



Shire of **Ngaanyatjaraku**
ON A JOURNEY

Minutes of Ordinary Council Meeting
Held at Warburton
31st March 2017 at 1pm

signed

SHIRE OF NGAANYATJARRAKU
ORDINARY COUNCIL MEETING
31 March 2017

A G E N D A

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

Ordinary Council Meeting 25th January 2017
Special Council Meeting 13th March 2017

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

- | | |
|-------------------|---|
| Report No. 005-17 | Accounts paid & payable |
| Report No. 006-17 | Council Investments as at 23 rd March 2017 |
| Report No. 007-17 | Compliance Audit Return 2016 |
| Report No. 008-17 | Administrative Compliance with LG Act 1995 |
| Report No. 009-17 | Staffing and Organisational Structure |
| Report No. 010-17 | Council Policy – Recruitment and Selection |
| Report No. 011-17 | Council Policy & CEO Procedure – Employee Performance & Development |
| Report No. 012-17 | Council Policy – Discipline |
| Report No. 013-17 | CEO Procedure – Leave Management |

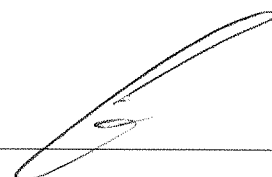
Report No. 014-17 Council Policy – Secondary Employment

Report No. 015-17 Review & Upgrade of Shire Website

Report No. 016-17 Approval in Principle – “Squeaky Clean Kids” Program

LATE ITEMS / MATTERS OF URGENT BUSINESS

CLOSURE OF MEETING BY SHIRE PRESIDENT

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**MINUTES OF ORDINARY COUNCIL MEETING
HELD ON 31st MARCH 2017 AT 1:00PM (WST)
IN THE SHIRE OF NGAANYATJARRAKU MEETING ROOM**

Shire President, Cr McLean, welcomed the Members and CEO and declared the meeting open at 1:04pm.

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

Mr. Chris Paget - Chief Executive Officer

APOLOGIES

Cr. C.F. Twine
Cr. J. Frazer

LEAVE OF ABSENCE

Nil

QUESTION TIME

No questions

DECLARATION OF MEMBERS' AND OFFICERS' INTERESTS

Nil

CONFIRMATION OF MINUTES

Ordinary Council Meeting 25th January 2017

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

CARRIED 6/0

Special Council Meeting 13th March 2017

MOVED Cr. P. Thomas, seconded Cr. Jones, that the minutes of the Special Council meeting held on 13th March 2017 be confirmed as a true and accurate record of the proceedings of that meeting.

CARRIED 6/0

REPORTS BY THE CHIEF EXECUTIVE OFFICER

REPORT NO: 005-17 TO: ORDINARY COUNCIL MEETING 31st MARCH 2017
SUBJECT: ACCOUNTS PAID AND PAYABLE

AUTHORITY: FINANCIAL MANAGEMENT REGULATIONS 12 & 13

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

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

RECOMMENDATION

That Council payment of accounts amounting to \$784,632.71 for period ending 28th February 2017 be received and noted.

VOTING REQUIREMENTS

Simple majority

MOVED Cr. West, seconded Cr. Jones, that the recommendation contained within report 005-17 be adopted.

#005-17

RESOLUTION

That Council payment of accounts amounting to \$784,632.71 for period ending 28th February 2017 be received and noted.

CARRIED 6/0

REPORT NO: 006-17 TO: ORDINARY COUNCIL MEETING 31st MARCH 2017
SUBJECT: COUNCIL INVESTMENTS AS AT 23rd MARCH 2017

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

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

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

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

COUNCIL INVESTMENTS AS AT 23 MARCH 2017					
Institution	Amount Invested	Investment type	Assets Repl./Acq./Devp. Reserve Fund	Cultural Centre Reserve Fund	Municipal Account
Westpac Banking Corporation		Term deposit	\$820,228.32	\$69,268.57	
Westpac Banking Corporation		Operating a/c			\$3,616,689.40
TOTAL INVESTMENTS	\$4,506,186.29		\$820,228.32	\$69,268.57	\$3,616,689.40

RECOMMENDATION

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

VOTING REQUIREMENTS

Simple majority

MOVED Cr. Bates, seconded Cr. P. Thomas, that the recommendation contained within report 006-17 be adopted.

#006-17

RESOLUTION

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

CARRIED 6/0

REPORT NO: 007-17 TO: ORDINARY COUNCIL MEETING 31st MARCH 2017
SUBJECT: LOCAL GOVERNMENT STATUTORY COMPLIANCE AUDIT RETURN
FOR 2016

Tabled:

1. Completed 2016 Local Government Statutory Compliance Audit Return
2. DLGC Circular No. 24-2016: 2016 Compliance Audit Return for Local Government

PURPOSE OF REPORT

The purpose of this report is to present to Council the Local Government Statutory Compliance Audit Return for 2016 for the Shire of Ngaanyatjarraku.

BACKGROUND

The Department of Local Government & Communities has issued Circular No. 24-2016, which requires each local government in Western Australia to carry out a Compliance Audit in relation to the period 1 January to 31 December 2016, against the requirements set out in the 2016 Compliance Audit Return ('CAR').

