



**Shire of Ngaanyatjaraku**  
ON A JOURNEY

**ORDINARY MEETING OF COUNCIL**

**MINUTES**

**Tjulyuru Cultural and Civic Centre  
Warburton Community**

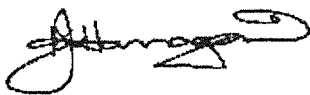
**22 May 2019**

**at**

**1.00 pm**

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

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

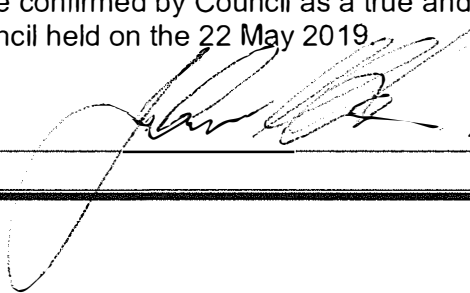


**Acting Chief Executive Officer**

Date: 22-5-2019

These minutes were confirmed by Council as a true and correct record of proceedings of the Meeting of Council held on the 22 May 2019.

Presiding Member: \_\_\_\_\_



Date: 26/6/19

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**1. DECLARATION OF OPENING**

The Presiding Member declared the meeting open at 1.00 pm.

**2. ANNOUNCEMENT OF VISITORS**

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

**3. ATTENDANCE**

**3.1 PRESENT**

<b>Elected Members:</b>	President Councillor Councillor Councillor Councillor	D McLean D Frazer L West A Jones J Frazer
<b>Staff:</b>	K Hannagan K Fisher A Shinkfield	Acting Chief Executive Officer (by telephone) Director Corporate Services Early Years Program Coordinator (from 1.13pm)
<b>Guests:</b>	Nil	
<b>Members of Public:</b>	There were no members of the public in attendance at the commencement of the meeting.	

**3.2 APOLOGIES**

Cr. A Bates

Cr. P Thomas

**3.3 APPROVED LEAVE OF ABSENCE**

**4. PUBLIC QUESTION TIME**

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

**4.2 PUBLIC QUESTION TIME**

**5. APPLICATIONS FOR LEAVE OF ABSENCE**

**6. DECLARATION BY MEMBERS**

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

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

**6.2 DECLARATIONS OF INTEREST**

**Councillors to Note**

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

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

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

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

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

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

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

1. A Financial Interest requiring disclosure occurs when a Council decision might advantageously or detrimentally affect the Councillor, or a person closely associated with the Councillor and is capable of being measure in money terms. There are exceptions in the *Local Government Act 1995*, but they should not be relied on without advice, unless the situation is very clear.
2. If a Councillor is a member of an Association (which is a Body Corporate) with not less than 10 members i.e. sporting, social, religious etc), and the Councillor is not a holder of office of profit or a guarantor, and has not leased land to or from the club, i.e., if the Councillor is an ordinary member of the Association, the Councillor has a common and not a financial interest in any matter to that Association.
3. If an interest is shared in common with a significant number of electors or ratepayers, then the obligation to disclose that interest does not arise. Each case needs to be considered.
4. If in doubt declare.
5. As stated in (b) above, if written notice disclosing the interest has not been given to the Chief Executive Officer before the meeting, then it **MUST** be given when the matter arises in the Agenda, and immediately before the matter is discussed.
6. Ordinarily the disclosing Councillor must leave the meeting room before discussion commences. The **only** exceptions are:
  - 6.1 Where the Councillor discloses the **extent** of the interest, and Council carries a motion under *s.5.68(1)(b)(ii) or the Local Government Act*, or
  - 6.2 Where the Minister allows the Councillor to participate under *s.5.69(3) of the Local Government Act*, with or without conditions.

**Declarations of Interest provided:**

Item Number/ Name	Type of Interest	Nature/Extent of Interest

**7. ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION**

**8. PETITIONS, DEPUTATIONS, PRESENTATIONS**

**8.1 PETITIONS**

**8.2 DEPUTATIONS**

**8.3 PRESENTATIONS**

**9. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

**9.1 MINUTES OF ORDINARY MEETING OF COUNCIL HELD 24 April 2019 (ATT 9.1)**

**Officers Recommendation and Council Resolution**

**Moved: Cr J Frazer**

**Seconded: Cr A Jones**

**That the Unconfirmed Minutes of the Ordinary Meeting of Council held on 24 April 2019 at the Council Chambers, Tjulyuru Cultural and Civic Centre, Warburton Community (ATTACHMENT 9.1) be confirmed as a true and accurate record**

**Carried: 5/0**

## 10. CEO REPORTS

### 10.1 PROGRESS ON THE IMPLEMENTATION OF COUNCIL RESOLUTIONS

<b>FILE REFERENCE:</b>	GV.05
<b>AUTHOR'S NAME AND POSITION:</b>	Kevin Hannagan Acting Chief Executive Officer
<b>NAME OF APPLICANT/RESPONDENT:</b>	Not Applicable
<b>DATE REPORT WRITTEN:</b>	12 May 2019
<b>DISCLOSURE OF INTERESTS:</b>	The author has no financial, proximity or impartiality interest in the proposal.

