



Shire of Ngaanyatjaraku
ON A JOURNEY

**Minutes of Ordinary Council Meeting
Held at Warburton
27th July 2016 at 1pm**

SHIRE OF NGAANYATJARRAKU
COUNCIL MEETING
27 July 2016

A G E N D A

1. **PRESENT**

2. **APOLOGIES**

3. **LEAVE OF ABSENCE**

4. **DECLARATION OF MEMBERS' AND OFFICERS' INTERESTS**

5. **QUESTION TIME**

6. **CONFIRMATION OF MINUTES**

Ordinary Council Meeting 29th June 2016

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

Report No. 027-16 Accounts paid & payable

Report No. 028-16 Council Investments as at 22nd July 2016

Report No. 029-16 RFT T01-2015/16 Business Process Management Services

MATTERS FOR THE INFORMATION OF MEMBERS

CLOSURE OF MEETING BY SHIRE PRESIDENT

**MINUTES OF ORDINARY COUNCIL MEETING
HELD ON 27th JULY 2016 AT 1:00PM (WST)
IN THE SHIRE OF NGAANYATJARRAKU MEETING ROOM**

Shire President Cr J.D. McLean welcomed the Council Members and Chief Executive Officer, and declared the meeting open at 1:00pm.

PRESENT Cr. J.D. McLean (President)
Cr. B. Thomas (Deputy President)
Cr. P. Thomas
Cr. A. Jones
Cr. F. Twine

Mr. Chris Paget - Chief Executive Officer

APOLOGIES

Cr. L. West
Cr. J. Frazer
Cr. A. Bates

QUESTION TIME

No questions

LEAVE OF ABSENCE

Nil

DECLARATION OF MEMBERS' AND OFFICERS' INTERESTS

Nil

CONFIRMATION OF MINUTES

Ordinary Council meeting 29th June 2016

MOVED Cr. Jones, seconded Cr. McLean, that the minutes of the Ordinary Council meeting held on 29th June 2016 be confirmed as a true and accurate record of the proceedings of that meeting.

CARRIED 5/0

REPORTS BY THE CHIEF EXECUTIVE OFFICER

REPORT NO: 027-16 **TO: ORDINARY COUNCIL MEETING 27th JULY 2016**
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 \$765,675.33 for the period ending 30th June 2016 be received and noted.

VOTING REQUIREMENTS

Simple majority

MOVED Cr. Jones, seconded Cr. B. Thomas, that the recommendation contained within report 027-16 be adopted.

#027-16

RESOLUTION

That Council payment of accounts amounting to \$765,675.33 for the period ending 30th June 2016 be received and noted.

