

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

Part 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;	Westpac Bank Payment Tokens received, staff to be trained. Creditors accounting procedures being amended.	65%
b) implement procedures for authorisation and payment of payroll (employees) in consultation with the Shires' Auditor by 31 August 2018;	Westpac Bank Payment Tokens received, staff to be trained.	65%
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 & CEO Computer backed up to Shire Server	100%
d) undertake a review of the Shire's current financial management practices by 31 October 2018;	Commenced, further update to February meeting	35%
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;	Awaiting Auditor 'sampling' requests for info	85%
g) complete Annual Report 2016/17 by 31 October 2018, and	After Audited AFS received	
h) commence the 2017/18 Audit by 1 November 2018.	Detailed trial Balance sent to Auditor 6 November	40%

Meeting Date	Meeting Type	Report Number	Report Title
24 October 2018	OCM	10.8	PROVISION OF WASTE SERVICES BY NGAANYATJARRA COUNCIL

Resolution

	Status Update	% Complete
That Council write to the CEO of the Department of Water and Environmental Regulation and request that it issue a waste collection permit to the Ngaanyatjarra Council outlining the reasons why the Shire would cease providing waste services within its district.	Letter drafted, awaiting NG Council letter of agreeance to send with it	85%

Meeting Date	Meeting Type	Report Number	Report Title
24 October 2018	OCM	11.6	DE-RECOGNITION OF ASSETS

Resolution

Part	Status Update	% Complete
3. the Chief Executive Officer to commence the process in accordance with Section 3.58 of the Local Government Act 1995 to dispose of the Hino Streetsweeper.	Sweeper sent to Pickles Auctions	85%

Attachment 10.2

Activity	Description	Legislation	Section	Notes	Responsible Officer	Progress as at 20 November 2018
Disability Access and Inclusion Plan Review	Commence Review	Disability Services Act 1993	s29(7)	5-yearly, next due ?	CEO	
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	Being checked
Road Traffic Counters	Counters to be used on roads for grant aqital info etc			3 new councters to be commissioned	Works Officer	Elves undergoing training
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	Commenced in conjunction with Auditor Report
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
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, LTFP, AMP, AMIS, NAMA, 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	New ISP being finalised
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 2019
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
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	
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	
FOI Annual Statement	FOI Annual Statistical Data - forward to the Commissioner Due July	Freedom of Information Act 1992	s111(3)	Annual	CEO	
Related Party Transactions	New Accounting Standard to be implemented for 2017/18 FYE	Australian Accounting Standards	AASB124	Annual August	CEO	Distributed to Councillors
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	
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	
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	
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	

Deed of building exchange

Shire of Ngaanyatjarraku

Ngaanyatjarra Land Council (Aboriginal Corporation)



McLEODS

Barristers & Solicitors

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Details

Parties

Shire of Ngaanyatjaraku

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

Ngaanyatjarra Land Council (Aboriginal Corporation)

(ABN 88 304 990 870)
of 6/58 Head Street, Alice Springs, Northern Territory 0870
(**Land Council**)

Recitals

- A The Shire is the owner of the buildings described in **Item 1** of the Schedule (**Shire Buildings**).
- B The Land Council is the owner of the buildings described in **Item 2** of the Schedule (**Land Council Buildings**).
- C At the request of the Shire the Land Council has agreed to transfer ownership of the Land Council Buildings to the Shire in exchange for the Shire transferring ownership of the Shire Buildings to the Land Council.
- D The parties enter into this Deed to set out the terms and conditions of the proposed exchange of the Buildings.

Agreed terms

1. Defined terms

In this Deed:

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

Buildings means the Land Council Buildings and the Shire Buildings;

Land Council Buildings means the buildings specified in **Item 2** of the Schedule;

Schedule means the schedule to this Deed.

Shire Buildings means the buildings described in **Item 1** of the Schedule;

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

Transferee means in respect of the Shire Buildings the Land Council and in respect of the Land Council Buildings the Shire; and

Transferor means in respect of the Shire Buildings the Shire and in respect of the Land Council Buildings the Land Council.

2. Transfer of Shire Buildings

- (1) In consideration of the Land Council's transfer of the Land Council Buildings and with effect from the Transfer Date, the Shire transfers absolutely to the Land Council:
 - (a) all of its rights title and ownership of the Shire Buildings, on the terms and conditions of this Deed; and
 - (b) any and all common law rights and statutory or common law remedies in relation to the Shire Buildings available to the Shire at the Transfer Date.
- (2) The Land Council accepts the transfer from the Shire of all rights to, and title and ownership of the Shire Buildings effective from the Transfer Date on the terms and conditions set out in this Deed.

3. Transfer of Land Council Buildings

- (1) In consideration of the Shire's transfer of the Shire Buildings and with effect from the Transfer Date, the Land Council transfers absolutely to the Shire:
 - (a) all of its rights to, and title and ownership of, the Land Council Buildings, on the terms and conditions of this Deed; and
 - (b) any and all common law rights and statutory or common law remedies in relation to the Land Council Buildings available to the Shire at the Transfer Date.
- (2) The Shire accepts the transfer from the Land Council of all rights to, and title and ownership of the Land Council Buildings effective from the Transfer Date on the terms and conditions set out in this Deed.

4. No Warranties

- (1) The Buildings are transferred “as is”.
- (2) Each Transferee acknowledges that it has made and relies upon its own enquiries and thorough inspection of each Building transferred to it and enters into this Deed solely in reliance upon such enquiries and inspection.
- (3) Each Transferee acknowledges and agrees that no warranty or representation has been given or made to the Transferee or anyone on the Transferee’s behalf by the Transferor or any agent, employee or contractor of the Transferor, or any other person on the Transferor’s behalf in relation to each Building transferred including but not limited to warranties or representations as to the condition or state of the Building or the suitability of the Building for any purpose.
- (4) Any representation or warranty implied by virtue of any statute or otherwise will not apply to, or be implied in this Deed, and all such representations or warranties are excluded to the extent permitted by law.
- (5) Each Transferor will not be liable under any circumstances to make any compensation to the Transferee as a consequence of any fault, defect or characteristic of a Building transferred.

5. No interest in land

- (1) The parties acknowledge and agree that transfer of rights title and ownership of the:
 - (a) Shire Buildings to the Land Council; and
 - (b) Land Council Buildings to the Shire,does not transfer any estate or interest in land.

6. Latent defects

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

7. Handover of Buildings

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

8. Risk

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

9. Condition Precedent

The Land Council acknowledges and agrees that transfer of the Shire Buildings is subject to and conditional upon the Shire’s compliance with section 3.58 of the *Local Government Act 1995*. This Deed shall not fetter the exercise of the Shire’s discretion pursuant to that section.

10. Costs of this Deed

- (1) Each party will bear its own costs in respect of the preparation, drafting and execution of this Deed.
- (2) In the event duty is payable on this Deed under the *Duties Act 2008* the parties will be liable to pay such duty in accordance with the provisions of that Act.

11. Severance

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

12. Further Assurances

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

13. Entire agreement

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

14. Variation and waiver

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

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

15. Governing law

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

16. Interpretation

In this Deed unless the contrary intention appears:

- (a) headings, underlines and numbering do not affect the interpretation or construction of this Deed;
- (b) words importing the singular include the plural and vice versa;
- (c) words importing a gender include any gender;
- (d) an expression importing a natural person includes any company, partnership, joint venture, association, corporation or other body corporate;
- (e) references to parts, clauses, parties, annexures, exhibits and schedules are references to parts and clauses of, and parties, annexures, exhibits and schedules to, this Deed;

- (f) a reference to any statute, regulation, proclamation, ordinance or local law includes all statutes, regulations, proclamations, ordinances or local law varying, consolidating or replacing them, and a reference to a statute includes all regulations, proclamations, ordinances and local laws issued under that statute;
- (g) no rule of construction shall apply to the disadvantage of a party on the basis that that party was responsible for the preparation of this Deed or any part of it; and
- (h) a reference to any thing (including any real property) or any amount is a reference to the whole and each part of it;
- (i) reference to the parties includes their personal representatives, successors and lawful assigns;
- (j) where a reference to a party includes more than one person the rights and obligations of those persons shall be joint and several; and
- (k) the Schedule and Annexures (if any) form part of this Deed.