#### Summary

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

#### Background

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

#### Comment

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

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

#### Statutory Environment

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

*“Role of council*

*(1) The council —*

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

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

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

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

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

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

#### Financial Implications

There are no known financial implications for this matter.

#### Strategic Implications

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

**Risk Management**

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

**Policy Implications**

There are no known policy implications for this matter.

**Attachments**

Attachment 10.2 - Council Resolutions - Status Report to April 2019.

**Voting Requirement**

Simple Majority

**Officers Recommendation and Council Resolution**

**Moved: Cr L West**

**Seconded: Cr D Frazer**

**That Council notes the attached Council Resolutions – Status as at April 2019 (Attachment 10.2) and this report.**

**Carried: 5/0**



## 10.2 ADMINISTRATIVE COMPLIANCE

<b>FILE REFERENCE:</b>	CS.06
<b>AUTHOR'S NAME AND POSITION:</b>	Kevin Hannagan Acting Chief Executive Officer
<b>NAME OF APPLICANT/RESPONDENT:</b>	Not Applicable
<b>DATE REPORT WRITTEN:</b>	12 May 2019
<b>DISCLOSURE OF INTERESTS:</b>	The author has no financial, proximity or impartiality interest in the proposal.

### Summary

For Council to consider the Monthly Report of outstanding actions to achieve administrative compliance with the Local Government Act 1995 and other projects / tasks.

### Background

The Minister for Local Government appointed an Approved Adviser to work with the Shire to meet the administrative requirements of the Local Government Act 1995. The Approved Advisers' Scope of Work is to "Undertake a review of the Shire's policies, systems and procedures to establish the level of compliance with the legislative provisions of the Local Government Act 1995". The Approved advisor has also requested that other important projects / tasks / actions involving operational matters also be added to the calendar.

### Comment

Shire Staff have compiled for the Approved Adviser and Council a list of tasks to be undertaken, commonly known as a Compliance / Action Calendar.

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

The main remaining items outstanding to achieve compliance is the Annual Report 2017/18 and Audit for 2017/18 Financial Year End. Significant progress is now being made and it is proposed to be compliant by the end of May 2019.

The Shire has received verbal comment from the DLGSCI that they intend to recommend to the Minister to close the investigation into the Shire of NG as soon as the above is completed.

### Statutory Environment

*Local Government Act 1995, various sections*

*Local Government (Financial Management) Regulations 1996, various sections*

*Local Government (Audit) Regulations 1996, various sections*

*Local Government (Administration) Regulations 1996, various sections*

### Financial Implications

There should be no financial implications for the Shire as action being undertaken is now being performed by Shire staff and the Department are no longer using the Approved advisers services.

### Strategic Implications

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

**Risk Management**

This item has been evaluated against the Shire of Ngaanyatjarraku's Risk Management Framework, Risk Assessment Matrix. The perceived level of risk is "High" risk and will require excellent controls, managed by senior management / executive and subject to monthly monitoring with specific application of resources.

**Policy Implications**

There are no known Policy implications for this matter.

**Attachments**

Attachment 10.2 - Compliance Action List as at 12 May 2019

**Voting Requirement**

Simple Majority Required.

**Officers Recommendation and Council Resolution**

**Moved: Cr D Frazer**

**Seconded: Cr A Jones**

**That Council notes the Compliance / Action Calendar as at 12 May 2019 (Attachment 10.2) and this Report.**

**Carried: 5/0**

### 10.3 ATTENDANCE BY TELEPHONE CR THOMAS

<b>FILE REFERENCE:</b>	GV.00
<b>AUTHOR'S NAME AND POSITION:</b>	Kevin Hannagan Acting Chief Executive Officer
<b>DATE REPORT WRITTEN:</b>	20 April 2019
<b>DISCLOSURE OF INTERESTS:</b>	The author has no financial, proximity or impartiality interests in the proposal.

#### Summary

For Council to consider a request from Cr Thomas to attend the next Ordinary meeting of Council by telephone.

#### Background

Cr P Thomas has advised that he may not be able to attend the next ordinary meeting of Council in person and has requested Council approval to attend by telephone if necessary.

