referred to in subregulation (2), are to be
- (a) presented to the Council –
 - (i) at the next ordinary meeting of the Council following the end of the month to which the Statement relates; or
 - (ii) if the Statement is not prepared in time to present it to the meeting referred to in subparagraph (i), to the next ordinary meeting of the Council after that meeting;
 - 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 AAS 5, to be used in Statements of Financial Activity for reporting material variances.
- (6) In this regulation –
- “**committed assets**” means revenue unspent but set aside under the annual budget for a specific purpose;
- “**restricted assets**” has the same meaning as in AAS 27.

STATUTORY ENVIRONMENT

Section 6.4 *Local Government Act* 1995 and Financial Management Regulation 34.

RECOMMENDATION

That the financial activity statements and reports for the period ending 31st October 2017 be received and confirmed.

VOTING REQUIREMENTS

Simple majority

MOVED Cr. D. Frazer, seconded Cr. West, that the recommendation contained within report 065-17 be adopted.

#065-17

RESOLUTION

That the financial activity statements and reports for the quarter ending 31st October 2017 be received and confirmed.

CARRIED 5/0

REPORT NO: 066-17 TO: ORDINARY COUNCIL MEETING 29th NOVEMBER 2017
SUBJECT: COUNCIL INVESTMENTS AS AT 23rd NOVEMBER 2017

| | |
|----------------------------------|--------------------------------------|
| DATE: | 29 November 2017 |
| PROPONENT: | Shire of Ngaanyatjarraku |
| LOCATION: | Shire of Ngaanyatjarraku |
| AUTHOR: | Chris Paget, Chief Executive Officer |
| REPORTING OFFICER: | Chris Paget, Chief Executive Officer |
| FILE NO: | FM.04 |
| DECLARATION OF INTERESTS: | Nil |

BACKGROUND

The authority to invest money held in any Council Fund is delegated to the Chief Executive Officer. Council Funds may be invested in one or more of the following:

- Fixed Deposits
- Commercial Bills
- Government bonds
- Other Short-term Authorised Investments

Council funds are to be invested with the following financial institutions.

- Major banks
- Bonds Issued by Government and/ or Government Authorities.

COUNCIL INVESTMENTS AS AT 23 NOVEMBER 2017

| Institution | Amount Invested | Investment type | Assets Repl./Acq./Devp. Reserve Fund | Cultural Centre Reserve Fund | Municipal Account |
|-----------------------------|-----------------------|-----------------|--------------------------------------|------------------------------|-----------------------|
| Westpac Banking Corporation | | Term deposit | \$830,071.20 | \$6,607.83 | |
| Westpac Banking Corporation | | Operating a/c | | | \$3,421,082.61 |
| TOTAL INVESTMENTS | \$4,257,761.64 | | \$830,071.20 | \$6,607.83 | \$3,421,082.61 |

RECOMMENDATION

That the report on Council investments as at 23rd November 2017 be received and noted.

VOTING REQUIREMENTS

Simple majority

MOVED Cr. Bates seconded Cr. West, that the recommendation contained within report 066-17 be adopted.

#066-17

RESOLUTION

That the report on Council investments as at 23rd November 2017 be received and noted.

CARRIED 6/0

REPORT NO: 067-17 **TO: ORDINARY COUNCIL MEETING 29th NOVEMBER 2017**
SUBJECT: TELEVISION RE-TRANSMISSION – ABC & SBS

| | |
|----------------------------------|---|
| DATE: | 29 November 2017 |
| PROPONENT: | Shire of Ngaanyatjarraku |
| LOCATION: | Shire of Ngaanyatjarraku |
| AUTHOR: | Kevin Hannagan, Acting Deputy Chief Executive Officer |
| REPORTING OFFICER: | Chris Paget, Chief Executive Officer |
| FILE NO: | CP.00 / ET.00 / RC.00 |
| DECLARATION OF INTERESTS: | Nil |

PURPOSE

For Council to approve un-budgeted Capital Works expenditure required for ABC & SBS television re-transmission.

BACKGROUND

The Shire provides re-transmission of television services from the satellite service to the community via stations in Warburton and Warakurna. The ABC has unexpectedly changed the format of its signal and the Shire's existing satellite decoder equipment is not able to pick up the new signal format. As such the community cannot receive ABC television stations now. The SBS have advised their intention to also change format soon.