Schedule

Item 1 Shire Buildings

Unit in Wanarn:

One Unit from a brick and colorbond duplex pair comprising 2 bedrooms, 1 bath in generally good condition as depicted in photographs below:



Front - Wanarn Duplex



Rear - Wanarn Duplex



Kitchen - Wanarn Duplex



Kitchen - Wanarn Duplex

Unit in Jameson:

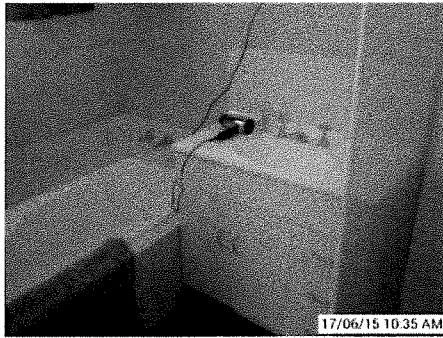
One Caged Unit from a brick and colorbond duplex pair comprising 2 bedrooms, 1 bath in generally good condition as depicted in photographs below:



Front - Duplex Jameson



Rear - Duplex Jameson



Bathroom - Duplex Jameson



Kitchen – Duplex Jameson



Living - Duplex Jameson

Item 2 Land Council Buildings

1 x 2 bedroom house, Warburton
1 x 1 bedroom unit, Warakurna

Item 3 Transfer Date

Signing page

EXECUTED as a deed on the day of

2018

SIGNED on behalf of **NGAANYATJARRA
LAND COUNCIL (ABN 88304990870)** by:

Signature of authorised officer

Name of authorised officer (print)

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

Shire President

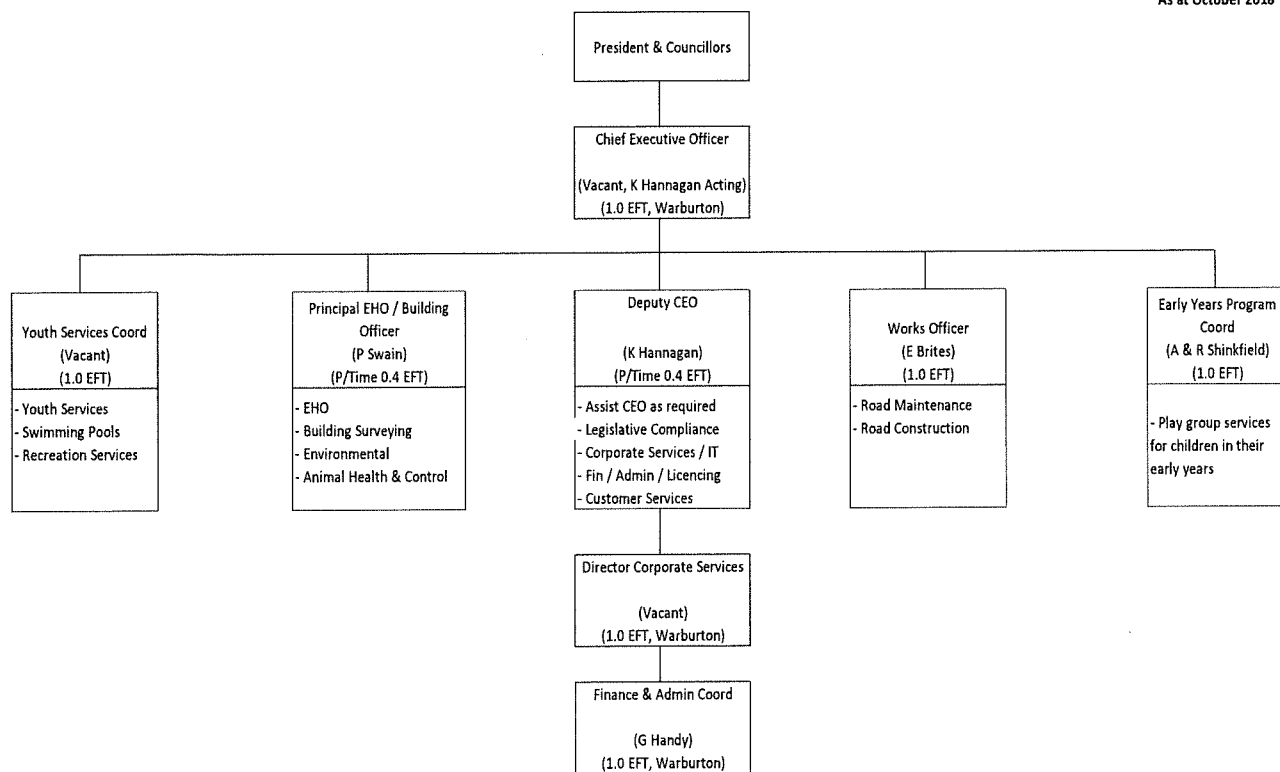
(Print Full Name)

Chief Executive Officer

(Print Full Name)

Organisational Structure

As at October 2018



Attachment 11.1

Date	Codi	Description	Credit	Montl
				03
01/10/2018	40	NGAANYATJARRA SERVICES (ABORIGINAL CORPORATION) Rental of staff house Lot 154 Warburton September 2018	-3919.95	04
01/10/2018	2078	TOWER MEDICAL CENTRE Medical appointment 14/9/2018	-76.30	04
01/10/2018	217	KEY FACTORS PTY LTD (BREAKAWAY) Roadworks plant hire Giles/Malga Park Rd SLK 119.05-127.40	-94850.80	04
01/10/2018	334	STAPLES AUSTRALIA (PREV. CORPORATE EXPRESS) Stationery & supplies for Warb P'Group	-236.96	04
01/10/2018	361	PIVOTEL SATELLITE PTY LTD Satphone charges Sept - Oct 2018	-450.00	04
01/10/2018	538	PERFECT COMPUTER SOLUTIONS PTY LTD Monthly fee for disaster recovery monitoring September 2018	-212.50	04
01/10/2018	726	DIPLOMAT MOTEL Accom + Meals K Jone 23+24/9/18 ECA conf in Sydney	-583.50	04
01/10/2018	778	CENTRALIAN MOTORS Service - E/Y Fortuner 1GIQ350	-852.90	04
01/10/2018	941	NGAANYATJARRA COUNCIL REGIONAL HOUSING PROGRAM Connect hot water Playgroup Blackstone	-7488.08	04
01/10/2018	989	ALANA ASHBOTH Diesel for E/Y relief staff	-309.52	04
01/10/2018	15	WESTPAC BANK Transaction fees - September 2018	-50.50	04
03/10/2018		Payroll Direct Debit Of Net Pays Payroll Direct Debit Of Net Pays	-48028.38	04
03/10/2018	54	WA SUPER Payroll deductions	-3394.91	04
03/10/2018	2055	BT Super for Life Superannuation contributions	-349.96	04
03/10/2018	1034	AUSTRALIAN SUPER Superannuation contributions	-72.13	04
03/10/2018	5	BT SUPER Superannuation contributions	-218.74	04
03/10/2018	740	HOST PLUS Payroll deductions	-636.44	04
03/10/2018	2065	VISION SUPER Superannuation contributions	-1271.10	04
03/10/2018	15	WESTPAC BANK Credit Card Trans - DCEO K Hannagan	-4299.20	04
03/10/2018	357	COMMONWEALTH BANK OF AUSTRALIA CBA Merchant & POS fees - September 2018	-63.56	04
08/10/2018	20	DOCKEY RIVER STORE Diesel fuel E/Years Fortuner K Jones	-76.00	04
08/10/2018	268	INDERVON PTY LTD Diesel - E/Y Fortuner 1GIG350	-85.94	04
08/10/2018	551	MUNICIPAL INSURANCE BROKING SERVICES OF WA Municipal Property Scheme 2018-2019 2nd installment contribution	-52283.21	04
08/10/2018	785	IT VISION AUSTRALIA PTY LTD ITV monthly BPMS payroll, financial processing + rates service fee Sept 2018	-9543.96	04
08/10/2018	894	BUNNINGS GROUP LTD Supplies for office maintenance	-507.99	04
08/10/2018	931	SOUTHERN WORKWEAR & AMMUNITION E/Y Staff Uniforms plus embroidery of Logo 50% final payment	-340.50	04
08/10/2018	941	NGAANYATJARRA COUNCIL REGIONAL HOUSING PROGRAM Repairs to ceiling and paint Lot 104 LHS	-594.83	04
08/10/2018	2009	URBAN BOX RENOVATIONS Construction of cage around Lot 152 Warburton - as per quote	-11890.00	04
08/10/2018	2018	Laverton Supplies Vehicle storage for EHO Vehicle 14/9/18 for 26 days	-260.00	04
08/10/2018	30	LEONORA ROADHOUSE Diesel for 1DXW195 - E Ribeiro	-583.50	04
08/10/2018	37	NATS Freight on Shire Prado 1EBO496 NATS to Warburton	-5101.11	04
08/10/2018	59	WARBURTON ROADHOUSE Accom E/Y relief staff	-10106.03	04
08/10/2018	61	WARRUNYINNA STORE Supplies for Early Years Program	-1479.46	04
08/10/2018	72	BLACKSTONE ENTERPRISES (STORE) Blackstone Early Years Supplies	-80.14	04
08/10/2018	95	WARAKURNA STORE Food supplies - school holiday program	-468.02	04
08/10/2018	217	KEY FACTORS PTY LTD (BREAKAWAY) Roadworks plant hire Giles/Malga Park Road SLK 119.05 - 127.40	-96558.00	04
08/10/2018	221	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION Procurement process for Engineering Consultancy	-1782.00	04