Section 7.13(1)(i) of the Local Government Act 1995 contains provisions for the making of regulations requiring local governments to carry out, in the manner and form prescribed, an audit of compliance, whether of a financial nature or not.

The Local Government (Audit) Regulations 1996, detail the following in relation to the CAR process:

Regulation 13 – Prescribed statutory requirements for which compliance audit needed (Act s. 7.13(1)(i))

For the purposes of Section 7.13(1)(i), the statutory requirements set forth in the Table to this regulation are prescribed..

Regulation 14 – Compliance Audits by Local Governments

- (1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.
- (2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.
- (3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.
- (3) After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be —
 - (a) presented to the council at a meeting of the council; and
 - (b) adopted by the council; and
 - (c) recorded in the minutes of the meeting at which it is adopted.

Regulation 15 – Compliance audit return, certified copy of etc. to be given to Executive Director

1. After the Compliance Audit Return has been presented to the Council, in accordance with Regulation 14(3), a certified copy of the return, together with –
 - (a) a copy of the relevant section of the minutes referred to in Regulation 14(3)(c); and
 - (b) any additional information explaining or qualifying the compliance audit;is to be submitted to the Executive Director by 31 March next following the period to which the return relates.
2. In this Regulation –

“**certified**” in relation to a compliance audit return means signed by –

 - (a) the Mayor or President; and
 - (b) the Chief Executive Officer.

COMMENT

The Shire of Ngaanyatjarraku’s Audit Committee met prior to this Ordinary Meeting of Council to review and discuss the 2016 Compliance Audit Return document, which is summarised below by each category:

Section (a) Commercial Enterprises by Local Government

The 5 areas of compliance are not applicable to the Shire of Ngaanyatjarraku as no commercial enterprises are undertaken.

Section (b) Delegation of Power/Duty

All 13 areas of compliance were met.

Section (c) Disclosure of Interest

All 16 areas of compliance in this category were either met or deemed not applicable in the Shire’s circumstances.

Section (d) Disposal of Property

The 2 compliance areas in this section were not applicable to the Shire.

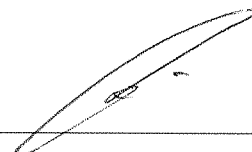
Section (e) Elections

The 1 area of compliance was not applicable, as listed in the CAR document.

Section (f) Finance

10 out of the 15 areas of compliance were met (or not applicable); the 5 areas of non-compliance relate to the finalization and completion of Council’s 2014-15 Audit and receipt of the associated Auditor’s report. Explanatory comments for this have been provided in the CAR by the CEO, and in addition the Department have been liaising with the Shire CEO, City of Canning, Moore Stephens and Macri Partners as to the progress and resolution of this situation.

Section (g) Local Government Employees



The 5 areas of compliance in this category were deemed not applicable, as no changes were made to senior employee positions or personnel during the year.

Section (h) Official Conduct

The 6 areas of compliance were met or not applicable.

Section (i) Tenders for Providing Goods and Services

All of the 15 areas of compliance were met or not applicable to our circumstances.

Each Councillor has had the opportunity to review the CAR and to give this report due consideration at the Ordinary Council Meeting on Wednesday 29th March 2017. Upon its adoption by Council, this return will be submitted electronically online and in hard copy form (signed by both the President and CEO) to the Director General of the Department of Local Government & Communities as prescribed in the *Local Government Act*.

Financial Considerations

Nil

Legal Considerations

Nil

Consultation

Nil

Policy Implications

Nil

Publicity Considerations

Nil

Other Considerations or Risks

Nil

RECOMMENDATION

That Council adopts the Statutory Compliance Audit Return, to be submitted as the official Return of the Shire of Ngaanyatjaraku for the period 1 January to 31 December 2016.

MOVED Cr. Bates, seconded Cr. Jones, that the recommendation contained within report 007-17 be adopted.

#007-17

RESOLUTION

That Council adopts the Statutory Compliance Audit Return, to be submitted as the official Return of the Shire of Ngaanyatjarraku for the period 1 January to 31 December 2016.

CARRIED BY AN ABSOLUTE MAJORITY 6/0

REPORT NO: 008-17 TO: ORDINARY COUNCIL MEETING 31st MARCH 2017
SUBJECT: ADMINISTRATIVE COMPLIANCE WITH THE LG ACT 1995

DATE:	15 March 2017
PROPONENT:	Shire of Ngaanyatjarraku
LOCATION:	Shire of Ngaanyatjarraku
AUTHOR:	Kevin Hannagan, Deputy Chief Executive Officer
REPORTING OFFICER:	Chris Paget, Chief Executive Officer
FILE NO:	CS.06
DECLARATION OF	Nil

PURPOSE

For Council to consider a Report of outstanding actions to achieve administrative compliance with the Local Government Act 1995 by 30 June 2017.

BACKGROUND

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

STATUTORY IMPLICATIONS

Local Government Act 1995, various Sections.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The costs associated with the Approved Adviser are to be borne by Council, the Mid-Year Budget Review will take this into account.