CARRIED 5/0

SHIRE OF NGAANYATJARRAKU - PAYMENTS LISTING JUNE 2016

01/06/2016	15	WESTPAC BANK	WESTPAC BANK Westpac transactions fee - May 2016	-21.00	12	EFT564
01/06/2016	357	COMMONWEALTH BANK OF AUSTRALIA	COMMONWEALTH BANK OF AUSTRALIA CBA Merchant fees May 2016	-52.77	12	1
06/06/2016	15	WESTPAC BANK	WESTPAC BANK Credit Card Trans - CEO C.Paget	-3557.18	12	EFT565
06/06/2016	1050	CARDINAL CONTRACTORS PTY LTD	CARDINAL CONTRACTORS PTY LTD Hire of graders for Great Central Rd F+	-86394.00	12	EFT566
15/06/2016		SHIRE OF NG - PAYROLL	Payroll Direct Debit Of Net Pays Payroll Direct Debit Of Net Pays	-53631.20	12	PAY
15/06/2016	54	WA SUPER	WA SUPER Payroll deductions	-5979.05	12	DD246.1
15/06/2016	300	AMP RETIREMENT SAVINGS ACCOUNT	AMP RETIREMENT SAVINGS ACCOUNT Superannuation contributions	-537.86	12	DD246.2
15/06/2016	1085	LUCRF SUPER	LUCRF SUPER Superannuation contributions	-185.38	12	DD246.3
17/06/2016	217	KEY FACTORS PTY LTD (DESERT SANDS CARTAGE)	KEY FACTORS PTY LTD (BREAKAWAY) Reconstruction works on Warburton to Blackstone Road	-191048.55	12	EFT567
17/06/2016	50	TELSTRA CORPORATION LTD	TELSTRA CORPORATION LTD Phone & data charges - May 2016	-1715.53	12	1
17/06/2016	559	WESTNET PTY LTD	WESTNET PTY LTD Internet account charges - Shire of Ngku ADSL+remote dialup through July	-106.03	12	2
17/06/2016	21	DR ROBERT M IRVING	DR ROBERT M IRVING Veterinary services - Ng communities visit May 2016	-15400.00	12	EFT570
17/06/2016	147	AUSTRALIA POST	AUSTRALIA POST Australia Post mail charges May 2016	-19.65	12	EFT579
17/06/2016	253	GLOBETROTTER CORPORATE TRAVEL	GLOBETROTTER CORPORATE TRAVEL Qantas fare KAL-PER PEHO P.Todd 31st May 2016 +	-417.49	12	EFT580
17/06/2016	268	INDERVON PTY LTD	INDERVON PTY LTD Diesel - Shire Youth vehicles	-449.89	12	EFT581
17/06/2016	334	STAPLES AUSTRALIA (PREV. CORPORATE EXPRESS)	STAPLES AUSTRALIA (PREV. CORPORATE EXPRESS) Supplies for Env Health program	-414.33	12	EFT582
17/06/2016	419	COMFORT INN MIDAS	COMFORT INN MIDAS Accom - Crs Preston & Bev Thomas	-145.00	12	EFT583
17/06/2016	455	BEST WESTERN ELKIRA RESORT MOTEL	BEST WESTERN ELKIRA RESORT MOTEL Accom & meals for Youth Services Mgr T. O'Brien 7th	-783.50	12	EFT584
17/06/2016	516	INGE KRAL	INGE KRAL Language & Literacy report preparation Newstart in Remote Communities' brief	-4000.00	12	EFT585
17/06/2016	696	CHART AIR	CHART AIR Airfare WBR-kal ret PEHO Paul Todd 31st May 2016	-360.00	12	EFT586
17/06/2016	778	CENTRALIAN MOTORS	CENTRALIAN MOTORS Repairs+servicing Toyota PC 1DMW389	-1866.85	12	EFT587
17/06/2016	785	IT VISION AUSTRALIA PTY LTD	IT VISION AUSTRALIA PTY LTD IT Vision monthly payroll, financial processing+rates service fee	-8650.40	12	EFT588
17/06/2016	37	NATS	NATS 50 x 44gal steel drums, wrap & freight	-4840.22	12	EFT571
17/06/2016	812	Mrs A L SHINKFIELD	Mrs A L SHINKFIELD Reimburse supplies & equipment costs purchased for Playgroups + KWK	-2143.02	12	EFT589
17/06/2016	830	ROWAN SHINKFIELD	ROWAN SHINKFIELD Assistance provided for Shire Early Years program - admin & support 35	-875.00	12	1