15/10/2018	40	NGAANYATJARRA SERVICES (ABORIGINAL CORPORATION) Rental of staff house Lot 154 Warburton September 2018	-4050.60	04
15/10/2018	696	CHART AIR Airfare KAL-WBR J McGinley - E/Y's staff relocation	-361.45	04
15/10/2018	812	Mrs A L SHINKFIELD Reimburse equipment, supplies & comms expenses for NG Lands Plagygroups prog	-784.86	04
15/10/2018	830	ROWAN SHINKFIELD Building products for cage construction Lot 255 Warburton from unit	-1199.56	04
15/10/2018	941	NGAANYATJARRA COUNCIL REGIONAL HOUSING PROGRAM Repair walls and toilet at Warburton E/Y after break-in	-2089.32	04
15/10/2018	2067	GOLDFIELDS RECORDS STORAGE Preparation of legal docs for the current Goldfields Record Storage Facility agreement	-518.95	04
15/10/2018	2080	Geoff Handy Westpac Visa Accommodation for Youth Services staff Bronze medallion training	-2031.67	04
15/10/2018	57	WARAKURNA ROADHOUSE 2 x batteries for Shire rubbish truck	-540.00	04
15/10/2018	61	WARRUNYINNA STORE Diesel for Early Years Fortuner	-57.50	04
15/10/2018	217	KEY FACTORS PTY LTD (BREAKAWAY) Ninga Road	-90756.60	04
15/10/2018	253	GLOBETROTTER CORPORATE TRAVEL Accom + meals for K Jones ECA Conference Sydney 2018	-2633.00	04
15/10/2018	361	PIVOTEL SATELLITE PTY LTD 6 x Thuraya XT lite	-4794.00	04
15/10/2018	395	FIRE & EMERGENCY SERVICES OF WESTERN AUSTRALIA 2018/19 ESL - Shire of Nganyatjarraku Local Govt properties	-984.00	04
15/10/2018	425	P.A. SEVERIN & CO Diesel fuel E/Y Fortuner 1GIH350	-89.36	04
15/10/2018	579	IBIS STYLES HOTEL KALGOORLIE Accom and Emmanuel Ribeiro 9/10/18 to 11/10/18 inclusive	-447.00	04
15/10/2018	50	TELSTRA CORPORATION LTD Phone & data charges - September 2018	-1813.65	04
17/10/2018		Payroll Direct Debit Of Net Pays Payroll Direct Debit Of Net Pays	-48090.01	04
17/10/2018	54	WA SUPER Payroll deductions	-3984.42	04
17/10/2018	2055	BT Super for Life Superannuation contributions	-249.66	04
17/10/2018	1034	AUSTRALIAN SUPER Superannuation contributions	-61.38	04
17/10/2018	740	HOST PLUS Payroll deductions	-636.44	04
17/10/2018	5	BT SUPER Superannuation contributions	-84.98	04
17/10/2018	2065	VISION SUPER Superannuation contributions	-592.80	04
17/10/2018	1060	HESTA Superannuation contributions	-206.14	04
19/10/2018	848	DEPT FOR CHILD PROTECTION WWCC application fee Jordan Sio	-85.00	04
22/10/2018	57	WARAKURNA ROADHOUSE 1 nite accom E/Y Coordinator	-798.32	04
22/10/2018	72	BLACKSTONE ENTERPRISES (STORE) Food supplies IHHP team	-4306.15	04
22/10/2018	37	NATS Freight on Pivotel Satellite phones	-22.00	04
22/10/2018	2037	RAYSON SANTANA DE JESUS Reimburse food from bronze medallion training in Kalgoorlie	-190.65	04
22/10/2018	2076	EMMANUEL RIBEIRO Medical Treatment, Food supplies whilst undergoing treatment and taxi fare	-837.90	04
22/10/2018	40	NGAANYATJARRA SERVICES (ABORIGINAL CORPORATION) Radiator flush + coolant Warburton Rubbish truck 1GDT303	-727.10	04
22/10/2018	48	SUCCESS PRINT Cards for Warta Shop online shop	-120.00	04
22/10/2018	50	TELSTRA CORPORATION LTD Tesltra satellite mobile phone charges	-175.00	04
22/10/2018	217	KEY FACTORS PTY LTD (BREAKAWAY) Ninga Road Roadworks	-117362.30	04
22/10/2018	538	PERFECT COMPUTER SOLUTIONS PTY LTD IT support - Email address for Warburton Early Years + printers and Backup issue	-467.50	04
22/10/2018	696	CHART AIR Airfare KAL-WBR ret E Ribeiro 9/10/18 & 12/10/18	-722.90	04
22/10/2018	894	BUNNINGS GROUP LTD Grass seed for Lot 158 Warburton	-93.52	04
22/10/2018	2018	Laverton Supplies Diesel fuel EHO Landcruiser KBC591L	-162.06	04
24/10/2018	26	DAMIAN MCLEAN Ord Council meeting fee 24 Oct 2018	-400.00	04
24/10/2018	355	LALLA WEST Ord Council meeting fee 24 Oct 18	-200.00	04
24/10/2018	473	PRESTON THOMAS Ord Council meeting fee 24 Oct 18	-200.00	04
24/10/2018	1004	JOYLENE FRAZER Ord Council meeting fee 24 Oct 18	-200.00	04
24/10/2018	1064	ANDREW JONES Ord Council meeting fee 24 Oct 18	-200.00	04
24/10/2018	2049	DEBRA FRAZER Ord Council meeting fee 24 Oct 18	-200.00	04
25/10/2018	251020	Warta Shop Sales 1:102	-81.80	04
25/10/2018		Transfer of fund from the Cash Management Account to the new Term Deposit for Employee Entitlements as identified in the 2017/18 Annual Financial Statements	-300000.00	04
25/10/2018	40	NGAANYATJARRA SERVICES (ABORIGINAL CORPORATION) Payment 27/12/17 underpaid Inv 22247	-112.93	04