STRATEGIC IMPLICATIONS

Strategic Community Plan

Goal 4, Our Leadership

Outcome 4.2, A capable and compliant local government

COMMUNITY CONSULTATION

Community consultation is not required.

COMMENT

The Approved Adviser has now met with Shire Council and Councillors, Shire Staff, other Community Organisations and Community Members.

Shire Staff have compiled for the Approved Adviser two lists of tasks to be undertaken:

1. Tasks (128) to be undertaken by a Local Government to maintain compliance with various Acts over a twelve month period; and
2. Tasks (33) to be undertaken by 30 June 2017 to achieve administrative compliance with the Local Government Act 1995.

A copy of the second list of tasks to be completed by 30 June 2017 is attached for Councillors information. Further monthly reports will be made to Council advising progress against the task 'due dates'.

The list of 33 actions can be summarized by related tasks into the following activities:

- Finalisation of the 2014/15 Annual Financial Audit
- Completion of associated tasks with the 2014/15 Annual Financials – Annual Audit Report, Annual Report
- Seek Department of Regional Development approval for extension of time to 31 December 2017 for completion of Early Years Learning Centre, Warburton, building extension
- Finalisation of the 2015/16 Annual Financial Audit
- Completion of associated tasks with the 2015/16 Annual Financials – Annual Audit Report, Annual Report
- Complete 2015/16 Roads to Recovery Annual Report
- Update content Shire Web site
- Monthly Financial Activity Statements for 2016/17 to Ordinary Council Meeting
- Adoption of Corporate Business Plan and Long Term Financial Plan
- Completion of Staff Performance Reviews

ATTACHMENTS

Attachment 1 – Prioritised Compliance Action List

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

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

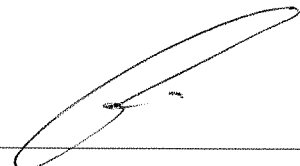
MOVED Cr. Jones, seconded Cr. P. Thomas, that the recommendation contained within report 008-17 be adopted.

#008-17

RESOLUTION

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

CARRIED 6/0

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REPORT NO: 009-17 **TO: ORDINARY COUNCIL MEETING 31st MARCH 2017**
SUBJECT: STAFFING & ORGANISATIONAL STRUCTURE

DATE:	24 March 2017
PROPONENT:	Shire of Ngaanyatjarraku
LOCATION:	Shire of Ngaanyatjarraku
AUTHOR:	Kevin Hannagan, Acting Deputy Chief Executive Officer
REPORTING OFFICER:	Chris Paget, Chief Executive Officer
FILE NO:	PL.00
DECLARATION OF INTERESTS:	The Author of this report has an interest in this matter as the officer is acting in a position mentioned in this report.

PURPOSE

For Council to be acquainted with issues associated with current staffing and organisational structure.

BACKGROUND

For some years now the Shire has been under pressure to maintain compliance with various Acts and Regulations. In recent years, additional workloads have been added to comply with new legislation such as Integrated Reporting and Planning Framework (IPRF) and Fair Valuation of Assets (FV). As such compliance tasks have been increased at a time when the Shire has lost staff in key management positions.

STATUTORY IMPLICATIONS

Local Government Act 1995

5.2. Administration of local governments

The council of a local government is to ensure that there is an appropriate structure for administering the local government.

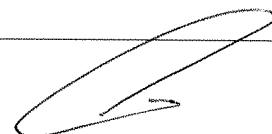
POLICY IMPLICATIONS

The following extracts from the Shires' Workforce Plan has identified the following key issues:

4.8 Potential Risk to Staffing

.....the attraction and retention of qualified staff especially those with Local Government experience was a key issue.

Issue - Attraction and retention of qualified staff especially those with Local Government



experience:

- Implication - 1) Increased workload on CEO covering vacant senior staff positions
2) Difficulty achieving Legislative Compliance

6.4 Positions – Workforce Plan

..... Additionally, the Shire may consider redesigning positions if they prove difficult to fill on vacancy.....

Manager Works and Services, and
Manager Corporate Services / DCEO

7.1 Recommended Organisational Design Changes

There are some new positions that the Shire will consider (funding permitting) creating to service demand. However, the Shire will consider minor change to its current structure with considerations as follows:

- The Manager Works and Services retired several years ago. As there is no potential internal / external candidate with the required qualifications and experience the role and structure of the department will need review.
- The Manager Corporate Services / DCEO was married to the Manager Works and Services and also left the Shire. As such the Department will need review of roles and structure and consideration of a resource to manage implementation of IPRF Actions and management of the process in future when no grant funding is available.

The abovementioned reviews may require a redesign and restructuring of some of the more strategic functions to be managed by the CEO (with possible external support) and recruitment of replacement staff with lower experience and skill sets as a ‘Coordinator’ rather than ‘Manager’.

FINANCIAL IMPLICATIONS

To be determined.

STRATEGIC IMPLICATIONS

Strategic Community Plan

Goal 4, Our Leadership


Outcome 4.2, A capable and compliant local government

COMMUNITY CONSULTATION

No community engagement is required.

COMMENT

The Minister for Local Government has recently appointed an ‘Approved Adviser’ to the Shire 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.”