STATUTORY IMPLICATIONS

Nil.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

As the Shire was not aware of the proposed changes, no budget allocation was made in the 2017/18 Budget. The Shire can as part of the Mid-Year Budget Review amend its budget to accommodate this expenditure. However to maintain a balanced budget this will mean a reduction in budget for another program / project.

STRATEGIC IMPLICATIONS

Strategic Community Plan

Goal 4, Our Leadership

Outcome 4.2, A capable and compliant local government

COMMUNITY CONSULTATION

Not required. However, it is believed that Councillors may have had community feedback about the current loss of ABC TV stations.

COMMENT

The Shire of Ngaanyatjarraku is not the only affected Shire by these changes. The other Goldfields Region Shires have arranged for new satellite decoders to be installed in December 2017.

The Shire has re-transmission stations at Warburton and Blackstone which would require the purchase and installation of four satellite decoders at a cost of \$26,000. Shire Officers in accordance the Shire's Purchasing Policy have obtained quotations for this work.

If the Council wishes to install the new satellite decoders to enable ABC & SBS television to be available, then it will need to consider amendments to its 2017/18 Adopted Budget.

The Chief Executive Officer has advised that the Shire could as part of its Mid-Year Budget Review push out the replacement of one of the Shire vehicles until the 2018/19 Financial Year to enable a saving in Capital Works expenditure to cover this unbudgeted Capital Works item.

ATTACHMENTS

Nil

VOTING REQUIREMENT

Simple majority

OFFICER'S RECOMMENDATION

That Council:

- (a) authorises the Chief Executive Officer to incur unbudgeted capital Works Expenditure of approximately \$26,000 to enable supply and installation of satellite decoders at Warburton and Warakurna to enable the Shire to re-transit ABC and SBS television, and
- (b) instructs the Chief Executive Officer to include in the Mid-Year Budget Review a reduction in Capital Works Expenditure for replacement of Shire vehicles to cover funds required for Capital Works Expenditure for (a) above.

MOVED Cr. Bates seconded Cr. West, that the recommendation contained within report 067-17 be adopted.

#067-17

RESOLUTION

That Council:

- (a) authorises the Chief Executive Officer to incur unbudgeted capital Works Expenditure of approximately \$26,000 to enable supply and installation of satellite decoders at Warburton and Warakurna to enable the Shire to re-transit ABC and SBS television, and***

- (b) instructs the Chief Executive Officer to include in the Mid-Year Budget Review a reduction in Capital Works Expenditure for replacement of Shire vehicles to cover funds required for Capital Works Expenditure for (a) above.*

CARRIED 5/0

REPORT NO: 068-17 **TO: ORDINARY COUNCIL MEETING 29th NOVEMBER 2017**
SUBJECT: PROPOSED COUNCIL MEETING DATES – 2018

| | |
|----------------------------------|--------------------------------------|
| DATE: | 29 November 2017 |
| PROPONENT: | Shire of Ngaanyatjarraku |
| LOCATION: | Shire of Ngaanyatjarraku |
| AUTHOR: | Chris Paget, Chief Executive Officer |
| REPORTING OFFICER: | Chris Paget, Chief Executive Officer |
| FILE NO: | CM.14 |
| DECLARATION OF INTERESTS: | Nil |

PURPOSE

For Council to consider the dates for Ordinary Meetings in 2018.

Under the Local Government Act 1995 (as amended) Council is required to determine the dates for its Ordinary Council Meetings for the forthcoming 2018 calendar year, and then provide local public notice of these.

The Shire of Ngaanyatjarraku generally holds its OCMs on the last Wednesday of each month, so that the timing of Shire meetings does not conflict with other Community or Ngaanyatjarra Council Aboriginal Corporation meetings during the month, or with large events such as funerals and cultural business.

For the 2018 calendar year, it is recommended that local public notice be given that the Ordinary Meetings of Council will be held at the Shire Administration Centre, Warburton Community, commencing at 1:00pm the last Wednesday of each month except December on the following dates:

| | | | | |
|--------------------------|---------------------------|-----------------------------|----------------------------|----------------------|
| 31 st January | 28 th February | 28 th March | 26 th April* | 30 th May |
| 27 th June | 25 th July | 29 th August | 26 th September | |
| 31 st October | 28 th November | 19 th December** | | |

* As Anzac Day falls on the last Wednesday of April, Council meeting will be on Thursday.

**December – Council meeting to be held prior to Xmas and New Year break

Additional to the above, local public notice will be provided that the Shire offices will be closed over the Christmas and New Year period.