29/10/2018	40	NGAANYATJARRA SERVICES (ABORIGINAL CORPORATION) Service 1EKK611	-393.94	04
29/10/2018	61	WARRUNYINNA STORE Diesel 1EKC611	-237.00	04
29/10/2018	147	AUSTRALIA POST Australia Post mail service Charges August 2018	-21.80	04
29/10/2018	205	LOCAL GOVERNMENT MANAGERS AUSTRALIA 2018-19 Council Corporate Membership LG Professionals WA	-1863.00	04
29/10/2018	217	KEY FACTORS PTY LTD (BREAKAWAY) Roadworks plant hire Giles/Malga Park Rd SLK 119.05-127.40	-126797.00	04
29/10/2018	419	COMFORT INN MIDAS Accomm J McGinley 5/10/18	-145.00	04
29/10/2018	941	NGAANYATJARRA COUNCIL REGIONAL HOUSING PROGRAM Repairs to breakin Lot 104	-10753.70	04
29/10/2018	2008	MOORE STEPHENS (WA) Pty Ltd Audit certification R2R	-4235.00	04
29/10/2018	2018	Laverton Supplies Diesel fuel EHO Landcruiser KBC591L	-180.00	04
31/10/2018		Payroll Direct Debit Of Net Pays Payroll Direct Debit Of Net Pays	-48010.36	04
31/10/2018	54	WA SUPER Payroll deductions	-3305.87	04
31/10/2018	2055	BT Super for Life Superannuation contributions	-355.21	04
31/10/2018	1034	AUSTRALIAN SUPER Superannuation contributions	-64.62	04
31/10/2018	740	HOST PLUS Payroll deductions	-653.99	04
31/10/2018	5	BT SUPER Superannuation contributions	-184.83	04
31/10/2018	2065	VISION SUPER Superannuation contributions	-866.40	04
31/10/2018	1060	HESTA Superannuation contributions	-203.86	04
			-\$1,152,100.18	



SHIRE OF NGAANYATJARRAKU - Business banking ▾

Approval ²

Notifications ▾

Sign Out

[Overview](#)[Payments](#)[Services & preferences](#)[Administration](#)[Business Hub](#)[Products](#)

Your accounts

[Edit view](#) ▾

Transfer funds

Make a payment

Westpac Business ▾
One Flexi
036-016 831911

\$2,516,187.40

Westpac Business ▾
One
036-016 831946

\$0.00

BusinessChoice Visa ▾
Everyday Credit
Card
xxxx xxxx xx18 5736

-\$1,269.71
Available \$4,230.29

Term Deposit ▾
036-016 140221

\$228,921.54

Term Deposit ▾
036-016 167993

\$6,817.84

Term Deposit ▾
036-125 507918

\$300,000.00

Upcoming payments ⚙
There are no payments to display.

Payment approvals ⚙



Add accounts



Shire of **Ngaanyatjaraku**

ON A JOURNEY

Shire of Ngaanyatjaraku

Monthly Financial report

For the Period Ending 31 October 2018

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

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1 Statement of Financial Activity by Program

Statutory Reporting Program For the Period Ended 31 October 2018

Note	Original Budget	YTD Budget (a)	YTD Actual (b)	Variance \$ (b)-(a)	Variance % (b)-(a)/(a)	Variance
Operating Revenue						
Governance	\$ 3,000	\$ 833	\$ 656	\$ (177)	-21%	✓
General Purpose Funding - Rates	255,759	190,877	247,468	56,591	100%	✓
General Purpose Funding - Other	1,503,337	376,332	403,954	27,622	7%	✓
Law, Order, Public Safety	420	420	328	(92)	-22%	✓
Health	105,200	40,000	35,811	(4,189)	100%	✓
Education and Welfare	318,000	80,917	78,635	(2,282)	-3%	✓
Housing	20,000	5,000	21,172	16,172	323%	✓
Community Amenities	87,000	500	1,427	927	185%	✓
Recreation and Culture	222,307	75,213	125,009	49,796	66%	✓
Transport	1,274,050	508,146	555,749	47,603	9%	✓
Economic Services	7,000	4,500	8,603	4,103	91%	✓
Other Property and Services	0	0	32,434	32,434	100%	✓
Total Operating Revenue	3,796,073	1,282,738	1,511,245	228,507		
Operating Expense						
Governance	(139,103)	(75,260)	(506,619)	(431,359)	573%	✓
General Purpose Funding - Rates	(24,825)	(10,628)	(6,519)	4,109	-39%	✓
General Purpose Funding - Other	0	0	0	0		✓
Law, Order, Public Safety	(91,031)	(29,043)	(16,774)	12,269	-42%	✓
Health	(488,746)	(191,757)	(121,100)	70,657	-37%	✓
Education and Welfare	(1,093,416)	(412,650)	(244,454)	168,197	-41%	✓
Housing	(336,166)	(114,203)	(103,608)	10,595	-9%	✓
Community Amenities	(610,465)	(241,627)	(114,230)	127,397	-53%	✓
Recreation and Culture	(872,684)	(369,326)	(211,743)	157,583	-43%	✓
Transport	(2,983,961)	(1,182,505)	(872,380)	310,125	-26%	✓
Economic Services	(163,128)	(70,222)	(24,948)	45,274	-64%	✓
Other Property and Services	(12,995)	(5,564)	(99,741)	(94,177)	1693%	✓
Total Operating Expenditure	(6,816,520)	(2,702,785)	(2,322,116)	380,669		
Funding Balance Adjustments						
Add back Depreciation	1,366,389	457,304	414,398	(42,906)	-9%	
Adjust (Profit)/Loss on Disposal	0	0	(25,937)	(25,937)		
Net Cash from Operations	(1,654,058)	(962,743)	(422,409)	540,334		
Capital Revenues						
Grants, Subsidies and Contributions	8,687,675	848,800	630,490	(218,310)	-26%	✓
Proceeds from Disposal of Assets	0	0	0	0		
Total Capital Revenues	8,687,675	848,800	630,490	(218,310)		
Capital Expenses						
Land & Buildings	(90,000)	(30,000)	(22,657)	7,343	-24%	✓
Furniture and Equipment	(5,000)	(1,667)	0	1,667	-100%	✓
Plant & Equipment	(233,000)	(77,667)	(63,791)	13,876	-18%	✓
Infrastructure - Roads	(9,084,775)	(3,028,258)	(1,249,199)	1,779,059	-59%	✓
Total Capital Expenditure	(9,412,775)	(3,137,592)	(1,335,647)	1,801,945		
Net Cash from Capital Activities	(725,100)	(2,288,792)	(705,157)	1,583,635		
Financing						
Transfer from Reserves	625,253	625,253	325,253	(300,000)	-48%	✓
Transfer to Reserves	(6,047)	(6,047)	(6,183)	(136)	2%	
Net Cash from Financing Activities	619,206	619,206	319,070	(300,136)		
Net Operations, Capital & Financing	(1,759,952)	(2,632,329)	(808,496)	1,823,833		
Opening Funding Surplus (Deficit)	3,182,012	3,182,012	3,182,012	0		
Closing Funding Surplus (Deficit)	1,422,060	549,683	2,373,516	1,823,833		

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold of 10%.

Refer to the attached Explanation of Material Variances Statement for an explanation of the reasons for the variance.

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

2 Statement of Financial Activity by Nature or Type

By Nature or Type For the Period Ended 31 October 2018

	Note	Original Budget	YTD Budget (a)	YTD Actual (b)	Variance \$ (b)-(a)
Operating Revenue		\$	\$	\$	\$
Rates		255,759	190,877	247,468	56,591
Operating Grants, Subsidies and Contributions		3,185,890	1,000,064	1,099,047	98,983
Fees & Charges		316,840	76,213	123,653	47,440
Interest Earnings		6,497	2,497	6,807	4,310
Other Revenue		31,087	13,087	34,271	21,184
Profit on Disposal of Assets		0	0	(25,937)	(25,937)
Total Operating Revenue		3,796,073	1,282,738	1,485,308	202,570
Operating Expense					
Employee Costs		(2,709,286) ▴	(944,762)	(976,389)	(31,627)
Material and Contracts		(2,405,705) ▴	(1,091,587)	(796,088)	295,499
Utility Charges (Electricity, Gas, Water etc.)		(95,000) ▴	(30,875)	15,475	46,350
Depreciation on Non-current Assets		(1,366,389) ▴	(457,304)	(414,398)	42,906
Insurance Expense		(123,000) ▴	(112,000)	(128,731)	(16,731)
Other Expenditure		(117,140) ▴	(66,257)	(47,921)	18,336
Loss on Asset Disposal		0 ▴	0	0	0
Total Operating Expenditure		(6,816,520)	(2,702,785)	(2,348,052)	354,733
Funding Balance Adjustments					
Add back Depreciation		1,366,389	457,304	414,398	(42,906)
Adjust (Profit)/Loss on Disposal		0	0	25,937	25,937
Net Cash from Operations		(1,654,058)	(962,743)	(422,409)	540,334
Capital Revenues					
Grants, Subsidies and Contributions		8,687,675	848,800	630,490	(218,310)
Proceeds from Disposal of Assets	3	0	0	0	0
Total Capital Revenues		8,687,675	848,800	630,490	(218,310)
Capital Expenses					
Land & Buildings	3	(90,000)	(30,000)	(22,657)	7,343
Furniture and Equipment	3	(5,000)	(1,667)	0	1,667
Plant & Equipment	3	(233,000)	(77,667)	(63,791)	13,876
Infrastructure - Roads	3	(9,084,775)	(3,028,258)	(1,249,199)	1,779,059
Total Capital Expenditure		(9,412,775)	(3,137,592)	(1,335,647)	1,801,945
Net Cash from Capital Activities		(725,100)	(2,288,792)	(705,157)	1,583,635
Financing					
Transfer from Reserves	7	625,253	625,253	325,253	(300,000)
Transfer to Reserves	7	(6,047)	(6,047)	(6,183)	(136)
Net Cash from Financing Activities		619,206	619,206	319,070	(300,136)
Net Operations, Capital & Financing		(1,759,952)	(2,632,329)	(808,496)	1,823,833
Opening Funding Surplus (Deficit)	2	3,182,012	3,182,012	3,182,012	0
Closing Funding Surplus (Deficit)	2	1,422,060	549,683	2,373,516	1,823,833