Furthermore, one of the tasks of the Approved Adviser is:

“To work closely with the Department and in consultation with the Council, to review the Shire’s organisational structure and, if necessary, assist the Council to implement an appropriate structure.”

As recommended in the Work Force Plan some functions have been re-allocated to ‘Coordinator’ roles but a large portion of duties from the vacant positions have been re-allocated to the Chief Executive Officer and in some cases not been performed.

The functions re-allocated to the Chief Executive Officer have not been able to be re-allocated to Coordinators as:

- Their existing work-loads do not allow this;
- The technical qualification or experience is not available;
- Lack of experience in compliance with various legislative Acts / Regulations.
- General lack of training and development to enable further delegation.

It is proposed to appoint a Deputy Chief Executive Officer on a permanent part-time basis to assist the Chief Executive Officer with functions from the former Manager Administration / DCEO position and new Legislative requirements such as IPRF, FV and other Compliance matters.

Attached is a list of functions from the Manager Works and Services position description that will need to be reviewed as some functions can be done by the CEO & DCEO, some will need to be out-sourced due to their technical engineering requirements.

The above mentioned will also be undertaken in consultation with the Approved Adviser and his wider role to review the Shire’s organisation structure.

ATTACHMENTS

Attachment 1 – Extract from Work Force Plan, Current Organisational Structure

Attachment 2 – Manager Works & Services responsibilities for review

Attachment 3 – Manager Administration / DCEO responsibilities for review

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION

That Council notes the above-mentioned report on Organisation Structure.

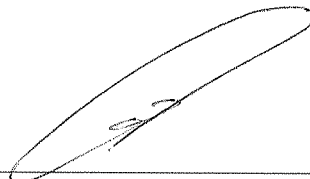
MOVED Cr. Bates, seconded Cr. P. Thomas, that the recommendation contained within report 009-17 be adopted.

#009-17

RESOLUTION

That Council notes the above-mentioned report on Organisation Structure.

CARRIED 6/0

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REPORT NO: 010-17 **TO: ORDINARY COUNCIL MEETING 31st MARCH 2017**
SUBJECT: COUNCIL POLICY – RECRUITMENT & SELECTION

DATE:	11 th March 2017
PROPONENT:	Shire of Ngaanyatjarraku
LOCATION:	Shire of Ngaanyatjarraku
AUTHOR:	Kevin Hannagan, Actg. Deputy CEO
REPORTING OFFICER:	Chris Paget, Chief Executive Officer
FILE NO:	CM.14
DECLARATION OF INTERESTS:	Nil

PURPOSE

For Council to consider adopting a Policy for Recruitment and Selection and note supporting CEO Procedures for that policy.

BACKGROUND

The Shire does not have a policy designed to ensure that appropriate recruitment standards are maintained throughout the Shire of Ngaanyatjarraku and to provide a resource to assist managers to carry out the recruitment of employees and maximise the probability of successful recruitment and selection decisions

STATUTORY IMPLICATIONS

Local Government Act 1995, Section:

5.40. Principles affecting employment by local governments

The following principles apply to a local government in respect of its employees —

- (a) employees are to be selected and promoted in accordance with the principles of merit and equity; and
- (b) no power with regard to matters affecting employees is to be exercised on the basis of nepotism or patronage; and
- (c) employees are to be treated fairly and consistently; and
- (d) there is to be no unlawful discrimination against employees or persons seeking employment by a local government on a ground referred to in the *Equal Opportunity Act 1984* or on any other ground.

POLICY IMPLICATIONS

The Shire does not have a policy (supported by CEO Procedures) to guide it's officers in undertaking an appropriate approach to recruitment and selection.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Strategic Community Plan 2015-2025

Goal 4: Our Leadership, A strong voice representing the interest of the community

Outcome 4.2: A capable and compliant local government

COMMUNITY ENGAGEMENT

No community engagement is required.

CONCLUSION/COMMENT

The current approach to employee recruitment and selection are not consistent across the organisation. Supervisors have not been trained in undertaking a corporate organisation wide approach to ensure that employee recruitment and selection are undertaken in an efficient and effective manner and that consistent standards are maintained.

The adoption of a Council Policy supported by CEO Procedures will enable training of supervisors in taking a consistent approach across the organisation.

ATTACHMENTS

Attachment 1 – Council Policy, CS 2.26, Recruitment and Selection

Attachment 2 – CEO Procedure, Recruitment and Selection

Attachment 3 – CEO Procedure, Probationary Periods of Employment

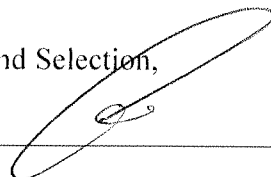
VOTING REQUIREMENT

Simple Majority

OFFICERS RECOMMENDATION

That Council:

1. adopts the attached Council Policy – CS 2.26, Recruitment and Selection,



2. authorises the CEO to update Councils policy manual accordingly, and
3. notes the attached:
 - a) CEO Procedure, Recruitment and Selection
 - b) CEO Procedure, Probationary Periods of Employment

MOVED Cr. West, seconded Cr. B. Thomas, that the recommendation contained within report 010-17 be adopted.