#### Comment

In accordance with Regulation 14A (2) Cr Thomas has attended by telephone for the August, November 2018, February and April 2019 meetings this financial year. This is a total of 4 of the 9 meetings held. If the May meeting is attended by telephone, Council can not approve this request for the June 2019 meeting.

#### Statutory Environment

##### **Local Government Act 1995**

##### **5.25. Regulations about council and committee meetings and committees**

- (1) *Without limiting the generality of section 9.59, regulations may make provision in relation to —*
- (a) *the matters to be dealt with at ordinary or at special meetings of councils; and*
  - (b) *the functions of committees or types of committee; and*
  - (ba) *the holding of council or committee meetings by telephone, video conference or other electronic means;*

##### **Local Government (Administration) Regulations 1996**

##### **14A. Attendance by telephone etc. (Act s. 5.25 (1) (ba))**

- (1) *A person who is not physically present at a meeting of a council or committee is to be taken to be present at the meeting if —*
- (a) *the person is simultaneously in audio contact, by telephone or other means of instantaneous communication, with each other person present at the meeting; and*
  - (b) *the person is in a suitable place; and*
  - (c) *the council has approved\* of the arrangement.*
- (2) *A council cannot give approval under sub-regulation (1)(c) if to do so would mean that at more than half of the meetings of the council, or committee, as the case may be, in*

*that financial year, a person who was not physically present was taken to be present in accordance with this regulation.*

(3) *A person referred to in this regulation is no longer to be taken to be present at a meeting if the person ceases to be in instantaneous communication with each other person present at the meeting.*

(4) *In this regulation —*

**suitable place** *means a place that the council has approved\* as a suitable place for the purpose of this regulation and that is located —*

(a) *in a townsite or other residential area; and*

(b) *150 km or further from the place at which the meeting is to be held under regulation 12, measured along the shortest road route ordinarily used for travelling;*

**townsite** *has the same meaning given to that term in the Land Administration Act 1997 section 3(1).*

*\* Absolute majority required.*

*[Regulation 14A inserted in Gazette 31 Mar 2005 p. 1031.]*

### **Financial Implications**

There are no known financial implications.

### **Strategic Implications**

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

### **Risk Management**

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

### **Policy Implications**

There are no known policy implications for this matter.

### **Attachments**

Not applicable

### **Voting Requirement**

Absolute Majority Required.

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

**Moved: Cr D Frazer**

**Seconded: Cr L West**

**That Council approves Cr P Thomas request to attend the next Ordinary Meeting of Council by telephone if necessary.**

**Carried: 5/0**

## 11. DEPUTY CEO & DCS REPORTS

### 11.1 PAYMENTS LISTING, APRIL 2019

**FILE REFERENCE:** FM.07

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

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

**DATE REPORT WRITTEN:** 12 May 2019

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

#### **Summary**

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

#### **Background**

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

#### **Comment**

The payments made are consistent with previous months.

#### **Statutory Environment**

*Local Government (Financial Management) Regulations 1996*

- S13. *Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.*
- (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*
    - (a) *the payee's name; and*
    - (b) *the amount of the payment; and*
    - (c) *the date of the payment; and*
    - (d) *sufficient information to identify the transaction.*
  - (2) *A list of accounts for approval to be paid is to be prepared each month showing-*
    - (a) *for each account which requires council authorisation in that month —*
      - (i) *the payee's name; and*
      - (ii) *the amount of the payment; and*
      - (iii) *sufficient information to identify the transaction;*  
*and*
    - (b) *the date of the meeting of the council to which the list is to be presented.*
  - (3) *A list prepared under subregulation (1) or (2) is to be —*
    - (a) *presented to the council at the next ordinary meeting of the council after the list is prepared; and*
    - (b) *recorded in the minutes of that meeting.*

**Financial Implications**

The Shire makes annual budget allocations for payment of accounts.

**Strategic Implications**

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

**Risk Management**

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

**Policy Implications**

There are no known policy implications for this matter

**Attachments**

Attachment 11.1 – Payment Listings, April 2019

**Voting Requirement**

Simple Majority Required.

**Officers Recommendation and Council Resolution**

**Moved: Cr A Jones**

**Seconded: Cr D Frazer**

**That Council receives the Payment Listing, April 2019 totaling payments of \$787,314.94 as per Attachment 11.1.**

**Carried: 5/0**

## 11.2 COUNCIL INVESTMENTS AS AT 19 MAY 2019

<b>FILE REFERENCE:</b>	FM.04
<b>AUTHOR'S NAME AND POSITION:</b>	Kevin Hannagan Deputy Chief Executive Officer
<b>AUTHORISING OFFICER AND POSITION:</b>	Kevin Hannagan Acting Chief Executive Officer
<b>DATE REPORT WRITTEN:</b>	19 May 2019
<b>DISCLOSURE OF INTERESTS:</b>	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.

