



# Shire of Ngaanyatjaraku

ON A JOURNEY

## ORDINARY MEETING OF COUNCIL

### CONFIRMED MINUTES

**Tjulyuru Cultural and Civic Centre  
Warburton Community**

**11 July 2018  
1.30 pm**

ORDINARY MEETING OF COUNCIL 11 JULY 2018

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

ACEO



Date: 11-07-2018

These minutes were confirmed by Council as a true and correct record of proceedings of the Meeting of Council held on the 11 July 2018.

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

Date: \_\_\_\_29../.8../2018

**DISCLAIMER**

*The resolutions contained in these Minutes have been confirmed by Council. The Shire of Ngaanyatjarraku warns that anyone who has any application lodged with Council must obtain and should only rely on written confirmation of the outcomes of the application following the Council meeting, and any conditions attaching to the decision made by the Council in respect of the application. No responsibility whatsoever is implied or accepted by the Shire of Ngaanyatjarraku for any act, omission or statement or intimation occurring during a Council meeting.*

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**ORDINARY MEETING OF COUNCIL 11 JULY 2018**

**1. DECLARATION OF OPENING**

The Presiding Member declared the meeting open at 1.30 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>	Cr D McLean Cr A Jones Cr L West Cr J Frazer Cr D Frazer	Shire President, (Presiding Member) Councillor Councillor Councillor Councillor
<b>Staff:</b>	K Hannagan G Handy	Deputy Chief Executive Officer Finance & Admin Coordinator
<b>Guests:</b>		
<b>Members of Public:</b>	There was 1 member of the public in attendance at the commencement of the meeting.	

**3.2 APOLOGIES**

Cr. A Bates

Cr. P Thomas

Cr. B Thomas

**3.3 APPROVED LEAVE OF ABSENCE**

Cr. ....

**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.

## ORDINARY MEETING OF COUNCIL 11 JULY 2018

### 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

## ORDINARY MEETING OF COUNCIL 11 JULY 2018

- 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
11.4	RFQ – 2017/18, YOUTH SERVICES REVIEW	
K Hannagan	Impartiality Interest	The nature of my interest is that I have worked with Core Business Australia.

- 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 SPECIAL MEETING OF COUNCIL HELD 14 JUNE 2018 (ATT 9.1)**

#### Officers Recommendation and Council Resolution

Moved: Cr A Jones

Seconded: Cr L West

That the Unconfirmed Minutes of the Ordinary Meeting of Council held on 14 June 2018 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

## ORDINARY MEETING OF COUNCIL 11 JULY 2018

### 10. CEO REPORTS

#### 10.1 REVIEW OF 2015/16 INDEPENDENT AUDIT REPORT AND MANAGEMENT REPORT

<b>FILE REFERENCE:</b>	FM.02
<b>AUTHOR'S NAME AND POSITION:</b>	Kevin Hannagan Deputy Chief Executive Officer
<b>AUTHORISING OFFICER AND POSITION:</b>	Chris Paget Chief Executive Officer
<b>DATE REPORT WRITTEN:</b>	3 July 2018
<b>DISCLOSURE OF FINANCIAL INTEREST:</b>	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.

#### **Summary**

The Auditors conducted the Annual Financial Audit for 2015/16 during April 2017 to June 2018.

This report discusses outcomes of the Audit including the Independent Auditors Report and Management Letter and recommends that Council accept the Independent Auditors Report, Management Letter and Annual Financial Report and actions contained in this report in respect of the audit conducted.

#### **Background**

The following reports have been presented by the Auditors for the year ended 30 June 2016:

- Independent Auditors Report to the Electors of the Shire of Ngaanyatjarraku (Auditor's Report);
- Management Report for the year ended 30 June 2016 (Management Report); and
- Annual Financial Report.

#### **Comment**

In accordance with Section 7.12A of the Local Government Act 1995, a local government is to meet with the auditor of the local government at least once in every year.

Shire officers have made a recommendation below for the Council to meet with the Auditor by telephone.

Further reports will be submitted to Council at future meetings to keep Council apprised of action in completing matters raised by the reports, requiring action to be taken by the Council and to ensure that appropriate action is taken in respect of those matters.