RECOMMENDATION

That the proposed meeting dates for 2018 be accepted and endorsed by Council.

VOTING REQUIREMENTS

Simple majority

MOVED Cr. Bates seconded Cr. West, that the recommendation contained within report 068-17 be adopted.

#068-17

RESOLUTION

That the proposed meeting dates for 2018 be accepted and endorsed by Council.

CARRIED 5/0

REPORT NO: 069-17 TO: **ORDINARY COUNCIL MEETING 29th NOVEMBER 2017**
SUBJECT: DRAFT DISABILITY ACCESS AND INCLUSION PLAN

| | |
|----------------------------------|---|
| DATE: | 29 November 2017 |
| PROPONENT: | Shire of Ngaanyatjarraku |
| LOCATION: | Shire of Ngaanyatjarraku |
| AUTHOR: | Kevin Hannagan, Acting Deputy Chief Executive Officer |
| REPORTING OFFICER: | Chris Paget, Chief Executive Officer |
| FILE NO: | CS.06 |
| DECLARATION OF INTERESTS: | Nil |

Purpose

The purpose of this report is to present the draft Shire of Ngaanyatjarraku Disability and Inclusion Plan (DAIP) 2017-2022 and seek approval to use the draft as the basis for public consultation.

Background

The Disability Services Act 1993 requires local authorities to produce a Disability Access and Inclusion Plan (DAIP). These plans must be lodged with the Disability Services Commission for 5-year periods. The current Shire of Ngaanyatjarraku DAIP was adopted in 2012 and has now expired.

Comment

The current Shire of Ngaanyatjarraku Disability Access and Inclusion Plan 2012-2017 has been reviewed (with some assistance from the Disability Services Commission) and updated to produce a consultation draft Shire of Ngaanyatjarraku Disability Access and Inclusion Plan 2017-2022, which is attached to this agenda as Appendix 10.2.4.

Since the current DAIP was last reviewed, Schedule 2 of the Disability Services Regulations 2004 has been amended to include a seventh requirement; namely, a means of reducing barriers to people with disability obtaining and maintaining employment. Consequently, this additional requirement has been provided for within the new draft.

There is a legislative requirement to undertake a consultation process before adopting the new DAIP, and the minimum is to invite public submissions. As we do not have the resources for a more extensive consultation process, it is proposed to invite public submissions on the new draft DAIP closing on 22 January so that the new DAIP can be adopted at the January 2018 Council meeting.

It is also proposed to invite a submission from Ngaanyatjarra Health Service as the local institution that has the most dealings with and knowledge of local persons with disabilities.

This is the same level of public consultation that was undertaken prior to the adoption of the current DAIP.

It is recommended that a DAIP implementation plan be subsequently devised. The purpose of a DAIP implementation plan is to provide a plan that can be readily amended from time to time in response to the Shire's changing programs and operating environment. Although a DAIP can be reviewed and amended at any time, there is a statutory process for doing this whereas there is no statutory process required for the review and amendment of a DAIP implementation plan.

Consultation

Disability Services Commission

Statutory Environment

Disability Services Act 1993

Disability Services Regulations 2004

Risk Assessment

There are no inherent risks in publishing the draft Shire of Ngaanyatjarraku Disability Access and Inclusion Plan 2017-2022 for public comment and submissions.

Policy Implications

To be assessed.

Financial Implications

The cost of giving public notice of the draft plan and inviting submissions can be accommodated within the current annual budget.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That:

1. The draft Shire of Ngaanyatjarraku Disability Access and Inclusion Plan 2017-2022 be approved as the basis for inviting public submissions.
2. Public submissions be invited, closing on 22 January 2018.
3. Ngaanyatjarra Health Service also be invited to make a submission on the draft Shire of Ngaanyatjarraku Disability Access and Inclusion Plan 2017-2022.
4. A further report be presented to the January 2018 ordinary Council meeting, including any public submissions received.

MOVED Cr. Bates seconded Cr. West, that the recommendation contained within report 069-17 be adopted.