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

Note 1 Significant Accounting Policies

(a) Basis of Accounting

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected noncurrent assets, financial assets and liabilities.

Critical Accounting Estimates

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

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 11.

(c) Rounding Off Figures

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

(d) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

(e) Goods and Services Tax

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows

are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

(f) Cash and Cash Equivalents

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

(g) Trade and Other Receivables

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

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

(h) Inventories

General

Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land Held for Resale

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed. Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point. Land held for sale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

(i) Fixed Assets

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

different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

(j) Depreciation of Non-Current Assets

All non-current assets having a limited useful life (excluding freehold land) are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets. Assets are depreciated from the date of acquisition or, in respect of internally constructed assets, from the time the asset is completed and held ready for use.

Items are depreciated over their useful lived on a reducing balance basis as follows:

Asset	% per annum
Land & Building	2.00%
Furniture & Equipment	25.00%
Plant & Equipment	17.50%
Infrastructure, Formation	0%
Infrastructure, Pavement	4.32%
Infrastructure, Seal	4.30%
Infrastructure, Kerb	4.94%
Infrastructure, Drainage	3.16%
Infrastructure, Recreation	2.00%

(k) Trade and Other Payables

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

(l) Employee Benefits

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, isolation leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave, Long Service Leave and Isolation Leave (Short-term Benefits)

The provision for employees' benefits to wages, salaries, annual leave, long service leave and isolation leave expected to be settled within 12 months represents the amount the Shire has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Shire expects to pay and includes related on-costs.

(ii) Annual Leave and Long Service Leave (Long-term Benefits)

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of

services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

(m) Interest-bearing Loans and Borrowings

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

(n) Provisions

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses. Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

(o) Current and Non-Current Classification

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non-current based on Council's intentions to release for sale.

(p) Nature or Type Classifications

Rates

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

Operating Grants, Subsidies and Contributions

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

Non-Operating Grants, Subsidies and Contributions

Amounts received specifically for the acquisition, construction of new or the upgrading of noncurrent assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations. **Profit on Asset Disposal**

Profit on the disposal of assets including gains on the disposal of long term investments.

Losses are disclosed under the expenditure classifications.

Fees and Charges

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

Service Charges

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

Interest Earnings

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

Other Revenue / Income

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

Employee Costs

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

Materials and Contracts

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications,

hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

Utilities (Gas, Electricity, Water, etc.)

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

Insurance

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

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

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

Other expenditure

Statutory fees, taxes, provision for bad debts, member's fees or levies including WA Fire Brigade Levy and State taxes. Donations and subsidies made to community groups.

(q) Program Classifications (Function/Activity)

Governance

Objective:

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

Activities:

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

General Purpose Funding

Objective:

To collect revenue to allow for the provision of services.

Activities:

Rates, general purpose government grants and interest revenue.

Law, Order, Public Safety

Objective:

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

Activities:

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

Health

Objective:

To provide an operational framework for environmental and community health.

Activities:

Inspection of food outlets and their control, provision of meat inspection services, noise control and a waste pick-up service.

Education and Welfare

Objective:

To provide services to children and youth.

Activities:

Maintenance of playgroup centre (early years learning) and operation of youth services.

Housing

Objective:

To provide and maintain staff housing.

Activities:

Provision and maintenance of staff housing.

Community Amenities

Objective:

To provide services required by the community.

Activities:

Rubbish collection services, litter control, storm water maintenance and protection of the environment.

Recreation and Culture

Objective:

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

Activities:

Maintenance of public halls, civic centres, aquatic centre, recreation centres and various sporting facilities. Provision and maintenance of parks and playgrounds. Operation of other cultural facilities.

Transport

Objective:

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

Activities:

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

Economic Services

Objective:

To help promote the shire and its economic wellbeing.

Activities:

Tourism and area promotion, provision of rural services including weed and vermin control. Building control.

Other Property and Services

Objective:

To monitor and control council's overheads operating accounts.

Activities:

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

Note 2 Net Current Funding Position

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY For the Period Ended 31 October 2018

Net Current Assets	Note	30 Jun 2018	YTD 30 Sep 2018
		\$	\$
Current Assets			
Cash Municipal	4	2,317,255	2,440,479
Cash Reserves	4	853,334	540,446
Receivables - Rates	5	41,494	188,618
Receivables - Other	5	1,604,424	339,224
Inventories		72,199	72,199
		4,888,705	3,580,966
Less: Current Liabilities			
Payables	6	(517,627)	(409,181)
Provisions		(335,733)	(257,823)
Less: Cash Reserves	7	(853,334)	(540,446)
Net Current Funding Position		3,182,012	2,373,516

Note 3 Capital – Acquisitions, Funding and Disposal

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY For the Period Ended 31 October 2018

Summary Capital Acquisitions	YTD Actual New/Upgrade (a)	YTD Actual Renewal Expenditure (b)	Original Budget	YTD Budget (d)	YTD Actual Total (c)=(a)+(b)	Variance (c)-(d)
	\$	\$	\$	\$	\$	\$
Land & Buildings	0	(22,657)	(90,000)	(30,000)	(22,657)	7,343
Furniture & Equipment	0	0	(5,000)	(1,667)	0	1,667
Plant & Equipment	0	(63,791)	(233,000)	(77,667)	(63,791)	13,876
Infrastructure - Roads	0	(1,249,199)	(9,084,775)	(3,028,258)	(1,249,199)	1,779,059
Capital Expenditure Totals	0	(1,335,647)	(9,412,775)	(3,137,592)	(1,335,647)	1,801,945
Capital Acquisitions Funded By						
Capital Grants and Contributions			8,687,675	848,800	630,490	
Other (Disposals & C/Fwd)			0	0	0	
Council Contribution - Operations			725,100	2,288,792	705,157	
Capital Funding Total			9,412,775	3,137,592	1,335,647	

Capital Acquisitions	YTD Actual New/Upgrade	YTD Actual Renewal Expenditure	Original Budget	YTD Budget	YTD Actual Total	Variance (Over)/Under
Land & Building						
EYLC Fencing		0	20,000	6,667	0	6,667
Playgroup/Early Years Learning Centre		0	20,000	6,667	0	6,667
Security upgrade staff housing		22,657	25,000	8,333	22,657	(14,323)
Warburton Oval Shade Structure		0	25,000	8,333	0	8,333
Land & Building Total	0	22,657	90,000	30,000	22,657	7,343
Furniture & Equipment						
Office Equipment		0	5,000	1,667	0	1,667
Furniture & Equipment Total	0	0	5,000	1,667	0	1,667
Plant & Equipment						
Light Truck		0	20,000	6,667	0	6,667
Vehicle		0	45,000	15,000	0	15,000
Rubbish Truck Warakurna		0	90,000	30,000	0	30,000
Purchase of Vehicle - Toyota PC		63,791	68,000	22,667	63,791	(41,124)
Streetsweeper brush renewal		0	10,000	3,333	0	3,333
Plant & Equipment Total	0	63,791	233,000	77,667	63,791	13,876
Infrastructure - Roads						
Great Central Road - Roads to Recovery		0	3,507,669	1,169,223	0	1,169,223
Great Central Road - MRWA Major		4,589	4,194,106	1,398,035	4,589	1,393,447
Giles Mulga Park RRG		482,846	915,000	305,000	482,846	(177,846)
Jameson Wanam		437,797	0	0	437,797	(437,797)
Warburton Blackstone Road RRG		323,968	468,000	156,000	323,968	(167,968)
Infrastructure Total	0	1,249,199	9,084,775	3,028,258	1,249,199	1,779,059
Grand Total	0	1,335,647	9,412,775	3,137,592	1,335,647	1,801,945