#### **Statutory Environment**

*Local Government Act 1995*

7.12A. *Duties of local government with respect to audits*

(1) *A local government is to do everything in its power to —*

(a) *assist the auditor of the local government to conduct an audit and carry out his or her other duties under this Act in respect of the local government; and*

(b) *ensure that audits are conducted successfully and expeditiously.*

## ORDINARY MEETING OF COUNCIL 11 JULY 2018

*(2) Without limiting the generality of subsection (1), a local government is to meet with the auditor of the local government at least once in every year.*

*(3) 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.*

*(4) 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.*

### **Financial Implications**

There are no known financial implications for this matter.

### **Strategic Implications**

Strategic Community Plan 2016 - 2026

Goal 4, Our Leadership

Outcome 4.2, A capable and compliant local government

### **Risk Management**

This item has been evaluated against the Shire of 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, other than contained in the Recommendation.

### **Policy Implications**

There are no known policy implications for this matter.

### **Attachments**

Attachment 10.1 (a) – Cover letter from Auditor

Attachment 10.1 (b) - Independent Auditors Report

Attachment 10.1 (c) - Management Report

Attachment 10.1 (d) – Annual Financial Statements 2015/16

### **Voting Requirement**

Simple Majority Required.

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

**Moved: Cr D Frazer**

**Seconded: Cr L West**

**That Council meet with Mr. David Tomasi, Auditor by teleconference call and request Shire Officers present to telephone him.**

**Carried: 5/0**



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Auditor, D Tomasi joined the meeting by telephone and gave the Council a summation of his Audit Report for 2015/16.

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

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

#### **That Council:**

- 1. Accepts the Independent Auditors Report, Management Letter and Annual Financial Report and actions contained in the reports in respect of the 2015/16 audit conducted;**
- 2. Instructs the Chief Executive Officer to hand-over day to day management of the Shire's administration to the Deputy CEO to enable the CEO to dedicate his whole time to complete the following (before departure on 31 August 2018):**
  - a) Annual Report 2014/15 by 30 July 2018;**
  - b) Council Minutes July to December 2015 by 25 July 2018;**
  - c) Annual Report 2015/16 by 14 August 2018;**
  - d) Council Minutes July 2016 to June 2017 by 21 August 2018; and**
  - e) Council Minutes July 2017 to May 2018 by 31 August 2018;**
- 3. Instructs the Deputy Chief Executive Officer to assume day to day management of the Shire's administration, Act as Chief Executive Officer and:**
  - a) implement procedures for authorisation and payment of accounts payable (creditors) in consultation with the Shires' Auditor by 31 August 2018;**
  - b) implement procedures for authorisation and payment of payroll (employees) in consultation with the Shires' Auditor by 31 August 2018;**
  - c) implement records management procedures in accordance with the Shires' Record Keeping Plan 2016 by 30 September 2018;**
  - d) undertake a review of the Shire's current financial management practices by 31 October 2018;**
  - e) provide the Auditor with balanced accounts and financial report for FYE 2016/17 by 30 July 2018;**
  - f) achieve significant progress on the 2016/17 Audit by 30 September 2018;**
  - g) complete Annual Report 2016/17 by 31 October 2018, and**
  - h) commence the 2017/18 Audit by 1 November 2018.**

**Carried: 5/0**

## ORDINARY MEETING OF COUNCIL 11 JULY 2018

### 10.2 PROGRESS ON THE IMPLEMENTATION OF COUNCIL DECISIONS, STATUS REPORT FOR JUNE 2018

<b>FILE REFERENCE:</b>	GV.05
<b>AUTHOR'S NAME AND POSITION:</b>	Kevin Hannagan Deputy CEO
<b>AUTHORISING OFFICER AND POSITION:</b>	Chris Paget Chief Executive Officer
<b>NAME OF APPLICANT/ RESPONDENT:</b>	Not Applicable
<b>DATE REPORT WRITTEN:</b>	1 July 2018
<b>DISCLOSURE OF FINANCIAL INTEREST:</b>	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.

#### **Summary**

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

#### **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 are to commence that show the status of Council Resolutions that have not been actioned.

This report will present a summary of the "Decision Status Report" for Office of the CEO, Deputy CEO, Finance and Administrative Services, Environmental Health & Building Services, Early Years Children Services, and Youth & Recreation Services.