#069-17

RESOLUTION

That:

1. *The draft Shire of Ngaanyatjarraku Disability Access and Inclusion Plan 2017-2022 be approved as the basis for inviting public submissions.*
2. *Public submissions be invited, closing on 22 January 2018.*

- 3. Ngaanyatjarra Health Service also be invited to make a submission on the draft Shire of Ngaanyatjarraku Disability Access and Inclusion Plan 2017-2022.*
- 4. A further report be presented to the January 2018 ordinary Council meeting, including any public submissions received.*

CARRIED 5/0

REPORT NO: 070-17 TO: ORDINARY COUNCIL MEETING 29th NOVEMBER 2017
SUBJECT: ADMINISTRATIVE COMPLIANCE WITH THE LG ACT 1995

| | |
|---------------------------|--|
| DATE: | 29 November 2017 |
| PROPONENT: | Shire of Ngaanyatjarraku |
| LOCATION: | Shire of Ngaanyatjarraku |
| AUTHOR: | Kevin Hannagan, Deputy Chief Executive Officer |
| REPORTING OFFICER: | Chris Paget, Chief Executive Officer |
| FILE NO: | CS.06 |
| DECLARATION OF | Nil |

PURPOSE

For Council to consider the Monthly Report of outstanding actions to achieve administrative compliance with the Local Government Act 1995.

BACKGROUND

The Minister for Local Government appointed an Approved Adviser to work with the Shire to meet the administrative requirements of the Local Government Act 1995. The Approved Advisers' Scope of Work is to "Undertake a review of the Shire's policies, systems and procedures to establish the level of compliance with the legislative provisions of the Local Government Act 1995".

STATUTORY IMPLICATIONS

Local Government Act 1995, various Sections.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The costs associated with the Approved Adviser are to be borne by Council, the Annual Budget takes this into account.

STRATEGIC IMPLICATIONS

Strategic Community Plan

Goal 4, Our Leadership

Outcome 4.2, A capable and compliant local government

COMMUNITY CONSULTATION

Community consultation is not required.

COMMENT

Shire Staff have compiled for the Approved Adviser a list of tasks to be undertaken.

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

The remaining items outstanding to achieve compliance is the Audit for 2015/16 Financial Year End, Corporate Business Plan and Long Term Financial Plan. It is planned to complete these end December 2017; all other items are within compliance.

ATTACHMENTS

Attachment 1 – Compliance Action List as at 26 November 2017

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council notes the attached Compliance Action List and this Report.

MOVED Cr. P. Thomas, seconded Cr. D. Frazer, that the recommendation contained within report 070-17 be adopted.

#070-17

RESOLUTION

That Council notes the attached Compliance / Action Calendar and this Report.

CARRIED 5/0

REPORT NO: 071-17 TO: ORDINARY COUNCIL MEETING 29th NOVEMBER 2017
SUBJECT: ACTION REPORT – ENVIRONMENTAL HEALTH & BUILDING SERVICES

| | |
|----------------------------------|--|
| DATE: | 29 November 2017 |
| PROPONENT: | Shire of Ngaanyatjarraku |
| LOCATION: | Shire of Ngaanyatjarraku |
| AUTHOR: | Philip Swain, Principal EHO & Building Officer |
| REPORTING OFFICER: | Chris Paget, Chief Executive Officer |
| FILE NO: | GV.07 |
| DECLARATION OF INTERESTS: | Nil |

PURPOSE

To inform Council of Environmental Health program & Building Services activities and actions through the periods on-site 6th to 13th October 2017.

| Date | Subject | Action Taken |
|----------------------|--|--|
| Jul – 19 Oct 2017 | Wanarn Aged Care & Clinic Facility – Septic System Upgrade | There has been an ongoing issue with effluent disposal from the Aged Care facility and the dialysis treatment at the Clinic in Wanarn. I have been liaising with Ngaanyatjarra Health and Services to enable an upgrade of the existing effluent disposal system. The approval was issued on 8 September 2017 and I have been liaising with Services during the installation. I met the plumber on site and the works should be completed this week. The Plumber forwarded photographs of the installation to me and I have subsequently issued the Permit to Use the new system. Ngaanyatjarra Health can now resume dialysis treatment at the facility. I have also issued an approval to link up the existing drains originally provided for the Clinic with those already utilised for the Wanarn Aged Care facility. These changes will hopefully result in adequate on site effluent disposal for both facilities into the future Action: PS to monitor installation of the diverter installation for the Aged Care facility. |
| Sept-12 October 2017 | Swimming Pool Sampling | Pool water sampling clearances have been gained for the pools at Warburton and Blackstone. The pool at Warburton is up and operating and chemical parameters are good. The Manager advises that there is an ongoing water loss issue which needs to be considered in relation to a potential upgrade of the pool. Current water loss is estimated at 10-15,000 litres per day, of which only a small proportion will be evaporation. Blackstone pool had not opened as the community was struggling to maintain water supply after lightning hit a water tank and caused significant damage to the electrical systems associated with Blackstone’s water supply. I have had no results for sampling in relation to the Warakurna Pool as samples were not taken and submitted until the end of the month Action: Youth Services to open the Blackstone pool when adequate water supply to the pool can be maintained. Warakurna Pool awaiting sampling results. |