Note 3 Capital - Acquisitions, Funding and Disposal cont.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2018

Assets Disposed		Accum Depr	Proceeds	Profit (Loss)	Description Disposed Asset	Original Budget Profit/(Loss)	Actual Profit/(Loss)	Variance	Comments
Cost	\$		\$	\$					
Furniture and Equipment									
80,782		77,917	0	(2,865)	Obsolete items to write off	0	(2,865)	(2,865)	
Plant & Equipment									
262,647		239,575	0	(23,072)	Obsolete items to write off	0	(23,072)	(23,072)	
343,429		317,492	0	(25,937)		0	(25,937)	(25,937)	

Note 4 Capital and Investments

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY For the Period Ended 31 October 2018

Bank Accounts	Municipal	Reserves	Trust	Investments	Total Amount	Institution	Interest Rate	Maturity Date
(a) Cash Deposits								
Municipal Account	\$ 2,437,979			\$	\$ 2,437,979			
Cash Advance Trust	2,500				2,500	Westpac	Variable	Business
(b) Term Deposit								
Reserves		540,446			540,446	Westpac		
Total	2,440,479	540,446	0	0	2,980,925			

*** Cash and Investments transactions have not been completed. Further information required for term deposit

Note 5 Receivables

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY For the Period Ended 31 October 2018

Receivables - Rates and other Rates Receivable	YTD 30 Sep 2018	30 Jun 2018	Receivables - General	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Opening Arrears Previous Years	41,494	230,941	Receivables - General	0	67,175	15,907	104,137	70,032	257,252
Levied This Year	247,468	237,825	Balances per Trial Balance						
Other Rate Charges	0		Sundry Debtors						81,973
Less Collections to date	(100,344)	(230,407)	Receivables - Other						0
Equal Current Outstanding	188,618	238,359	Accruals						
Net Rates Collectable	188,618	238,359	Total Receivables General Outstanding						339,224
% Collected	35%	49%	Amounts shown above include GST (where applicable)						

Note 6 Payables

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY For the Period Ended 31 October 2018

Payables	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - General		222,367	0	0	12,042	234,409
Balances per Trial Balance						
Sundry Payables						234,409
Payables - Other						
Payroll Payables						0
ATO Liability						161,261
Accrued Expenses						0
Other						13,512
Total Payables - Other						174,773
					Total Payables	409,181

Amounts shown above include GST (where applicable)

Note 7 Cash Backed Reserves

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY For the Period Ended 31 October 2018

Reserves	Opening Balance	Original Budget Interest Earned	Actual Interest Earned	Original Budget Transfers In (+)	Actual Transfers In (+)	Original Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer out Reference	Current Closing Balance	Actual YTD Closing Balance
Asset Replacement/Acquisition Reserve	\$ 846,604	\$ 6,000	\$ 6,183	\$ 0	\$ 6,183	\$ (625,253)	\$ (625,253)	\$ 0	\$ 227,351	\$ 233,716
Cultural Centre Reserve	6,730	47	0	0	0	0	0	0	6,777	6,730
Employee Entitlement Reserve	0	0	0	0	300,000	0	0	0	0	300,000
	853,334	6,047	6,183	0	306,183	(625,253)	(625,253)	0	234,128	540,446

Note 8 Rating Information

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY For the Period Ended 31 October 2018

Rate	Rate In	Number of Properties	Rateable Value	YTD Actual				Original Budget			
				Rate Revenue	Interim Rates	Back Rates	Total Revenue	Rate Revenue	Interim Rate	Back Rate	Total Revenue
General Rate	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
UV General Rate	0.210000	34	908,944	247,468	0	0	247,468	190,877	0	0	190,877
Sub-Totals		34	908,944	247,468	0	0	247,468	190,877	0	0	190,877
Minimum Payments											
UV General Rate	Minimum \$	0	0	0	0	0	0	0	0	0	0
Sub-Totals	245	0	0	0	0	0	0	0	0	0	0
Total		34	908,944	247,468	0	0	247,468	190,877	0	0	190,877
Discounts on Rates											
Amounts from General Rates							247,468	0			0
Ex-Gratia Rates							0				190,877
											64,882
							247,468				255,759

Note 9 Information on Borrowings

(a) Debenture Repayments

The Shire does not have any borrowings.

(b) New Debentures

There were not new debentures as at reporting date.

(c) Unspent Debentures

The Shire had no unspent debenture funds as at reporting date.

(d) Overdraft

The shire does not currently have any overdraft facilities set-up.

Note 10 Grants and Contributions

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY For the Period Ended 31 October 2018

Grants	Grant Provider	2018-19 Original Budget	2018-19 Original Budget		Variations Additions/(Deletions)	Reoup Status	
			Operating	Capital		Received	Not Received
		\$	\$	\$	\$	\$	\$
General Purpose Funding							
General Grants (Unfunded)	WALQCC	1,495,340	1,495,340			397,147	1,098,193
Governance							
Licensing Commission	DoT	2,500	2,500			656	1,844
Health							
Grant-Environmental Health Program WA							
Health Dept	DoH	105,000	105,000			35,811	69,189
Education and Welfare							
Grant - DCD		309,000	309,000			77,250	231,750
Grant - Youth Program		0	0			0	0
Community Amenities							
FAHSCIA - NJCP	FAHSCIA	0	0			0	0
Recreation and Culture							
Contributions Bus Hire		0	0			0	0
Contributions and Reimbursements	Various	0	0			0	0
Transport							
Grants - Direct	MRWA	141,205	141,205			141,205	0
Grant-Strategic Funds-Outback Way/GCR	MRWA	540,000	540,000			138,500	401,500
Fed, Roads Grant (unfunded)	MRWA	265,204	265,204			79,604	185,601
Govt Grant - Road to Recovery	Dept of Infrastructure	3,507,669		3,507,669		23,690	3,483,979
Govt Grants - Special Purpose	MRWA	986,000		986,000		606,800	379,200
Govt Grant - Outback Highway		4,194,006		4,194,006		0	4,194,006
Govt Grants - Special Purpose		327,641	327,641			196,440	131,201
Other Property and Services							
Reimbursements	Various	0	0			32,434	0
Advertising Rebates	Various	0	0			0	0
		11,873,565	3,185,890	8,687,675	0	1,729,536	10,176,463

Note 11 Trust Funds

There are no funds held at balance date over which the Shire has no control.

Note 12 Material Variances

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY For the Period Ended 31 October 2018

Details and explanations of the material variances reflected on the Statement of Financial Activity are provided below as required by Local Government (Financial Management) Regulation 34(1) (d). pq Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold of 10%.