### Summary

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

### Background

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

### Comment

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

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

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

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

### Statutory Environment

#### *Local Government Act 1995*

#### *Section 6.14 Power to Invest*

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

- (c) *prescribe circumstances in which a local government is required to invest money held by it; and*
- (d) *provide for the application of investment earnings; and*
- (e) *generally provide for the management of those investments.*

*Local Government (Financial Management) Regulations 1996*

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

**Financial Implications**

Not applicable.

**Strategic Implications**

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

**Risk Management**

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

**Policy Implications**

Corporate Policy CS2.7 Investments.

**Attachments**

Attachment 11.2 – Westpac screen print of Municipal and Investment Accounts

**Voting Requirement**

Simple Majority Required.



**Officers Recommendation and Council Resolution**

**Moved: Cr D Frazer**

**Seconded: Cr A Jones**

**That the report on Council Investments as at 20 May 2019 be received.**

**Carried: 5/0**

### 11.3 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED APRIL 2019

<b>FILE REFERENCE:</b>	FM.10
<b>AUTHOR'S NAME AND POSITION:</b>	Kevin Hannagan Acting Chief Executive Officer
<b>AUTHORISING OFFICER AND POSITION:</b>	Kevin Hannagan Acting Chief Executive Officer
<b>DATE REPORT WRITTEN:</b>	17 May 2019
<b>DISCLOSURE OF INTERESTS:</b>	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.

#### **Summary**

For Council to receive the monthly financial report.

#### **Background**

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

Council has resolved that details and explanations of the material variances reflected on the Statement of Financial Activity are provided as required by Local Government (Financial Management) Regulation 34(1) (d). The attached statements include details of variances between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold of 10% (refer last page of statements). These materiality levels have been applied in the preparation of this report.

#### **Comment**

Comments in relation to budget to actual variances are included as notes (last page) in the Financial Reports attached. Comments related to 'Timing' refer to an estimate of when costs would occur at the time the budget was formulated versus actual costs being incurred. Adjustments to the Adopted Budget have now been made in the Mid-Year Budget Review for permanent differences. Generally the Budget is on-track.

#### **Statutory Environment**

*Local Government Act 1995*

##### 6.4. Financial report

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

*Local Government (Financial Management) Regulations 1996.*

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

- (1A) In this regulation —

committed assets means revenue unspent but set aside under the annual budget for a specific purpose.
- (1) A local government is to prepare each month a statement of financial activity

reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —

- (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
  - (b) budget estimates to the end of the month to which the statement relates; and
  - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and
  - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
  - (e) the net current assets at the end of the month to which the statement relates.
- (2) Each statement of financial activity is to be accompanied by documents containing
- (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and
  - (b) an explanation of each of the material variances referred to in subregulation (1)(d); and
  - (c) such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity may be shown —
- (a) according to nature and type classification; or
  - (b) by program; or
  - (c) by business unit.
- (4) A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —
- (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
  - (b) recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

### **Financial Implications**

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

### **Strategic Implications**

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

### **Risk Management**

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

### **Policy Implications**

No policy implications apply in the preparation of the report.

### **Attachments**

Attachment 11 - Monthly Financial Report for the month of April 2019

**Voting Requirement**  
Simple Majority Required.

**Officers Recommendation and Council Resolution**

**Moved: Cr J Frazer**

**Seconded: Cr D Frazer**

**That Council receives the monthly financial report for April 2019.**

**Carried: 5/0**

## 11.4 REVIEW OF REVENUE AND EXPENSE PROGRAM CATEGORIES FOR BUDGET 2019/20

<b>FILE REFERENCE:</b>	FM.10
<b>AUTHOR'S NAME AND POSITION:</b>	Kevin Hannagan Deputy Chief Executive Officer
<b>AUTHORISING OFFICER AND POSITION:</b>	Kevin Hannagan Acting Chief Executive Officer
<b>DATE REPORT WRITTEN:</b>	17 May 2019
<b>DISCLOSURE OF INTERESTS:</b>	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.

### Summary

For Council to adopt changes to its Revenue and Expense, Objectives and Strategies for provision of service to the community.

### Background

Council as part of its Annual Budget has at Note 2(b) adopted the following:

#### 2 (b) Statement of Objective

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

The Shire of Ngaanyatjaraku is dedicated to providing high quality services to the community through the various service orientated programs which it has established.

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

In response to the Shires need to improve its long-term financial sustainability the Council has proposed changes to Shire service provision. As such the Shire has provided local community notice for comment on these changes before adopting its 2019/20 Annual Budget.