#### **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

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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**

Strategic Community Plan 2016 - 2026

Goal 4, Our Leadership

Outcome 4.2, A capable and compliant local government

### **Risk Management**

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

### **Policy Implications**

There are no known policy implications for this matter.

### **Attachments**

Attachment 10.2 - Council Decisions Status Report for the month of June 2018.

### **Voting Requirement**

Simple Majority

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

**Moved: Cr J Frazer**

**Seconded: Cr D Frazer**

#### **That Council:**

- 1. Notes the introduction of a new report to the Ordinary Council Meeting titled 'Progress on the implementation of Council decisions, status report'; and**
- 2. Receive the "Council Decisions Status Report" for the month of June 2018 as per Attachment 10.2.**

**Carried: 5/0**

## ORDINARY MEETING OF COUNCIL 11 JULY 2018

### 10.3 USE OF COMMON SEAL FOR THE MONTH OF JUNE 2018

<b>FILE REFERENCE:</b>	IM.14
<b>AUTHOR'S NAME AND POSITION:</b>	Kevin Hannagan Deputy Chief Executive Officer
<b>AUTHORISING OFFICER AND POSITION:</b>	Chris Paget Chief Executive Officer
<b>DATE REPORT WRITTEN:</b>	1 July 2018
<b>DISCLOSURE OF FINANCIAL INTEREST:</b>	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.

#### **Summary**

The purpose of this agenda item is to report to Council for information, use of the Common Seal for the month of June 2018.

#### **Background**

In accordance with Council Policy 1.18, use of Common Seal, Council is to receive a copy of details from the register of all Common Seals affixed for the previous month at the first Ordinary Council Meeting of each month.

#### **Comment**

A report on use of the Common Seal has been prepared for Council and is attached.

#### **Statutory Environment**

*Local Government Act 1995*

9.49A. *Execution of documents*

- (1) *A document is duly executed by a local government if —*
- (a) *the common seal of the local government is affixed to it in accordance with subsections (2) and (3); or*
- (b) *it is signed on behalf of the local government by a person or persons authorised under subsection (4) to do so.*

#### **Financial Implications**

There are no known financial implications for this matter.

#### **Strategic Implications**

Strategic Community Plan 2016 - 2026

Goal 4, Our Leadership

Outcome 4.2, A capable and compliant local government

#### **Risk Management**

This item has been evaluated against the Shire of 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**

Council Policy CP1.18, Use of Common Seal

**ORDINARY MEETING OF COUNCIL 11 JULY 2018**

**Attachments**

Attachment 10.3 - Excerpt from Common Seal Register

**Voting Requirement**

Simple Majority Required.

**Officers Recommendation and Council Resolution**

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

**That Council receive the report relating to the use of the Common Seal as per Attachment 10.3.**

**Carried: 5/0**

## ORDINARY MEETING OF COUNCIL 11 JULY 2018

### 10.4 ADMINISTRATIVE COMPLIANCE

<b>FILE REFERENCE:</b>	CS.06
<b>AUTHOR'S NAME AND POSITION:</b>	Kevin Hannagan Deputy Chief Executive Officer
<b>AUTHORISING OFFICER AND POSITION:</b>	Chris Paget Chief Executive Officer
<b>NAME OF APPLICANT/RESPONDENT:</b>	Not Applicable
<b>DATE REPORT WRITTEN:</b>	1 July 2018
<b>DISCLOSURE OF FINANCIAL INTEREST:</b>	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.

#### Summary

For Council to consider 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 a list of tasks to be undertaken, commonly known as a Compliance / Action Calendar.

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

The main remaining items outstanding to achieve compliance are the Annual Report for 2014/15, 2015/16 and 2016/17, Audit for 2016/17 Financial Year End and Council Minutes for 2015/16 (part), 2016/17 and 2017/18 (part).

#### 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

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

#### Strategic Implications

Strategic Community Plan 2016 - 2026

Goal 4, Our Leadership

Outcome 4.2, A capable and compliant local government

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### **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 10.4 - Compliance Action List as at 30 June 2018

### **Voting Requirement**

Simple Majority Required.