Reporting Program	Variance	Variance	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance	(177)	-21%	✓	Timing	
General Purpose Funding - Rates	56,591	100%	✓	Timing	Ex-gratia raised early
General Purpose Funding - Other	27,622	7%			
Law, Order, Public Safety	(92)	-22%	✓	Timing	
Health	(4,189)	100%	✓	Timing	
Education and Welfare	(2,282)	-3%			
Housing	16,172	323%	✓	Timing	
Community amenities	927	185%	✓	Timing	
Recreation and Culture	49,796	66%	✓	Timing	Invoices raised in advance
Transport	47,603	9%			
Economic Services	4,103	91%	✓	Timing	
Other Property and Services	32,434	100%	✓	Permanent	Workers Comp Refunds
Operating Expense					
Governance	(431,359)	573%	✓	Timing	CEO payout and OH Rec not run yet
General Purpose Funding - Rates	4,109	-39%	✓	Timing	OHR not run yet
General Purpose Funding - Other	-	0%			
Law, Order, Public Safety	12,269	-42%	✓	Timing	OHR not run yet
Health	70,657	-37%	✓	Timing	OHR not run yet
Education and Welfare	168,197	-41%	✓	Timing	OHR not run yet
Housing	10,595	-9%		Timing	OHR not run yet
Community Amenities	127,397	-53%	✓	Timing	OHR not run yet
Recreation and Culture	157,583	-43%	✓	Timing	OHR not run yet
Transport	310,125	-26%	✓	Timing	OHR not run yet
Economic Services	45,274	-64%	✓	Timing	OHR not run yet
Other Property and Services	(94,177)	1693%	✓	Timing	Plant Recovery also not ran
Funding Balance Adjustments					
Add back Depreciation	(42,906)	-9%	✓	Timing	
Adjust (Profit)/Loss on Disposal	(25,937)	0%			
Capital Revenues					
Grants, Subsidies and Contributions	(218,310)	-26%	✓	Timing	Received november
Proceeds from Disposal of Assets	-	0%			
Capital Expenses					
Land & Buildings	7,343	-24%	✓	Timing	
Furniture & Equipment	1,667	-100%	✓	Timing	
Plant & Equipment	13,876	-18%	✓	Timing	
Infrastructure - Roads	1,779,059	-59%	✓	Timing	GCR not started yet
Financing					
Transfer to Reserves	(136)	2%			

Perth

Level 5, 160 St Georges Terrace
Perth Western Australia 6000
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Sydney

Level 15, 56 Pitt Street
Sydney NSW 2000
Telephone: +61 2 8379 6144
Facsimile: +61 8 9476 3144

www.paxongroup.com.au

providingvalue

Transfer of building situated at Lot 39 Thirteenth Street, Warburton

Shire of Ngaanyatjaraku

Ngaanyatjarra Land Council (Aboriginal
Corporation)



McLEODS

Barristers & Solicitors

Stirling Law Chambers | 220 Stirling Highway | CLAREMONT WA 6010

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

Email: dnicholson@mcleods.com.au

Ref: DFN:43360

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Details

Parties

Shire of Ngaanyatjaraku

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

Ngaanyatjarra Land Council (Aboriginal Corporation)

(ABN 88304990870)
of 6/58 Head Street, Alice Springs, Northern Territory 0870
(**Transferee**)

Recitals

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

Agreed terms

1. Defined terms

In this Deed:

Building means the building described in **Item 1** of the Schedule;

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

Schedule means the schedule to this Deed;

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

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

2. Transfer of Building

(1) In consideration of:

(a) the Transferee's undertakings as set out in this Deed; and

(b) the Transferee's payment of the Transfer Fee,

the Transferor transfers absolutely to the Transferee:

(c) all of its rights title and ownership of the Building, on the terms and conditions of this Deed; and

(d) any and all common law rights and statutory or common law remedies in relation to the Building available to the Transferor at the Transfer Date,

with effect from the Transfer Date.

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

3. No interest in land

The parties acknowledge and agree that transfer of the Transferor's rights to, and title and ownership of, the Building to the Transferee does not transfer any interest in land.

4. No Warranties

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

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

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

- (4) Any representation or warranty implied by virtue of any statute or otherwise will not apply to, or be implied in this Deed, and all such representations or warranties are excluded to the extent permitted by law.
- (5) The Transferor will not be liable under any circumstances to make any compensation to the Transferee as a consequence of any fault, defect or characteristic of the Building.

5. Latent defects

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

6. Handover of Building

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

7. Risk

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

8. Costs

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

9. Severance

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

10. Further Assurances

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

11. Entire agreement

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

12. Variation and waiver

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

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

- (b) varied except in writing signed by the parties.

13. Governing law

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

14. Interpretation

In this Deed unless the contrary intention appears:

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

Schedule

Item 1 Building

A general purpose facility located in close proximity to the primary school. The facility offers dated accommodation with cooking facilities. The exterior of the building is depicted in the photograph below:



Item 2 Transfer Date

Item 3 Transfer Fee

One dollar (\$1) payable on demand

Signing page

EXECUTED as a deed on the day of

2018

SIGNED on behalf of **NGAANYATJARRA
LAND COUNCIL (ABN 88304990870)** by:

Signature of authorised officer

Name of authorised officer (print)

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

Shire President

(Print Full Name)

Chief Executive Officer

(Print Full Name)



TAX INVOICE

Ngaanyatjarraku, Shire of
PMB 87
KALGOORLIE WA 6630

Invoice Date
31 Oct 2018

Invoice Number
INV-0817A J598 Review of Youth
Services Claim 3

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

Reference
PO 16406

ABN
89 154 888 883

Description	Amount
Client Order No: 16406 Job No: J00598 Name: Review of Youth Services	
Claim 3 as per attached spreadsheet	6,976.00
Schedule of Rates	
26th Oct - Liaison with Kevin and Documentation 0.50hrs	
26th Oct - Respond to correspondence from Youth workers 0.50hrs	
28th Oct - Liaison with Kevin and trip planning email to team members, setting ground rules 0.25hrs	1,100.00
29th Oct - Phone calls to discuss rostering, phone calls to local communities arranging meetings 3.5hrs	
20th Oct - Communication with land stakeholders - 0.75hrs	
Total: 5.5 hours	

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-0817A J598 Review of Youth
Services Claim 3

Amount Due 8,883.60

Due Date 04 Dec 2018

Amount Enclosed

Enter the amount you are paying above

Description	Amount
Subtotal	8,076.00
Total GST 10%	807.60
Invoice Total	8,883.60
Total Net Payments	0.00
Amount Due	8,883.60

Due Date: 04 Dec 2018



TAX INVOICE

Ngaanyatjarraku, Shire of
PMB 87
KALGOORLIE WA 6630

Invoice Date
31 Oct 2018

Invoice Number
INV-0828 J655 Ngaanyatjarraku
Prepare 2018 Fair Value Report

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

Reference
16402

ABN
89 154 888 883

Description	Amount
Client Order No: 16402	
Job No: J00655	
Name: Fair Value Report 2018	
Task - Prepare 2018 Fair Value Report	
(note charged as per our 2015 proposal)	4,400.00
Subtotal	4,400.00
Total GST 10%	440.00
Invoice Total	4,840.00
Total Net Payments	0.00
Amount Due	4,840.00

Due Date: 14 Nov 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-0828 J655 Ngaanyatjarraku
Prepare 2018 Fair Value Report

Amount Due 4,840.00

Due Date 14 Nov 2018

Amount Enclosed

Enter the amount you are paying above

ACTION SHEET

Health & Building Officer – Philip Swain

Dates on Site: 11-18 October 2018

Next site visit: 5-15 November 2018

Date	Subject	Action Taken
28 September 2018	DWER Waste Survey	I have completed the waste survey for the Shire, requested by the Department of Water and Environmental Regulation. The Shire has limited data available regarding its waste services which can hopefully be improved over time. Action: No further action pending next annual survey
12 October 2018	Warburton Pool Operation	The Manager has the pool operational and the follow up samples taken as a precaution, following the amoeba detection last month, were good. Action: Routine monitoring to occur monthly
14 October 2018	NATS deliveries to Communities	I have received further complaints from store and Roadhouse Managers regarding the condition of food delivered to communities two (2) weeks ago. I have forwarded photographic evidence of the problems which included food contaminated with dust and defrosted foods including ice-creams which resulted in foods having to be disposed of and significant losses. 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 liaise with NATS to ensure food is being properly temperature controlled during transportation and that containers are sealed to prevent dirt and dust contamination.
15 October 2018	Mily Store Food Business Inspection	The routine inspection of the store has been carried out. No major issues were identified. Minor alteration of shelving to assist cleaning and cleaning issues are being attended to by the Manager. Action: No further Action pending next routine inspection.
15 October 2018	Warburton Roadhouse Inspection	The routine inspection of the Roadhouse has been carried out. Several minor maintenance items were identified including the kitchen re-tiling following the break-in earlier this year, which remains outstanding. The Manager has advised that the maintenance items are to be addressed shortly as