### Comment

In accordance with the April 2019 OCM Resolution, local public notice has been given of the Shires intention to change service provision. At the time of writing this report the only comment received has been from the Early Years Program Coordinator seeking clarification on wording of Education and Welfare Services. The concern is that the wording of the proposed change related to 'Activities' may not be clear enough. It could be interpreted that the Shire intends to only provide playgroup activities in Warburton, when services are currently provided in Warburton, Blackstone and Jameson. As such it is proposed to amend the wording of the change to clarify this as follows:

Existing	Proposed Change
<p><b>Education and Welfare</b></p> <p><b>Objective:</b> To provide services to children and youth.</p> <p><b>Activities:</b></p>	<p><b>Activities:</b> Operation of playgroup centres (early years learning) Warburton, Blackstone, Jameson and operation of recreation services in Warburton.</p> <p><b>Reason:</b></p>

Maintenance of playgroup centre (early years learning) and operation of youth services.	The Shire does not provide the full range of youth services but provides recreation services in Warburton only, due to lack of funding.
---	---

Attached is a list of the existing service listings and proposed changes for adoption in the 2019/20 Annual Budget.

## **Statutory Environment**

*Local Government Act 1995*

### **2.7. Role of council**

(1) *The council —*

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

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

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

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

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

### **6.2. Local government to prepare annual budget**

(1) *During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt\*, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.*

*\* Absolute majority required.*

(2) *In the preparation of the annual budget the local government is to have regard to the contents of the plan for the future of the district made in accordance with section 5.56 and to prepare a detailed estimate for the current year of —*

(a) *the expenditure by the local government; and*

(b) *the revenue and income, independent of general rates, of the local government; and*

(c) *the amount required to make up the deficiency, if any, shown by comparing the estimated expenditure with the estimated revenue and income.*

## **Financial Implications**

Major increases in Income and reductions in Expenditure are required to ensure Long Term Financial Sustainability of the Shire. As the Shire does not have revenue sources to increase it must reduce service provision in order to reduce expenditure.

## **Strategic Implications**

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

## **Risk Management**

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

## **Policy Implications**

Not applicable.

## **Attachments**

Attachment 11.4 - Program Classifications (Function/Activity)

**Voting Requirement**  
Absolute Majority Required.

**Officers Recommendation and Council Resolution**

**Moved: Cr D Frazer**

**Seconded: Cr L West**

**That Council adopts changes its level of service provision to the community in its 2019/20 Budget as per Attachment 11.4 Program Classifications (Function/Activity).**

**Carried: 5/0**

## **11.5 SALE OF PAINTINGS PURCHASED FROM OTHER GALLERIES – FEES AND CHARGES**

<b>FILE REFERENCE:</b>	FM.09
<b>AUTHOR'S NAME AND POSITION:</b>	Kerry Fisher Director Corporate Services
<b>AUTHORISING OFFICER AND POSITION:</b>	Kevin Hannagan Acting Chief Executive Officer
<b>DATE REPORT WRITTEN:</b>	17 May 2019
<b>DISCLOSURE OF INTERESTS:</b>	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.

### **Summary**

Council adopted 2018/19 Fees and Charges at its December 2018 Ordinary Council Meeting. At that time the sale of Local Indigenous Artwork / Artefacts was to be marked up 46.3% (33% to cover administrative costs and 10% GST on total). No charge was set for art purchases from other galleries at already marked up prices.

### **Background**

Local Artwork markup fees were included in the 2018/19 fees and charges. The fees were set to cover the costs to provide for a place that the Artworks and Artefacts can be displayed to tourists and local people and held for sale via an online platform. Also, the markup was to include the time and administration costs of staff. Subsequent to this it has been found that there has been Art purchased from other galleries, which when adopting the 46.3% markup had not been considered. This art has already been marked up.

The Shire needs to ensure that all artwork purchased with an already marked up price is offered for sale at a price comparable to other points of sale. A 10% markup (including GST) is recommended to cover the administration costs. This will enable the purchasing of artists work from all over the Lands but not to over inflate the price.

### **Comment**

In accordance with the April 2019 OCM Resolution, local public notice has been given of the Shires intention to amend its Fees and Charges. At the time of writing this report there has been no submissions received on the proposal.

### **Statutory Environment**

Local Government Act 1995, 6.16 (Imposition of Fees and Charges), 6.17 (Setting level of Fees and Charges) and 6.19 (Local government to give notice of Fees and Charges) relates.

Section 6.19 requires that the Local Government provides local public notice of proposed new fees and the date the new fee will be applied from. It is proposed the new fees by applied from date of effect of the advertisement.

Local Government Act 1995, Section 1.7 (Local Public Notice).

### **Financial Implications**

It is expected that the proposed change will have minimal effect on the 2018/19 budget as purchases and resale from other galleries was not anticipated at the time.