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

**Moved: Cr A Jones**

**Seconded: Cr L West**

**That Council notes the Compliance / Action Calendar as at 30 June 2018 (Attachment 10.4) and this Report.**

**Carried: 5/0**

## ORDINARY MEETING OF COUNCIL 11 JULY 2018

### 10.5 OUTBACK HIGHWAY FUNDING AGREEMENT \$22M

<b>FILE REFERENCE:</b>	GS.00 RD.00
<b>AUTHOR'S NAME AND POSITION:</b>	Kevin Hannagan Deputy Chief Executive Officer
<b>AUTHORISING OFFICER AND POSITION:</b>	Chris Paget Chief Executive Officer
<b>DATE REPORT WRITTEN:</b>	5 July 2018
<b>DISCLOSURE OF FINANCIAL INTEREST:</b>	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.

#### **Summary**

For Council to formally advise Main Roads WA of the Shire of Ngaanyatjarraku's support for the Shire of Laverton to be allocated \$4m from the Shire of Ngaanyatjarraku's funding allocation to assist with funding their sealing project on the Outback Highway.

#### **Background**

There have been various discussions between the Shires of Laverton, Main Roads WA and Shire of Ngaanyatjarraku representatives regarding a transfer of funding from that allocated to the Shire of Ngaanyatjarraku to Shire of Laverton to assist them with cost over runs with their section of sealing of the Outback Highway.

#### **Comment**

The Deputy CEO attended a meeting in Kalgoorlie with representatives from Main Roads WA and Shire of Laverton. Various aspects of the project were discussed with an update on the proposed funding transfer. The Shire of Laverton has requested \$4m to be transferred from the Shire of Ngaanyatjarraku's \$11m allocation. This would increase the Shire of Laverton's funding to \$15m which is the latest estimate for them to complete their 50.6km section of the road. This has been supported by Main Roads WA who are in the process of seeking a contract variation with the federal and state funding bodies to reflect this.

The Shire of Ngaanyatjarraku has now been requested to formally confirm this arrangement in writing to Main Roads WA.

#### **Statutory Environment**

Not applicable.

#### **Financial Implications**

The Shire of Ngaanyatjarraku's three year funding program (2016/17 to 2018/19) will be reduced from \$11m to \$7m.

#### **Strategic Implications**

Strategic Community Plan 2016 - 2026

Goal 4, Our Leadership

Outcome 4.2, A capable and compliant local government

#### **Risk Management**



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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.

### **Attachments**

Not applicable

### **Voting Requirement**

Simple Majority Required.

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

**Moved: Cr A Jones**

**Seconded: Cr L West**

**That Council instructs the Deputy Chief Executive Officer to write to Main Roads WA, Goldfields Esperance Region (copy Shire of Laverton) advising that the Shire of Ngaanyatjarraku supports their application for a variation to the Outback Highway agreement allowing \$4m of grant funding to be transferred from Shire of Ngaanyatjarraku to Shire of Laverton to assist completion of their 50.6km section of the road.**

**Carried: 5/0**

## ORDINARY MEETING OF COUNCIL 11 JULY 2018

### 10.6 SHIRE OF LAVERTON, LETTER RE \$46.5M FUNDING AGREEMENT

<b>FILE REFERENCE:</b>	GS.00 RD.00
<b>AUTHOR'S NAME AND POSITION:</b>	Kevin Hannagan Deputy Chief Executive Officer
<b>AUTHORISING OFFICER AND POSITION:</b>	Chris Paget Chief Executive Officer
<b>DATE REPORT WRITTEN:</b>	5 July 2018
<b>DISCLOSURE OF FINANCIAL INTEREST:</b>	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.

#### **Summary**

The Shire of Laverton have written to the Shire of Ngaanyatjarraku to present a proposal to the Shire in relation to a joint construction program for the Great Central Road. This letter was originally presented to the 31 May 2018 meeting of Council but there was no resolution on the matter reached. As such the letter is represented again for Council consideration.

#### **Background**

The Federal and State Governments have committed another \$46.5m to upgrade another 80 kilometres of the Outback Highway, over five years, commencing in 2018/19.

Laverton Shire would like to discuss the opportunity for both Shires to look at a joint tender/ contract arrangement for future works delivered on the Great Central Road.