#010-17
RESOLUTION

That Council:

- 1. adopts the attached Council Policy – CS 2.26, Recruitment and Selection,*
- 2. authorises the CEO to update Councils policy manual accordingly, and*
- 3. notes the attached:*
 - c) CEO Procedure, Recruitment and Selection*
 - d) CEO Procedure, Probationary Periods of Employment*

CARRIED 6/0

REPORT NO: 011-17 TO: ORDINARY COUNCIL MEETING 31st MARCH 2017
SUBJECT: COUNCIL POLICY & CEO PROCEDURES – EMPLOYEE PERFORMANCE & DEVELOPMENT

DATE:	11 th March 2017
PROPONENT:	Shire of Ngaanyatjarraku
LOCATION:	Shire of Ngaanyatjarraku
AUTHOR:	Kevin Hannagan, Actg. Deputy CEO
REPORTING OFFICER:	Chris Paget, Chief Executive Officer
FILE NO:	CM.14
DECLARATION OF INTERESTS:	Nil

PURPOSE

For Council to consider adopting a Policy for Employee Performance and Development and note supporting CEO Procedures for that policy.

BACKGROUND

The Local Government Act 1995 requires that the performance of each employee who is employed for a term of more than one year, including the CEO and each senior employee, is to be reviewed at least once in relation to every year of the employment.

STATUTORY IMPLICATIONS

Local Government Act 1995, Section:

5.38. Annual review of certain employees' performances

POLICY IMPLICATIONS

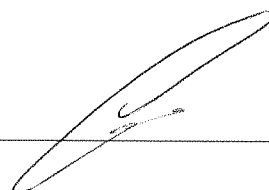
The Shire does not have a policy (supported by a CEO Procedures) to ensure that employee performance and development reviews are conducted in an efficient and effective manner and that consistent standards are maintained.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Strategic Community Plan 2015-2025



Goal 4: Our Leadership, A strong voice representing the interest of the community
Outcome 4.2: A capable and compliant local government

COMMUNITY ENGAGEMENT

No community engagement is required.

CONCLUSION/COMMENT

The current approach to employee performance and development is not consistent across the organisation. Supervisors have not been trained in undertaking a corporate organisation wide approach to ensure that employee performance and development reviews are conducted in an efficient and effective manner and that consistent standards are maintained.

The adoption of a Council Policy supported by a CEO Procedure will enable training of supervisors in taking a consistent approach across the organisation that:

- recognises that continuing to focus on the career development of its employees is a beneficial strategy in retaining resources and developing each employee's potential, and
- achieves compliance with the Local Government Act 1995.

ATTACHMENTS

Attachment 1 – Council Policy, CS 2.23, Employee Performance & Development

Attachment 2 - CEO Procedure, Employee Performance & Development

Attachment 3 - CEO Procedure, Performance Management

Attachment 4 - CEO Procedure, Employee Performance Improvement Plan

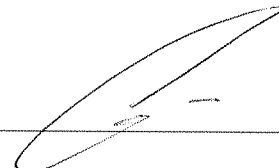
VOTING REQUIREMENT

Simple Majority

OFFICERS RECOMMENDATION

That Council:

1. adopts the attached Council Policy – CS 2.23, Employee Performance & Development,
2. authorises the CEO to update Councils policy manual accordingly, and
3. notes the attached CEO Procedures:
 - a) Employee Performance & Development
 - b) Performance Management
 - c) Employee Performance Improvement Plan



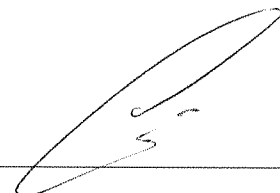
MOVED Cr. P. Thomas, seconded Cr. West, that the recommendation contained within report 011-17 be adopted.

#011-17
RESOLUTION

That Council:

- 1. adopts the attached Council Policy – CS 2.23, Employee Performance & Development,*
- 2. authorises the CEO to update Councils policy manual accordingly, and*
- 3. notes the attached CEO Procedures:*
 - a) Employee Performance & Development*
 - b) Performance Management*
 - c) Employee Performance Improvement Plan*

CARRIED 6/0



REPORT NO: 012-17 **TO: ORDINARY COUNCIL MEETING 31st MARCH 2017**
SUBJECT: COUNCIL POLICY - DISCIPLINARY

DATE:	11 th March 2017
PROPONENT:	Shire of Ngaanyatjarraku
LOCATION:	Shire of Ngaanyatjarraku
AUTHOR:	Kevin Hannagan, Actg. Deputy CEO
REPORTING OFFICER:	Chris Paget, Chief Executive Officer
FILE NO:	CM.14
DECLARATION OF INTERESTS:	Nil

PURPOSE

For Council to consider adopting a Policy for Discipline and note supporting CEO Procedures for that policy.

BACKGROUND

The Shire of Ngaanyatjarraku is committed to providing the best possible service and ensuring its employees perform and conduct themselves in accordance with Shire policies, procedures and guidelines.

The Shire of Ngaanyatjarraku may from time to time consider that issues of employee behaviour, misconduct or unacceptable performance levels require disciplinary action.

The Shire of Ngaanyatjarraku also recognises that all employees should have a right to express any genuine grievances or complaints via an impartial internal process.