**Strategic Implications**

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

**Risk Management**

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

**Policy Implications**

No policy implications apply in the preparation of the report.

**Attachments**

Not Applicable

**Voting Requirement**

Absolute Majority Required.

**Officers Recommendation and Council Resolution**

**Moved: Cr D Frazer**

**Seconded: Cr J Frazer**

**That with respect to the mark up on paintings purchased through other galleries, Council:**

- 1. Adopts a 10% mark up, plus GST;**
- 2. Amend the fees and charges schedule with effect from 25 April 2019, the date of Local Public Notice.**

**Carried: 5/0**

## 11.6 MID YEAR BUDGET REVIEW

<b>FILE REFERENCE:</b>	FM.10
<b>AUTHOR'S NAME AND POSITION:</b>	Kevin Hannagan Acting Chief Executive Officer
<b>AUTHORISING OFFICER AND POSITION:</b>	Kevin Hannagan Acting Chief Executive Officer
<b>DATE REPORT WRITTEN:</b>	15 May 2019
<b>DISCLOSURE OF INTERESTS:</b>	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.

### Summary

For Council to be advised of an error in the amendments to the 2018/19 Budget as a result of the Mid-Year Budget Review process.

### Background

At the April meeting of Council amendments to the shires Budget were made that continued to have a balanced budget at year end.

It was noted that savings made on deferred plant purchases and sale of vehicles was to be transferred to the Asset Reserve for future years purchases.

### Comment

The Amended Budget took into account the projected loss of \$199,196 from the 2017/18 Financial Year End and transfer to the Asset Reserve of \$198,446, representing a better than budgeted performance of \$397,642.

It has now been discovered that the budget amendment of \$-63,790.60 to GL 085323 for purchase of troop carrier had been transposed incorrectly (i.e. – s/be +). As such the proposed transfer of \$198,446 to the Asset Reserve should have been \$70,864.80. It is not proposed to undertake a further 'Budget' amendment to rectify this. It is likely that the final year end 'Actual' result will be better than forecast and absorb the error.

### Statutory Implications

#### Local Government Act 1995

#### 6.8. *Expenditure from municipal fund not included in annual budget*

- 1) *A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure –*
  - a) *is incurred in a financial year before the adoption of the annual budget by the local government; or*
  - b) *is authorised in advance by resolution\*;*

### Financial Implications

As this matter relates to the Shires Budget it will not impact the final year end Actual result.

### Strategic Implications

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

**Risk Management**

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

**Policy Implications**

No policy implications apply in the preparation of the report.

**Attachments**

Not applicable

**Voting Requirement**

Simple Majority Required.

**Officers Recommendation and Council Resolution**

**Moved: Cr A Jones**

**Seconded: Cr D Frazer**

**That Council:**

- 1. notes the error contained in the Mid-Year Review Budget Amendment; and**
- 2. further notes that it will not impact the Shires final year end Actual result.**

**Carried: 5/0**

## 11.7 RFT 02 – 2018/19, CONSTRUCT AND DEVELOP WATER BORES – GREAT CENTRAL ROAD

**FILE REFERENCE:** PL.23

**AUTHOR'S NAME AND POSITION:** Kerry Fisher  
Director Corporate Services

**DATE REPORT WRITTEN:** 16 May 2019

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

### Summary

A Request for Tender 02, 2018/19, Construct and Develop Water Bores – Great Central Road was advertised via statewide public notice in The West Australian Newspaper on Saturday, 6 April 2019.

One conforming tender was received via email from Tenderlink in response to the RFT.

The evaluation panel has now completed its assessment of the tender submission and makes their recommendation.

### Background

The Shire of Ngaanyatjarraku is seeking the services of a drilling Contractor for the construction and commissioning of new water supply bores as per the scope of works below:

The location, drilling and establishment of 2 No. Water Bores adjacent to the Great Central Rd within the Shire of Ngaanyatjarraku.

Road Name	No of Bores Proposed	Preferred Target Locations
Great Central Rd	2	GCR1 (783235m E 7051060m S) GCR2 (779100m E 7047695m S) GCR3 (774055m E 7042060m S)

The advertised selection criteria were:

Criteria	Weighting
(a) Price	25%
(b) Previous Relevant Experience on Similar Projects in Similar Areas	25%
(c) Demonstrated Organisational Capacity, Availability and Nominated Resources	25%
(d) Demonstrated Understanding of the Scope of Work, Methodology and Work Programme	25%

After initial compliance assessment, the submission was deemed compliant for further assessment. The evaluation panel then assessed the submission against the selection criteria and value for money.

The Evaluation and Recommendation Report, including the overall evaluation score, is attached as a confidential item.