Below is an excerpt from their letter:

*Initially, this may be in the form of a single contract to be entered into with a construction partner to upgrade approximately 150km of the road over the next 2-3 years utilising the current funding allocation of \$37.2m (Federal), \$9.3m (State), and plus any balance from Ngaanyatjarraku's current allocation within the \$22m that is not spent by the end of 2018/19.*

*Should the Shire of Ngaanyatjarraku be amenable to such a proposal the Laverton Shire would be happy to be the administrating body and deliver the contract works.*

*Subject to Ngaanyatjarraku's agreement it is proposed that the works would commence at 385slk, the point at which the Laverton Shire commenced this year, and work south-west to Laverton, or as otherwise agreed.*

*I appreciate that the funding allocations have initially been identified for the Priority One sections however I am sure that should the two Shires be seen working in a collaborative manner to maximise the efficiency of delivering the improvements to the road, discussion can then be held with the State and Federal Governments to alter the priority sections. Works in a single contract could be seen as the most efficient use of funds rather than 'hopping' back and forth between differing work sites, which would be a logistical nightmare for the construction crew.*

*Such a proposal has already been discussed with both Main Roads WA and representatives of the Federal Government's Department of Infrastructure and Regional Development, in a teleconference on Monday 26th March 2018, and there is in-principle support to the proposal.*

## ORDINARY MEETING OF COUNCIL 11 JULY 2018

### **Comment**

This proposal would relieve the Shire of Ngaanyatjarraku of administering any component of the current and future funding allocated for the Shire of Ngaanyatjarraku section of the road as all funding would be spent on the Shire of Laverton's portion of the Great Central Road.

### **Statutory Environment**

Not applicable.

### **Financial Implications**

The Shire would lose approximately \$18m in Outback Highway funding for its section of the Great Central Road sealing project.

### **Strategic Implications**

Strategic Community Plan 2016 - 2026

Goal 4, Our Leadership

Outcome 4.4, Efficient service offerings to the community

### **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.

### **Attachments**

Attachment 10.6 – Letter from Shire of Laverton

### **Voting Requirement**

Simple Majority Required.

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

**Moved: Cr A Jones**

**Seconded: Cr D Frazer**

**That Council;**

- 1. Thanks, the Shire of Laverton for their letter of 23 April 2018;**
- 2. Advises the Shire of Laverton that it supports the concept of a joint tender / contract arrangement for future works delivered on the Great Central Road; and**
- 3. Prefers that funding as allocated for the sections of road within each Shires boundary as originally identified in the funding agreement.**

**Carried: 5/0**

## ORDINARY MEETING OF COUNCIL 11 JULY 2018

### 10.7 EXTENSION OF CONTRACT, T02 2015/16 – ACCOUNTING SERVICES

<b>FILE REFERENCE:</b>	CM.19
<b>AUTHOR'S NAME AND POSITION:</b>	Kevin Hannagan Deputy Chief Executive Officer
<b>AUTHORISING OFFICER AND POSITION:</b>	Chris Paget Chief Executive Officer
<b>DATE REPORT WRITTEN:</b>	3 July 2018
<b>DISCLOSURE OF FINANCIAL INTEREST:</b>	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.

#### **Summary**

For Council to consider a one year extension of Contract T02 15/16 Accounting Services (AS).

#### **Background**

At the August 2016, Ordinary Council Meeting Council resolved to appoint Paxon Group to provide Accounting Services for the Shire for a period of up to five financial years on a one financial year end basis.

The services incorporated provision of:

- Month End Review and Statement of Financial Activity;
- Annual Financial Statements;
- Annual Budget Statements;
- Annual Budget Review;
- Month-end Tax Services;
- FBT and Other Tax Services;
- Annual Grants Commission Information Return; and
- General Advice.

#### **Comment**

Contract documents were entered after the August 2016 Council Resolution to award the contract, and services were commenced late 2016 for the 2016/17 Financial Year End. Council resolved to extend the contract for the 2017/18 FYE. Paxon Group have undertaken a range of tasks in accordance with the contract and to date have performed the services to the satisfaction of Shire management. As such it is fair to offer another one financial year extension for services to be provided for the 2018/19 Financial Year End.

#### **Statutory Environment**

*Local Government Act 1995 and the Local Government (Functions and General) Regulations 1996.*

#### **Financial Implications**

The Shire makes annual budget allocations for Accounting Services.