STATUTORY IMPLICATIONS

Local Government Act 1995, Section:

5.38. Annual review of certain employees' performances

Corruption and Crime Commission Act 2003 (WA).

POLICY IMPLICATIONS

The Shire does not have policies (supported by a CEO Procedures) to guide its officers in undertaking an appropriate approach to discipline and grievances.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Strategic Community Plan 2015-2025

Goal 4: Our Leadership, A strong voice representing the interest of the community
Outcome 4.2: A capable and compliant local government

COMMUNITY ENGAGEMENT

No community engagement is required.

CONCLUSION/COMMENT

The current approach to employee discipline and handling of grievances are not consistent across the organisation. Supervisors have not been trained in undertaking a corporate organisation wide approach to ensure that employee discipline or grievances are undertaken in an efficient and effective manner and that consistent standards are maintained.

The adoption of a Council Policies supported by CEO Procedures will enable training of supervisors in taking a consistent approach across the organisation.

ATTACHMENTS

Attachment 1 – Council Policy, CS 2.24, Discipline

Attachment 2 – Council Policy, CS 2.25, Grievances, Investigations, and Resolutions

Attachment 3 - CEO Procedure

VOTING REQUIREMENT

Simple Majority

OFFICERS RECOMMENDATION

That Council:

1. adopts the attached
 - a) Council Policy – CS 2.24, Discipline,
 - b) Council Policy – CS2.25, Grievances, Investigations, and Resolutions,
2. authorises the CEO to update Councils policy manual accordingly, and
3. notes the attached CEO Procedure, Grievances, Investigations, and Resolutions

MOVED Cr. Jones, seconded Cr. Bates, that the recommendation contained within report 012-17 be adopted.

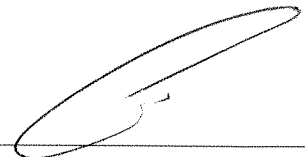
#012-17

RESOLUTION

That Council:

- 1. adopts the attached*
 - a) Council Policy – CS 2.24, Discipline,*
 - b) Council Policy – CS2.25, Grievances, Investigations, and Resolutions,*
- 2. authorises the CEO to update Councils policy manual accordingly, and*
- 3. notes the attached CEO Procedure, Grievances, Investigations, and Resolutions*

CARRIED 6/0



REPORT NO: 013-17 **TO: ORDINARY COUNCIL MEETING 31st MARCH 2017**
SUBJECT: CEO PROCEDURE – LEAVE MANAGEMENT

DATE:	15 th March 2017
PROPONENT:	Shire of Ngaanyatjarraku
LOCATION:	Shire of Ngaanyatjarraku
AUTHOR:	Kevin Hannagan, Actg. Deputy CEO
REPORTING OFFICER:	Chris Paget, Chief Executive Officer
FILE NO:	CM.14
DECLARATION OF INTERESTS:	Nil

PURPOSE

For Council to note a CEO Procedure for Leave Management.

BACKGROUND

The Shire does not have a procedure designed to ensure that leave entitlements are managed consistently across the Shire of Ngaanyatjarraku and to provide a resource to assist managers to carry out their responsibilities.

STATUTORY IMPLICATIONS

There are no Statutory Implications, the management of Leave is a good practice administrative function.

POLICY IMPLICATIONS

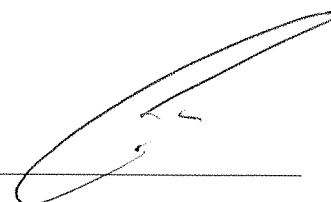
A Policy is not required in this instance as it is an administrative function to manage Leave. However the Chief Executive Office should establish Procedures to guide its officers in undertaking an appropriate approach to managing Leave.

FINANCIAL IMPLICATIONS

The Shire's Auditors have in their Annual Audit Management Letter raised the need to manage Leave appropriately as the accumulation of leave (at a lower level of salary) leads to an increased cost to the organisation when cleared in the future (at a higher level of salary).

STRATEGIC IMPLICATIONS

Strategic Community Plan 2015-2025



Goal 4: Our Leadership, A strong voice representing the interest of the community

Outcome 4.2: A capable and compliant local government

COMMUNITY ENGAGEMENT

No community engagement is required.

CONCLUSION/COMMENT

The current approach to leave management is not consistent across the organisation. Supervisors have not been trained in undertaking a corporate organisation wide approach to ensure that leave management is undertaken in an efficient and effective manner and that consistent standards are maintained.

The CEO Procedure will enable training of supervisors in taking a consistent approach across the organisation.

ATTACHMENTS

Attachment 1 –CEO Procedure, Leave Management - Annual, Isolation and Long Service

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council notes the attached CEO Procedure, Leave Management - Annual, Isolation and Long Service.

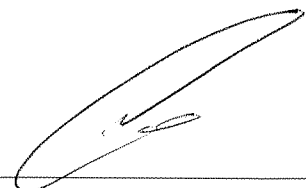
MOVED Cr. West, seconded Cr. B. Thomas, that the recommendation contained within report 013-17 be adopted.