### Comment

The tender has been assessed with the below score. Complete details of the tender and assessment are provided in attachment A of the confidential item.

Rank	Tenderer	Score (/75)
1	Acqua Drill Resources	57

The evaluation panel concluded that Acqua Drill Resources are suitable and provided a value for money submission in relation to RFT 02, 2018/19.

### Consultation

Acting Chief Executive Officer  
Director Corporate Services  
Joshua Kirk – Greenfields

### Statutory Environment

*Local Government Act 1995 Section 3.57. Tenders for providing goods or services*

- (1) *A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.*
- (2) *Regulations may make provision about tenders.*

*Local Government Act 1995 Section 5.23. Meetings generally open to public*

- (2) *If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —*
  - (c) *a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;”*

*Local Government (Functions and General) Regulations 1996*

- (1) *Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150,000 unless sub-regulation (2) states otherwise.*
- (2) *Tenders do not have to be publicly invited according to the requirements of this Division if:*
  - (a) *the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or*
  - (b) *the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program;*

### Financial Implications

The budgeted provision for works on the Great Central Road, including the Water Bore project is \$694,105.80 for the 2018/19 financial year and is funded by Federal and State Government Funding. Expenditure to date is \$55,928.03.

### Strategic Implications

Integrated Strategic Plan 2018 - 2028  
Goal 3, Leadership  
Outcome 3.2, Good Leadership

**Risk Management**

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

**Policy Implications**

Corporate Services Policy CS2.6, Purchasing

**Attachments**

Confidential Evaluation Report

**Voting Requirement**

Simple Majority Required.

**Officers Recommendation and Council Resolution**

**Moved: Cr D Frazer**

**Seconded: Cr A Jones**

**In respect to Tender RFT 02, 2018/19 – Construct and Develop Water Bores – Great Central Road, Council:**

- 1. Resolve that Evaluation Report and Attachment is confidential in accordance with s5.23 (2) the Local Government Act because it deals with matters affecting s5.23 (2): (c) "a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting";**
- 2. Notes the attached Confidential Evaluation Report;**
- 3. Award the contract to Acqua Drill Resources as per their submitted Schedule of Rates for an estimated \$231,100 excluding GST;**
- 4. Authorise the Chief Executive Officer to enter into a contract with the appointed Contractor; and**
- 5. Authorise the Chief Executive Officer to manage the Contract, including any variations providing this does not exceed the annual budget allocation or reduce the overall scope.**

**Carried: 5/0**

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

### **12.1 ACTION REPORT – ENVIRONMENTAL HEALTH & BUILDING SERVICES**

<b>FILE REFERENCE:</b>	EM.00
<b>AUTHOR'S NAME AND POSITION:</b>	Phil Swain Principal EHO & Building Officer
<b>AUTHORISING OFFICER AND POSITION:</b>	Kevin Hannagan Acting Chief Executive Officer
<b>DATE REPORT WRITTEN:</b>	15 May 2019
<b>DISCLOSURE OF INTERESTS:</b>	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.

#### **Summary**

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

#### **Background**

Not applicable

#### **Comment**

See attachment.

#### **Statutory Environment**

Not applicable

#### **Financial Implications**

No known financial implications for this matter.

#### **Strategic Implications**

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

#### **Risk Management**

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

#### **Policy Implications**

There are no known policy implications for this matter

#### **Attachments**

Attachment 12.1 – Action Report, EHO / Building Services, April 2019

#### **Voting Requirement**

Simple Majority Required.

**Officers Recommendation and Council Resolution**

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

**That Council receives the Action Report, EHO / Building Services for April 2019.**

**Carried: 5/0**



## **13. EARLY YEARS PROGRAM REPORTS**

### **13.1 ACTION REPORT – EARLY YEARS PROGRAM**

<b>FILE REFERENCE:</b>	CS.13
<b>AUTHOR'S NAME AND POSITION:</b>	Anne Shinkfield Early Years Program Coordinator
<b>AUTHORISING OFFICER AND POSITION:</b>	Kevin Hannagan Acting Chief Executive Officer
<b>DATE REPORT WRITTEN:</b>	19 May 2019
<b>DISCLOSURE OF INTERESTS:</b>	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.

#### **Summary**

To inform Council of Early Years Program activities and events over the last few months.

#### **Background**

Not applicable

#### **Comment**

Not applicable

#### **Statutory Environment**

Not applicable

#### **Financial Implications**

No known financial implications for this matter.

#### **Strategic Implications**

Strategic Community Plan 2016 – 2026

Goal 1, Our Community

Outcome 1.1 The best start in life for our youth

#### **Risk Management**

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

#### **Policy Implications**

There are no known policy implications for this matter

#### **Attachments**

Attachment 13.1 – Activity Report, Early Years Program, May 2019

#### **Voting Requirement**

Simple Majority Required.