#### **Strategic Implications**

Strategic Community Plan 2016 - 2026

Goal 4, Our Leadership

Outcome 4.2, A capable and compliant local government

## ORDINARY MEETING OF COUNCIL 11 JULY 2018

### **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**

Simple Majority Required.

### **Officer's Recommendation**

That Council;

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

**Moved: Cr A Jones**

**Seconded: Cr J Frazer**

**That Council;**

- 1. approves the extension of Contract T02 15/16 Accounting Services to Paxon Group, Level 5, 160 St Georges Terrace, WA 6000 for a further one year term for accounting services associated with the 2018/19 Financial Year End; and**
- 2. authorises the Chief Executive Officer to administer the contract including future contract extensions.**

**Carried: 5/0**

## ORDINARY MEETING OF COUNCIL 11 JULY 2018

### 10.8 ATTENDANCE BY TELEPHONE CR THOMAS

<b>FILE REFERENCE:</b>	GV.00
<b>AUTHOR'S NAME AND POSITION:</b>	Kevin Hannagan Deputy Chief Executive Officer
<b>AUTHORISING OFFICER AND POSITION:</b>	Chris Paget Chief Executive Officer
<b>DATE REPORT WRITTEN:</b>	10 July 2018
<b>DISCLOSURE OF FINANCIAL INTEREST:</b>	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.

#### **Summary**

For Council to consider 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.

#### **Comment**

Not applicable

#### **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.*

## ORDINARY MEETING OF COUNCIL 11 JULY 2018

- (2) A council cannot give approval under subregulation (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

Strategic Community Plan 2016 - 2026

Goal 4, Our Leadership

Outcome 4.2, A capable and compliant local government

### Risk Management

This item has been evaluated against the Shire of 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's request to attend the next Ordinary Meeting of Council by telephone.

Carried: 5/0

## ORDINARY MEETING OF COUNCIL 11 JULY 2018

### 11. DEPUTY CEO REPORTS

#### 11.1 PAYMENTS LISTING, MAY 2018

<b>FILE REFERENCE:</b>	FM.07
<b>AUTHOR'S NAME AND POSITION:</b>	Kevin Hannagan Deputy Chief Executive Officer
<b>AUTHORISING OFFICER AND POSITION:</b>	Chris Paget Chief Executive Officer
<b>DATE REPORT WRITTEN:</b>	5 July 2018
<b>DISCLOSURE OF FINANCIAL INTEREST:</b>	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.

#### **Summary**

For Council to confirm the payment of accounts listed in the Accounts for Payment, May 2018.

#### **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**

Not applicable.

#### **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**



## ORDINARY MEETING OF COUNCIL 11 JULY 2018

The Shire makes annual budget allocations for payment of accounts.

### **Strategic Implications**

Strategic Community Plan 2016 - 2026

Goal 4, Our Leadership

Outcome 4.2, A capable and compliant local government

### **Risk Management**

This item has been evaluated against the Shire of 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 Listing, May 2018

### **Voting Requirement**

Simple Majority Required.

### **Officer's Recommendation**

That Council receives the Payment Listing, May 2018 totalling payments of \$1,173,194.14 as per Attachment 11.1.

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

**Moved: Cr A Jones**

**Seconded: Cr D Frazer**

**That Council receives the Payment Listing, May 2018 totalling payments of \$1,173,194.14 as per Attachment 11.1.**

**Carried: 5/0**

## ORDINARY MEETING OF COUNCIL 11 JULY 2018

### 11.2 CORPORATE POLICY 2.6 PURCHASING

<b>FILE REFERENCE:</b>	CM.14
<b>AUTHOR'S NAME AND POSITION:</b>	Kevin Hannagan Deputy Chief Executive Officer
<b>AUTHORISING OFFICER AND POSITION:</b>	Chris Paget Chief Executive Officer
<b>DATE REPORT WRITTEN:</b>	6 July 2018
<b>DISCLOSURE OF FINANCIAL INTEREST:</b>	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.

#### **Summary**

For Council to consider changes to its Corporate Policy, CS2.6 Purchasing.

#### **Background**

Council is required to regularly review its policies to reflect current organisational requirements.