		<p>they have been waiting for available maintenance service workers.</p> <p>Action: Manager to advise when structural items attended to.</p>
15 October 2018	Warburton Work Camp Inspection	<p>The routine inspection has been conducted and now that the structural items have been attended to there were only minor cleaning items to be attended to.</p> <p>Action: No further Action pending next routine inspection.</p>
16 October 2018	Warakurna Store – Food Business Inspection	<p>The routine inspection of the store has been carried out. Minor cleaning items required attention and the replacement of non-shatterproof light tubes in the freezers has not been undertaken. The usual Managers were on leave so I have undertaken to follow up with them when next in Warakurna.</p> <p>Action: PS to follow up with Managers</p>
16 October 2018	Warakurna Roadhouse – Food Business Inspection	<p>The routine inspection of the store has been carried out. No major issues were identified. Minor alteration of shelving to assist cleaning and cleaning</p> <p>Action: No further Action pending next routine inspection.</p>
16 October 2018	Warakurna HACCC Kitchen Inspection	<p>I have inspected the HACCC facility which is still awaiting the various structural improvements and is in a very poor state of repair. The Food Safety Plan for the centre is still being prepared by Ngaanyatjarra Health and should be forwarded to the Shire before the end of the year. The Improvement Notices issued by the Shire on the HACCC Centres are still in place however I have not moved to Prohibition Orders on the facilities as this would effectively close the Centres. The CEO has raised this matter with the Ng Council CEO for urgent attention.</p> <p>Action: PS to continue liaison with Ng Health to bring the centres into Food Act compliance.</p>
17 October 2018	Blackstone Store Inspection	<p>The routine inspection of the store has been carried out. Various minor cleaning and maintenance items required attention and one potentially hazardous matter (water in electrical fitting) which I was advised had been referred to maintenance for attention. I have since clarified that the maintenance item had not been attended to and have raised it independently with Ng Services</p> <p>Action: Ng Services to undertake maintenance item, no further Action pending next routine inspection.</p>
17 October 2018	Jameson Store Inspection	<p>The routine inspection of the store has been carried out. The floor resurfacing to the coolroom is still outstanding but should be undertaken shortly.</p> <p>Action: Manager to advise when coolroom floor resurfacing to be undertaken.</p>

17 October 2018	New Dwellings - Lots 361-365 Eighth St Warburton	The five new dwellings in Eighth St Warburton are completed and I have received the Notices of Completion. Action: No further action
October 2018	NATSIEH Conference 2019 Perth - Working Group	I have been asked to assist the organising committee for the 2019 National Aboriginal and Torres Strait Islander Environmental Health Conference to be held in Perth 16-19 September 2019. The working group involves mostly teleconferences and is currently arranging venues and functions, call for papers and promotional materials. It is hoped that the EH Worker Team will present on behalf of the Shire at the conference on local Ngaanyatjarra initiatives. Action: No action pending further meetings.
October 2018	Waste Collection Jameson	The Shire has advertised a position at Jameson for a waste collection worker due to the lack of regular refuse collection in the community. A community staff Member is maintaining the service within the community in addition to his maintenance role, however there has been no one in the community come forward interested in the position. Action: Administration attempting to replace staff for waste collection in Jameson.
October 2018	Dog De-Sexing Programme – Murdoch University	Myself and the EHFSO have been liaising with Veterinary Staff at the Murdoch University and Ngaanyatjarra Health with a view to bringing the final year Veterinary students to the "lands" for a surgical programme in November. The programme will now run in Warakurna 26-28/11. The EHFSO was liaising with Murdoch and Ng Health to arrange the visit and it has been difficult to arrange with Ng Health initially refusing to help fund the visit. Following the intervention of the CEO the Shire has been able to gain some Ng Health assistance and the visit has been coordinated with the next visit by Dr Bob Irving. Action: EHFSO to continue liaison with Murdoch University and Ng staff in Warakurna pending the veterinary visit in November.
October 2018	Blackstone Waste Site relocation	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. Action: EHFSO to arrange signage for permanent installation now the trench is constructed.
October 2018	Blackstone and Warakurna Community Swimming Pools	The Shire has written to these two communities requesting that they staff the swimming pools for the coming season, and offering assistance with respect to the various compliance issues that need to be addressed and with some supervisory staff through the youth programme. I have had limited

		<p>communication with the CSM's and the communities appear to be reluctant to fund the pool operations. It is unlikely that the Warakurna and Blackstone Pools will open this season.</p> <p>Action: PS to continue to liaise with CSM's to see if operation of the pools can be achieved.</p>
October 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>Action: PS to provide updated manuals to pool managers if appointed by communities.</p>
October 2018	Wild Dog Issues – Cassini Resources 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. Cassini Resources have requested assistance with control due to a substantial problem at their site 30km south of Jameson. I have most recently obtained advice from the Department of Primary industry and Regional Development for training and registration to administer 1080 and PAPP baits. It is hoped that Land Management can take the lead on this issue as part of the WA Wild Dog Action Plan.</p> <p>Action: PS to liaise with Land Management and agencies to establish a better wild dog control regime within the Shire</p>
October 2018	Dog Health Programme	<p>The Shire contributes substantially to the Dog Health initiatives within the "lands" 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>Action: ACEO to investigate funding options for the Dog Health Programme to be resolved as soon as possible to enable appointment of a Veterinarian.</p>
October 2018	Trachoma Screening Scheduled 3-7 September 2018	<p>WA Country Health Service conducted the Trachoma screening for children within Ngaanyatjarra Communities in September. The EH worker team followed up cases and conducting bathroom inspections, providing health hygiene packs and educating residents with the clean faces strong eyes message. Early results suggest that the Trachoma issue is still a substantial problem in the Shire's communities</p>

		Action: PS to report screening results when available. EHFSO to continue bathroom checks and liaison with Ng Health of affected houses.
Pending	Car Body Removal – Communities	<p>There are approximately 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>Action: Awaiting transportation quotation from NATS and other transport companies.</p>
Pending	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>Action: EHFSO to arrange 20-30 bin lids for installation in Tjukurla. PS to pursue machinery time/budget for waste site improvements.</p>
October 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 thousands of litres in most communities. The Shire of Laverton 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 have approached Ng Services for assistance with the waste oil removal.</p> <p>Action: PS to liaise with Ng Services regarding removal of waste oil from communities.</p>
October 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, although the Shire is waiting on a new supply of the same. The liquid soap for schools and the Shire's Early Childhood Centres is now in operation. The EHFSO and workers are continuing bathroom inspections and the feedback has been generally positive.</p>

		Action – MC to manage the bathroom inspection programme and liaise with Department of Health staff as required.
October 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>Action: Public Health Plan development to be included in the Corporate Business Plan and baseline report to be prepared for submission to Council.</p>
October 2018	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. A budget allocation has been made in the adopted budget. I am seeking final engineering advice for the footings prior to obtaining a Certificate of Design Compliance for the structure and have referred the plans back to the original design firm for approved drawings.</p> <p>Action: PS to arrange for issue of approvals and footing installation.</p>
Pending	Warburton Roadhouse – Proposed Caravan Park Extensions	<p>The Permit was issued in late July and all reporting and financial aspects of the application have been addressed.</p> <p>Action: PS to liaise with Builder and NCAMS during construction of new facilities.</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, the Shire and Ngaanyatjarra Council need to plan</p>

		<p>for the eventuality as there will be infrastructure requirements to provide for the service in 2020.</p> <p>Action: PS to attend working party meetings and report the Shire and Ng Council on progress toward the CDS implementation.</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 & 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>Action: PS to liaise with NCAMS regarding the long term resolution of the OC at the Warburton Stores.</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>Action: PS to liaise with CSM and Elves Brites for machinery time to modify the trench.</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. The adopted budget includes funding to modify the section of road through the Warburton Community. To do this, a flood study will need to be done first and the ACEO is planning to have the consultants include the community drainage issues in that project. Once this consultancy has reported the Shire will have the information to determine what drainage needs to be modified.</p> <p>Action: Awaiting drainage/flood study to determine necessary works.</p>