17/06/2016	866	MODERN TEACHING AIDS	MODERN TEACHING AIDS Equipment & supplies for Ng Lands Playgroups / Early Years	-1265.11	12	EFT590
17/06/2016	925	AECOM AUSTRALIA PTY LTD	AECOM AUSTRALIA PTY LTD Prof Services Fee	-16080.90	12	EFT591
17/06/2016	941	NGAANYATJARRA COUNCIL REGIONAL HOUSING PROGRAM	NGAANYATJARRA COUNCIL REGIONAL HOUSING PROGRAM Assist with aircon unit installation	-308.00	12	EFT592
17/06/2016	997	METEX NICKEL PTY LTD	METEX NICKEL PTY LTD Camp accommodation for vet Dr B Irving & PEHO Paul Todd 18th &	-495.00	12	EFT593
17/06/2016	1068	DIVINELY YOU PHOTOGRAPHY	DIVINELY YOU PHOTOGRAPHY Youth support work & l'style photography program 5 to 17th	-7900.00	12	EFT594
17/06/2016	1071	HARTOP PTY LTD	HARTOP PTY LTD Repairs to Warakurna rubbish truck 1DHR926 - radiator, shroud & bin lifter	-1223.00	12	EFT595
17/06/2016	1077	CORE BUSINESS AUSTRALIA	CORE BUSINESS AUSTRALIA Claim 2 Levels of Service & SCP review	-33989.48	12	EFT596
17/06/2016	1102	Moore Stephens	Moore Stephens Monthly financial statements preparation & BAS lodgment for May 2016	-2678.50	12	2
17/06/2016	40	NGAANYATJARRA SERVICES (ABORIGINAL CORPORATION)	NGAANYATJARRA SERVICES (ABORIGINAL CORPORATION) Repair ram, wheel studs &	-10813.62	12	EFT572
17/06/2016	1601	Marketforce	Marketforce Local Govt employment advertising May 2016 Playgroup & Youth Service	-2359.79	12	3
17/06/2016	1603	Johnson Withers	Johnson Withers Professional legal fees - preparation of Newstart in Remote Communities'	-18922.10	12	4
17/06/2016	53	LANDGATE	LANDGATE Mining Tenements schedule M2016/5 April to May 2016	-37.50	12	EFT573
17/06/2016	57	WARAKURNA ROADHOUSE	WARAKURNA ROADHOUSE Diesel MWS Toyota 1EER541	-767.96	12	EFT574
17/06/2016	59	WARBURTON ROADHOUSE	WARBURTON ROADHOUSE Accommodation DCEO Kevin Hannagan	-7570.11	12	EFT575
17/06/2016	60	WARBURTON STORE	WARBURTON STORE Food supplies for Warburton Playgroup	-791.38	12	EFT576
17/06/2016	61	WARRUNYINNA STORE	WARRUNYINNA STORE Diesel fuel Jameson Youth Prog PC	-396.50	12	EFT577
17/06/2016	100	WANARN STORE	WANARN STORE 2 HD batteries for Wanarn rubbish truck	-500.00	12	EFT578
20/06/2016	15	WESTPAC BANK	WESTPAC BANK Credit Card Trans - CEO C.Paget	-1714.67	12	EFT568
20/06/2016	473	PRESTON THOMAS	PRESTON THOMAS Private motor vehicle allowance - travel Kanpa-Kalgoorlie return (1524km)	-1437.13	12	EFT569
23/06/2016	15	WESTPAC BANK	WESTPAC BANK Credit Card Trans - CEO C.Paget	-2173.88	12	EFT598
27/06/2016	50	TELSTRA CORPORATION LTD	TELSTRA CORPORATION LTD Telstra satellite mobile phone charges *June 2016	-174.99	12	1
27/06/2016	330	AUSTRALIAN COMMUNICATIONS AUTHORITY	AUSTRALIAN COMMUNICATIONS AUTHORITY Digital broadcast/retransmission licence renewal	-430.00	12	EFT597
27/06/2016	361	PIVOTEL SATELLITE PTY LTD	PIVOTEL SATELLITE PTY LTD Satphone charges June-July 2016	-400.00	12	2
29/06/2016		SHIRE OF NG - PAYROLL	Payroll Direct Debit Of Net Pays Payroll Direct Debit Of Net Pays	-60909.14	12	PAY
29/06/2016	54	WA SUPER	WA SUPER Payroll deductions	-7473.95	12	DD248.1
29/06/2016	300	AMP RETIREMENT SAVINGS ACCOUNT	AMP RETIREMENT SAVINGS ACCOUNT Superannuation contributions	-343.11	12	DD248.2