#### **Comment**

The current policy has a limit set for the value of procurement of goods or services not exceeding \$1,999, may be purchased based on at least one verbal quotation is required. Purchases in excess of \$2,000 and lower than \$4,9999 will require two quotations.

This requirement is quite restrictive and often requires Shire Officers to seek a second quotation outside the Shire boundaries when for such a small amount, suppliers are difficult to get quotes from as they do not know how to supply the goods to Warburton.

It is proposed to increase the threshold to \$4,999 and introduce a requirement that purchasing outside the Shire boundary is only to be made after all reasonable avenues to obtain quotes for goods or services within the Shire have been exhausted.

#### **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.*

#### **Financial Implications**

There are no known financial implications.

#### **Strategic Implications**

Strategic Community Plan 2016 - 2026

Goal 4, Our Leadership

Outcome 4.2, A capable and compliant local government

## ORDINARY MEETING OF COUNCIL 11 JULY 2018

### **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**

The existing Corporate Policy CS2.6 is to be amended.

### **Attachments**

Attachment 11.2 – amended Corporate Policy CS 2.6, Purchasing

### **Voting Requirement**

Simple Majority Required.

### **Officer's Recommendation**

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

**Moved: Cr J Frazer**

**Seconded: Cr A Jones**

#### **That Council:**

- (a) adopts the attached amended Council Policy CS2.6 Purchasing, and**
- (b) instructs the Chief Executive Officer to update Council's Policy Manual.**

**Carried: 5/0**

## ORDINARY MEETING OF COUNCIL 11 JULY 2018

### 11.3 COUNCIL INVESTMENTS AS AT 30 JUNE 2018

<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>	Chris Paget Chief Executive Officer
<b>DATE REPORT WRITTEN:</b>	6 July 2018
<b>DISCLOSURE OF FINANCIAL INTEREST:</b>	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.

#### **Summary**

For Council to be advised of the Shires investments as at 6 July 2018.

#### **Background**

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

#### **Comment**

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

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

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

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

#### **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]*

## ORDINARY MEETING OF COUNCIL 11 JULY 2018

- (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**

The amount invested in the Cash Management Account includes \$1,993,455.00 of 2018/19 Financial Assistance Grants paid in advance.

### **Strategic Implications**

Strategic Community Plan 2016 - 2026

Goal 4, Our Leadership

Outcome 4.2, A capable and compliant local government

### **Risk Management**

This item has been evaluated against the Shire of 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**

Corporate Policy CS2.7 Investments.

### **Attachments**

Attachment 11.3 – Westpac screen print of investment Accounts

### **Voting Requirement**

Simple Majority Required.

**ORDINARY MEETING OF COUNCIL 11 JULY 2018**

**Officers Recommendation and Council Resolution**

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

**That the report on Council Investments as at 6 July 2018 be received.**

**Carried: 5/0**

## ORDINARY MEETING OF COUNCIL 11 JULY 2018

### 11.4 RFQ – 2017/18, YOUTH SERVICES REVIEW

<b>FILE REFERENCE:</b>	CM.19
<b>AUTHOR'S NAME AND POSITION:</b>	Geoff Handy Finance & Administration Coordinator
<b>AUTHORISING OFFICER AND POSITION:</b>	Chris Paget Chief Executive Officer
<b>DATE REPORT WRITTEN:</b>	10 July 2018
<b>DISCLOSURE OF FINANCIAL INTEREST:</b>	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.

#### Summary

A Request for Quotation 2017/18, Youth Services Review was distributed to four organisations on 28 November 2017.

Two conforming quotations were received via email in response to the RFQ.

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

#### Background

The Request specified the requirements of the Shire and invited suitably qualified and experienced Respondents to submit bids to for the RFT - 2017/18, in accordance with the specification.

The Shire of Ngaanyatjaraku is undertaking a review of Youth Services in order to better understand if the service is providing an affordable, fit for purpose service on a sustainable basis. This is particularly significant in light of recent changes in Federal Government funding arrangement to Aboriginal Communities.

The advertised selection criteria were:

Criteria	Weighting
(a) Compliance with the Specification and due date	30%
(b) Compliance with and completion of Project Methodology	30%
(c) Compliance with and completion of Lump Sum Price & Schedule of Rates	40%

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

The Evaluation and Recommendation Report, including the overall evaluation scores and rankings, are attached as a confidential item.