**Officers Recommendation and Council Resolution**

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

**That Council receives the Action Report, Early Years Program for May 2019.**

**Carried: 5/0**

## **14. YOUTH / RECREATION SERVICES REPORTS**

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

### **Voting Requirement**

Simple Majority Required.

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

**Moved: Cr A Jones          Seconded: Cr L West**

#### **That Council:**

- 1. That Council admits urgent business Confidential Reports:**
  - a) 15.1 CEO Recruitment Process**
  - b) 15.2 Playgroup WA, Cyber scam settlement**
- 2. Resolve that the CEO Recruitment Process Report Attached is confidential in accordance with s5.23 (2) the Local Government Act because it deals with matters affecting s5.23 (2):**
  - (a) a matter affecting an employee or employees;**
- 3. Resolve that the Playgroup WA, Cyber scam settlement Report Attached is confidential in accordance with s5.23 (2) the Local Government Act because it deals with matters affecting s5.23 (2):**
  - (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting;**
- 4. Close the meeting to the public at 1.40 pm pursuant to sub section 5.23 (2)(a) and (d) of the Local Government Act 1995.**

**Carried: 5/0**

There were no members of the public gallery to leave the meeting at 1.40pm. (Note: Acting Chief Executive Officer and Director Corporate Services remained to take minutes.)

### **15.1 CEO RECRUITMENT PROCESS**

**FILE REFERENCE: PL.00**

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

**DATE REPORT WRITTEN: 20 May 2019**

**DISCLOSURE OF INTERESTS: The author has a financial interest in the proposal as Acting CEO and may be an applicant for the position.**

## **Summary**

This item seeks to authorise the recruitment of a new Chief Executive Officer.

The Acting Chief Executive Officer having declared a conflict of interest hung up the telephone and exited the meeting at 1.41pm.

## **Voting Requirement**

Absolute Majority Required.

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

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

#### **That Council:**

- 1. Commence the process for recruitment of a new Chief Executive Officer;**
- 2. Requests the Director Corporate Services to assist Council undertake administrative functions associated with the recruitment of a new Chief Executive Officer;**
- 3. Review the Position Description, Competency Requirements and Selection Criteria for the Chief Executive Officer;**
- 4. Advertise the Position of Chief Executive Officer as follows:**
  - a) in a newspaper circulating generally throughout the State and the Shire website;**
  - b) remuneration and benefits details to be as per Financial Implications in this report;**
  - c) applications to be marked 'Private & Confidential - CEO Application' and submitted to the Shires email address mail@ngaanyatjarraku.wa.gov.au closing 2pm AWST at least 2 weeks after advertising;**
  - d) for a contract period up to five years;**
  - e) Further information to be requested from the Shire President.**
- 5. Shortlisting of applicants and subsequent interviews will be undertaken by Council;**
- 6. Appoints a new CEO selected in accordance with the principles of merit and equity;**
- 7. Agrees (Absolute Majority required) a suitable Employment Contract;**
- 8. Develop a CEO Performance Agreement in accordance with Council Policy 2.23, Employee Performance & Development, for review at least every year.**

**Carried: 5/0**

The Acting Chief Executive Officer was telephoned and rejoined the meeting at 1.43pm.

## 15.2 PLAYGROUP WA, CYBER SCAM SETTLEMENT

**FILE REFERENCE:** LS.00

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

**DATE REPORT WRITTEN:** 21 May 2019

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

### Summary

For Council to consider a proposal from Play Group WA (PGWA) for settlement of their outstanding invoice related to a cyber scam upon the Shire and PGWA.

### Voting Requirement

Absolute Majority Required

#### Officers Recommendation and Council Resolution

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

**That Council having considered the letter from Play Group WA and this Report accept the proposal to:**

- 1. Write off the debt of \$30,427,47 for debtor 233; and**
- 2. Authorise the Chief Executive Officer to enter into a Deed of Settlement subject to checking by the Shire's legal representative McLeod Lawyers.**

**Carried: 5/0**

### Voting Requirement

Simple Majority Required.

#### Officers Recommendation and Council Resolution

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

**That Council re-open the meeting to the public at 1.44 pm.**

**Carried: 5/0**

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

The Presiding Member advised of Council's decision for the Urgent Business, Confidential Agenda Items as above.

**16. CONFIDENTIAL MATTERS**

**17. NEXT MEETING**

Scheduled for Wednesday, 26 June 2019 at the Tjulyuru Cultural and Civic Centre, Warburton Community commencing at 1:00 pm.

**18. CLOSURE OF MEETING**

There being no further business to discuss the Presiding Member closed the meeting at 1.45pm.