#013-17

RESOLUTION

That Council notes the attached CEO Procedure, Leave Management - Annual, Isolation and Long Service.

CARRIED 6/0



REPORT NO: 014-17 **TO: ORDINARY COUNCIL MEETING 31st MARCH 2017**
SUBJECT: COUNCIL POLICY – SECONDARY EMPLOYMENT

DATE:	16 th March 2017
PROPONENT:	Shire of Ngaanyatjarraku
LOCATION:	Shire of Ngaanyatjarraku
AUTHOR:	Kevin Hannagan, Actg. Deputy CEO
REPORTING OFFICER:	Chris Paget, Chief Executive Officer
FILE NO:	CM.14
DECLARATION OF INTERESTS:	Nil

PURPOSE

For Council to consider adopting a Policy for Secondary Employment and note a supporting CEO Procedure for that policy.

BACKGROUND

The Shire does not have a policy designed to ensure that appropriate secondary employment processes are maintained throughout the Shire of Ngaanyatjarraku and to provide a resource to assist managers to carry out related procedures.

STATUTORY IMPLICATIONS

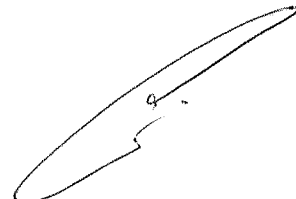
Local Government Act 1995, Section:

5.40. Principles affecting employment by local governments

The following principles apply to a local government in respect of its employees —

- (a) employees are to be selected and promoted in accordance with the principles of merit and equity; and
- (b) no power with regard to matters affecting employees is to be exercised on the basis of nepotism or patronage; and
- (c) employees are to be treated fairly and consistently; and
- (d) there is to be no unlawful discrimination against employees or persons seeking employment by a local government on a ground referred to in the *Equal Opportunity Act 1984* or on any other ground.

POLICY IMPLICATIONS



The Shire does not have policies (supported by a CEO Procedures) to guide its officers in undertaking an appropriate approach to secondary employment.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Strategic Community Plan 2015-2025

Goal 4: Our Leadership, A strong voice representing the interest of the community

Outcome 4.2: A capable and compliant local government

COMMUNITY ENGAGEMENT

No community engagement is required.

CONCLUSION/COMMENT

The current approach to employees who may undertake secondary employment are not consistent across the organisation. Supervisors have not been trained in undertaking a corporate organisation wide approach to ensure that employee secondary employment do not conflict with the Shire's Corporate Objectives or Business Activities.

The adoption of a Council Policy supported by a CEO Procedure will enable training of supervisors in taking a consistent approach across the organisation.

ATTACHMENTS

Attachment 1 – Council Policy, CS 2.27, Secondary Employment

Attachment 2 – CEO Procedure, Secondary Employment

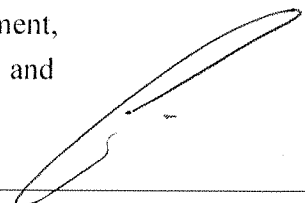
VOTING REQUIREMENT

Simple Majority

OFFICERS RECOMMENDATION

That Council:

1. adopts the attached Council Policy – CS 2.27, Secondary Employment,
2. authorises the CEO to update Councils policy manual accordingly, and
3. notes the attached CEO Procedure, Secondary Employment.



MOVED Cr. Jones, seconded Cr. B. Thomas, that the recommendation contained within report 014-17 be adopted.

#014-17
RESOLUTION

That Council:

- 1. adopts the attached Council Policy – CS 2.27, Secondary Employment,*
- 2. authorises the CEO to update Councils policy manual accordingly, and*
- 3. notes the attached CEO Procedure, Secondary Employment.*

CARRIED 6/0

REPORT NO: 015-17 TO: ORDINARY COUNCIL MEETING 31st MARCH 2017
SUBJECT: REVIEW AND UPGRADE OF SHIRE WEBITE

DATE:	16 March 2017
PROONENT:	Shire of Ngaanyatjarraku
LOCATION:	Shire of Ngaanyatjarraku
AUTHOR:	Kevin Hannagan, Acting Deputy Chief Executive Officer
REPORTING OFFICER:	Chris Paget, Chief Executive Officer
FILE NO:	IM.00
DECLARATION OF	Nil

PURPOSE

For Council to note a report on the review and upgrade of the Shires' website with updated software / content to comply with the Local Government Act 1995.

BACKGROUND

The Shires' website has not been appropriately maintained since its development due to a lack of experienced staff to do so. The software has since been superseded and system support expired on 31 December 2014. Additionally, the content on the site was not complete from its original launch date and the main content updated is related to Road Condition Reports and some Youth / EHO activities. There are now requirements within the Local Government Act 1995 legislating certain public information to be available on the Shire's web-site.

STATUTORY IMPLICATIONS

Local Government Act 1995
Various Sections

POLICY IMPLICATIONS

There are no Policy implications related with this report.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Strategic Community Plan

Goal 4, Our Leadership

Outcome 4.2, A capable and compliant local government

COMMUNITY CONSULTATION

No community engagement is required.