#### Comment

The tenders have been assessed with the below scores and rankings.

Rank	Tenderer	Score (/100)
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## ORDINARY MEETING OF COUNCIL 11 JULY 2018

1	Core Business Australia	85
2	Verso Consulting	83.34

The evaluation panel concluded that Core Business Australia are suitable and provided a value for money submission in relation to RFQ 2017/18.

### **Consultation**

Chief Executive Officer

### **Statutory Environment**

*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;"*

### **Financial Implications**

The provision for the Youth Services Review was made in the 2017/18 Budget and is proposed to be carried over to the 2018/19 budget.

### **Strategic Implications**

Strategic Community Plan 2016 - 2026

Goal 4, Our Leadership

Outcome 4.4, Efficient service offerings to the Community

### **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 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 Attachment 11.4 - Evaluation and Recommendation Report

### **Voting Requirement**

Simple Majority Required.

### **Declaration of Interest**

**Prior to consideration of this Agenda Item, Kevin Hannagan, Deputy Chief Executive Officer left the chamber at 2.09pm.**



## ORDINARY MEETING OF COUNCIL 11 JULY 2018

### Officers Recommendation and Council Resolution

Moved: Cr D Frazer            Seconded: Cr J Frazer

In respect to Tender RFQ 2017/18 – Youth Services Review, Council:

1.    Resolve that Evaluation Report ATTACHMENT 11.4 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.    Note the attached Evaluation Report, CONFIDENTIAL ATTACHMENT 11.4;
3.    Award the contract to Core Business Australia for a lump Sum value of \$20,599 excluding GST and any additional work as per their submitted Schedule of Rates.
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 for additional work providing this does not exceed the 2018/19 budget allocation or reduce the overall scope.

Carried: 5/0

Kevin Hannagan, Deputy Chief Executive Officer was returned to the chamber at 2.13pm.

## ORDINARY MEETING OF COUNCIL 11 JULY 2018

### 11.5 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 MAY 2018

<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>	Chris Paget Chief Executive Officer
<b>DATE REPORT WRITTEN:</b>	8 July 2018
<b>DISCLOSURE OF FINANCIAL INTEREST:</b>	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.

#### **Summary**

For Council to receive the monthly financial report for the period ended 31 May 2018.

#### **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 Report attached.

#### **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

## ORDINARY MEETING OF COUNCIL 11 JULY 2018

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**

Strategic Community Plan 2016 - 2026

Goal 4, Our Leadership

Outcome 4.2, A capable and compliant local government

### **Risk Management**

This item has been evaluated against the Shire of 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**

Attachment 11.5 - Monthly Financial Report for the period to 31 May 2018

**ORDINARY MEETING OF COUNCIL 11 JULY 2018**

**Voting Requirement**

Simple Majority Required.

**Officers Recommendation and Council Resolution**

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

**That Council receives the monthly financial report as at 31 May 2018.**

**Carried: 5/0**

## 12. EHO REPORTS

### 12.1 ACTION REPORT – EHO / 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>	Chris Paget Chief Executive Officer
<b>DATE REPORT WRITTEN:</b>	5 July 2018
<b>DISCLOSURE OF FINANCIAL INTEREST:</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 through the period on-site May & June 2018.

#### **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 4, Our Leadership

Outcome 4.2, A capable and compliant local government

#### **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(a) – Action Report, EHO / Building Services, May 2018

Attachment 12.1(b) – Action Report, EHO / Building Services, June 2018

#### **Voting Requirement**

Simple Majority Required.

**ORDINARY MEETING OF COUNCIL 11 JULY 2018**

**Officers Recommendation and Council Resolution**

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

**That Council receives the Action Report, EHO / Building Services for May and June 2018.**

**Carried: 5/0**

**ORDINARY MEETING OF COUNCIL 11 JULY 2018**

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

**14. CONFIDENTIAL MATTERS**

**15. NEXT MEETING**

Scheduled for Wednesday, 26 July 2018 but will be deferred until August and a Public Notice will be issued prior.

**16. CLOSURE OF MEETING**

There being no further business to discuss the Presiding Member closed the meeting at 2.20 pm.