| | | |
|-----------------|--|--|
| Aug – Oct 2017 | Swimming Pool Sampling and Procedures | I have reviewed the previous documentation on the pools and located procedure manuals for the Blackstone and Warakurna pools with the help of the Youth Services Manager. I have advised of the need to ensure a current procedures manual is located at each site and am reviewing the existing materials to ensure they are current. Action: PS to provide updated manuals to pool managers. Pool Managers to open facilities when weather is suitable. |
| Oct 2017 | Squeaky Clean Kids Programme | The cake soap supply distribution to communities is continuing. The liquid soap for schools with dispensers is still pending. The EHW's are proposing to undertake some initial trial bathroom inspections in the near future utilising staff housing, before advancing to community housing inspections. Action – MC continue liaison with communities and Goldfields Health regarding the liquid soap supplies and commence the bathroom inspection programme. |
| October 2017 | Blackstone (Papulankutja) Waste Site | There is an immediate issue with the temporary trench as it is too long (60m) and not being used as there is no proper signage. Waste is still be deposited where the previous trench was located even though this area has been pushed over and finalised. I am trying to make arrangements to install an earth wall down the centre of the temporary trench in order to create two (2) cells and then install signage to prevent the current dumping. The longer term plan, when machinery is available, is to relocate the waste site to a new trench about a kilometre further out the existing track. Action: PS to liaise with CSM and EH Workers in Blackstone to establish temporary trench. PS & EB to liaise to establish new site when machinery is in the vicinity of Blackstone. |
| 10 October 2017 | Roadhouse Caravan & Campsites | I have reissued the Caravan & Camping Ground Licence, for the Roadhouse with 10 powered sites. I have again discussed a preliminary plan to extend the short stay sites, with a view to providing for additional campsites during busy periods. I have again reiterated my advice that I do not believe that additional ablutions are necessary save for the fact that there are no universal access facilities at the park and the laundry building will require an additional facility. Roadhouse management is still evaluating the viability of extending the park. Action: Awaiting additional campsite/overflow proposal. |
| 10 October 2017 | Routine Food Business Inspection – Warakurna Roadhouse | The routine inspection of the roadhouse was conducted and the relief staff had most matters adequately under control. Advice issued regarding minor non-compliances. Action – No further action pending routine inspection |
| 10 October 2017 | Routine Food Business Inspection – Warakurna Store | The routine inspection of the store was conducted and most matters are adequately under control. Advice issued regarding minor non-compliances. Action – No further action pending routine inspection |
| 11 October 2017 | Routine Food Business Inspection – Wanarn Aged Care | The routine inspection of the Aged Care was conducted and all matters are under control and new staff appear to be maintaining the food safety system which is now due for a second audit. I have sought clarification from the previous auditor as to when and whether he will be conducting the audit. I have subsequently received a request to delay the audit until January 2018, which I have agreed to. Action – No further action pending routine inspection |
| 11 October 2017 | Routine Food Business Inspection – Wanarn Store | The routine inspection of the store was conducted and all food safety matters are adequately under control. Advice issued regarding minor non-compliances. There has been no progress on installing the paving |