COMMENT

The Shire web-site has been reviewed and updated in terms of software and content. The latest version of Joomla 3.6 has been used to upgrade the software whilst generally maintaining the existing 'look and feel' when using the web-site. Existing content has been amended to better reflect current Shire services provided, councillors, staff and information. The following additional functions have been added to enable new content to be added to ensure compliance with the Local Government Act 1995:

- Council Agendas
- Council Minutes
- Code of Conduct
- Policy Manual
- Annual Reports
- Annual Budgets
- Gifts and Contributions to Travel Register
- Freedom of Information
- Integrated Planning and Reporting (SCP, CBP, AMP, LTFP, WFP)
- Record Keeping Plan
- Local Emergency Management Arrangements
- Tenders and Quotations
- Job Vacancies

ATTACHMENTS

Nil

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council notes the above report advising of a review and update of the Shire website www.ngaanyatjarraku.wa.gov.au to comply with the Local Government Act 1995.

MOVED Cr. B. Thomas, seconded Cr. Bates, that the recommendation contained within report 015-17 be adopted.

#015-17

RESOLUTION

That Council notes the above report advising of a review and update of the Shire website www.ngaanyatjarraku.wa.gov.au to comply with the Local Government Act 1995.

CARRIED 6/0



REPORT NO: 016-17 **TO: ORDINARY COUNCIL MEETING 31st MARCH 2017**
SUBJECT: APPROVAL IN PRINCIPLE - "SQUEAKY CLEAN KIDS" PROGRAM

DATE:	13 March 2017
PROPONENT:	WA Country Health - Goldfields Health Unit
LOCATION:	Shire of Ngaanyatjaraku
AUTHOR:	Philip Swain Health & Building Officer
REPORTING OFFICER:	Chris Paget, Chief Executive Officer
FILE NO:	PH:00
DECLARATION OF INTERESTS:	Nil

PURPOSE

For Council to consider approving in principle a proposed health initiative to assist in preventing the incidence of trachoma and other diseases within local communities, through the provision of free soap supplied to households within each community.

BACKGROUND

The WA Country Health Service has developed the "Squeaky Clean Kids" (SCK) Program in conjunction with "SoapAid", a not for profit charity operating from Melbourne, to provide soap, free of charge within all communities that are at risk of the incidence of Trachoma. The program will operate for a currently funded period of fifteen (15) months, with the Department of Health currently negotiating to extend the program beyond June 2018. Communities are to be invited individually to participate in the program and will need to consent to accept and distribute of the free product.

STATUTORY IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

There will be a minor impact on the sale of soaps from community stores as the product will be available free of charge at various locations throughout the communities. Preliminary discussions with some store proprietors have indicated that such a program would be well received and anecdotally, would not impact greatly on normal store operations or income. It is hoped that store operations can participate with the distribution of the free product however

each community will need consent to the operation of the program and identify locations for product distribution.

STRATEGIC IMPLICATIONS

Strategic Community Plan 2015-2025

(4) Civic Leadership Goal (Our Leadership) – Building capacity for the future

4.2 Housing and Living Conditions that meet Community Expectations

Create a mechanism to address health issues in coordination with other government agencies such as the Health Department and Homes West

COMMUNITY ENGAGEMENT

No community engagement is required, however, it should be noted that the health promotion initiatives relating to Trachoma reduction have had significant community engagement through the schools program, media and other avenues with the “clean faces strong eyes” program. The Trachoma awareness initiatives in Communities have been well received and there is good evidence that Trachoma incidence has dropped over the past 2-3 years.

CONCLUSION/COMMENT

The SCK’s program is another initiative to try and tackle the very real problem of Trachoma in Ngaanyatjarra communities. Face washing is a rudimentary public health message that contributes to the reduction of Trachoma incidence and the SCK’s free soap program will have the additional advantage of encouraging regular hand and face washing, bathing and showering to reduce the incidence of various skin infections, enteric diseases and other conditions in local populations.

It is proposed that the Shire endorse the program in principle to encourage the participation of local communities throughout the Shire and that the Shire’s Environmental Health staff liaises with each community, to enable the initial trialing of the program throughout the Ngaanyatjarra Lands.

ATTACHMENTS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council approves the “Squeaky Clean Kids program in principle and directs Administration to seek the participation of Communities, throughout the Shire, in the program.

MOVED Cr. West, seconded Cr. Jones, that the recommendation contained within report 016-17 be adopted.

#016-17
RESOLUTION

That Council approves the "Squeaky Clean Kids program in principle and directs Administration to seek the participation of Communities, throughout the Shire, in the program.

CARRIED 6/0

MATTERS FOR THE INFORMATION OF MEMBERS

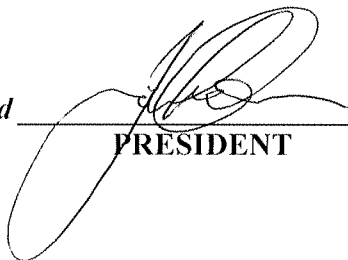
Nil.

CLOSURE

There being no further business, the President thanked everyone for their attendance and declared the meeting closed at 2.19pm (WST).

These minutes of the meeting held 31st March 2017 were confirmed at the meeting held on 31st May 2017.

Signed



PRESIDENT

Date

31/5/17