| | | |
|-----------------|---|---|
| | | <p>at the rear of the store due to the relevant staff member being unavailable due to a workplace injury. Action – No further action pending routine inspection</p> |
| 11 October 2017 | Routine Food Business Inspection – Patjarr Store | <p>The routine inspection of the store was conducted and most matters are adequately under control. Advice issued regarding minor non-compliances. The floor sealing has not been undertaken and the store was having difficulties with the main freezer unit. There are currently no community at Patjarr and the acting CSM advised that the materials were on site to undertake the sealing of the floor and repair of the freezer was to take place shortly. Advice issued regarding other minor non-compliances. Action – PS to follow up on freezer and floor sealing prior to the next routine inspection</p> |
| 11 October 2017 | Patjarr Community Waste Management Issues | <p>Whilst there are no community members currently in Patjarr, there is a distinct lack of infrastructure in place should groups move into Patjarr in coming months. The current waste site, although fenced, has no remaining tipping face and there is a need to construct a new trench. As this is a small community at the best of times it is suggested that a small trench could be constructed toward the rear of the existing fenced site with a front end loader. There are also no bin lids installed within the community and dog numbers have been a problem in the past. I have requested that the EHFSO arrange to take lids and equipment to Patjarr in the near future to install bin lids in a number of locations around the community. Action: PS to liaise with CSM to confirm trench can be constructed with onsite equipment. EHFSO to arrange trip to Patjarr to install bin lids.</p> |
| 12 October 2017 | Warburton Oxidation Ponds | <p>The ponds in Warburton are badly overgrown and require significant maintenance to kill vegetation and cutback the same around most ponds. The continued presence of this vegetation will increase the likelihood of large mosquito numbers emerging and surviving as vegetation provides protection and reduces the ability to treat the ponds when larvae emerge. It is recommended that the vegetation be poisoned and or cut back in the near future. Action: PS to liaise with NG services to ensure vegetation around the ponds is brought under control.</p> |
| Pending | Issue of Occupancy Certifications for Buildings approved under the 2011 Building Act and the 2012 Regulations | <p>There were 8 buildings of Classes 2-9 constructed on the Lands since the roll out of the new Building legislation in 2012. I have now finalised documentation for six (6) of these. Finalisation of the other two (2) buildings is being progressed with Ng Services and relate to the Warburton Store and the . Action: PS to finalise the issue of Occupancy Certification for Class 2-9 buildings as appropriate</p> |
| Pending | 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. Action: PS to periodically follow up with NATS and the contract driver to ensure that proper monitoring and records are being maintained.</p> |
| Pending | EHW Programme | <p>I have continued drafting a Community Environmental Health Action</p> |

| | | |
|---------|--|---|
| | Contract | <p>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 and provided the 6 monthly report to the Department on 27 September.</p> <p>Action: PS to liaise with CEO to develop the Community Environmental Health Action Plan.</p> |
| Ongoing | EHW Training Schedule | <p>I am attending via teleconference the meetings of the Goldfields Region training sub committee being facilitated by Bega Garnbirringu Health Service who have been employed by the Department of Health to arrange training for Environmental Health Workers for the next 12 months. The committee is meeting monthly and will arrange for training on various subjects to be rolled out throughout WA.</p> <p>Action: PS to attend teleconferences and arrange training as appropriate for EHW's</p> |
| Pending | Community Service Summary – Public Health Plan | <p>Following the service report prepared by P Todd in 2013 I have continued to develop a follow up community service summary. With the enactment of the Public Health Act 2016 the Shire will in due course need to develop a Public Health Plan. The need for this plan is not clearly identified in the Strategic & Business Plans for the Shire. I have provided proposed wording to be included in the Corporate Business Plan. The community service summary can be used in determining appropriate service levels for the future plan however consideration needs to be given to the development of a baseline health status for the communities of the Shire.</p> <p>Action: Public Health Plan development to be included in the Corporate Business Plan and budget consideration to be given to budget for the establishment of baseline data.</p> |
| Pending | Container Deposit Legislation | <p>Although the issue is some way off, the Shire and Ngaanyatjarra Council need to plan for the eventuality as there will be infrastructure requirements to provide for the service in 2018. I have made enquiries with DER and will prepare a report in relation to this matter for consideration in the new year.</p> <p>Action: PS to prepare report on CDA transportation and infrastructure requirements</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 recent rains.</p> <p>Action: Issue to be prioritised by Health Building Officer pending corporate plan and budget</p> |

VOTING REQUIREMENTS

Simple majority

RECOMMENDATION

That Council receives and notes the report on Environmental Health & Building activities for the period.

MOVED Cr. P. Thomas, seconded Cr. D. Frazer, that the recommendation contained within report 071-17 be adopted.

#071-17

RESOLUTION

That Council receives and notes the report on Environmental Health & Building activities for the period.

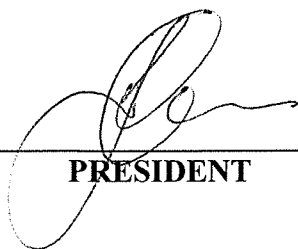
CARRIED 5/0

CLOSURE

There being no further business, the President thanked everyone for their attendance and declared the meeting closed at 2.13pm (WST).

These minutes of the meeting held 29th November 2017 were confirmed at the meeting held on 28th February 2018.

Signed _____



PRESIDENT

Date _____

16/10/18