29/06/2016	1085	LUCRF SUPER	LUCRF SUPER Superannuation contributions	-185.38	12	DD248.3
29/06/2016	294	UNISUPER	UNISUPER Superannuation contributions	-13.89	12	DD248.4
30/06/2016	141	TJIRRKARLI COMMUNITY STORE	TJIRRKARLI COMMUNITY STORE Diesel fuel for Cr P Thomas' vehicle	-255.00	12	EFT599
30/06/2016	1451	Kate Gwozdz	Kate Gwozdz Relocation	-100.00	12	1
30/06/2016	29	LEONORA MOTOR INN	LEONORA MOTOR INN Accommodation for EYPC A Shinkfield	-132.00	12	EFT600
30/06/2016	419	COMFORT INN MIDAS	COMFORT INN MIDAS Accom EYPDC Anne Shinkfield 12 June	-145.00	12	EFT609
30/06/2016	719	CITY OF LIGHTS VIDEO & MULTIMEDIA PRODUCTIONS	CITY OF LIGHTS VIDEO & MULTIMEDIA PRODUCTIONS Hosting charges & updates - Shire of	-396.00	12	EFT610
30/06/2016	726	DIPLOMAT MOTEL	DIPLOMAT MOTEL Accom & meals YSM Tom O'Brien	-627.00	12	EFT611
30/06/2016	778	CENTRALIAN MOTORS	CENTRALIAN MOTORS Carry out service YSM Prado 1EZJ460	-724.45	12	EFT612
30/06/2016	812	Mrs A L SHINKFIELD	Mrs A L SHINKFIELD Reimburse internet costs - EYPC house Samsung toner cartridges for	-454.90	12	EFT613
30/06/2016	830	ROWAN SHINKFIELD	ROWAN SHINKFIELD Assistance provided for Shire Early Years program - admin & support 38	-950.00	12	1
30/06/2016	1050	CARDINAL CONTRACTORS PTY LTD	CARDINAL CONTRACTORS PTY LTD Plant hire graders Giles-Mulga Park Rd	-57596.00	12	EFT614
30/06/2016	1077	CORE BUSINESS AUSTRALIA	CORE BUSINESS AUSTRALIA Claim 13 DCEO eng'ment+placement fees - Kevin Hannagan (April	-20054.60	12	EFT615
30/06/2016	1091	PHILIP SWAIN CONSULTING	PHILIP SWAIN CONSULTING Environmental Health contract services *April-June 2016	-1593.00	12	EFT616
30/06/2016	1103	Marshall Smith	Marshall Smith Reimburse	-30.00	12	2
30/06/2016	37	NATS	NATS 2 x 10ft cube containers for Depot (new)	-17541.59	12	EFT601
30/06/2016	40	NGAANYATJARRA SERVICES (ABORIGINAL CORPORATION)	NGAANYATJARRA SERVICES (ABORIGINAL CORPORATION) Rental of units for Shire's Perth	-5395.19	12	EFT602
30/06/2016	53	LANDGATE	LANDGATE Supply of consolidated mining tenement valuation roll	-389.35	12	EFT603
30/06/2016	57	WARAKURNA ROADHOUSE	WARAKURNA ROADHOUSE Diesel fuel Warakurna PC 1DMW389	-1389.83	12	EFT604
30/06/2016	72	BLACKSTONE ENTERPRISES (STORE)	BLACKSTONE ENTERPRISES (STORE) Food supplies for Youth team - Blackstone Festival	-441.08	12	EFT605
30/06/2016	217	KEY FACTORS PTY LTD (DESERT SANDS CARTAGE)	KEY FACTORS PTY LTD (BREAKAWAY) Roadworks plant hire - Giles Mulga Park Road R2R	-88084.70	12	EFT606
30/06/2016	253	GLOBETROTTER CORPORATE TRAVEL	GLOBETROTTER CORPORATE TRAVEL Qantas PER-ASP-PER EHO P Swain	-1468.54	12	EFT607
30/06/2016	262	Mr C L PAGET	Mr C L PAGET Reimburse expenses - ALGA NGA Canberra 19-23 June	-1081.93	12	EFT608
30/06/2016	50	TELSTRA CORPORATION LTD	TELSTRA CORPORATION LTD Phone & data charges - June 2016	-1876.18	12	1

\$765,675.33

REPORT NO: 028-16 TO: ORDINARY COUNCIL MEETING 27th JULY 2016
SUBJECT: COUNCIL INVESTMENTS AS AT 22nd JULY 2016

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 22 JULY 2016

Institution	Amount Invested	Investment type	Assets Repl./Acq./Devp. Reserve Fund	Cultural Centre Reserve Fund	Municipal Account
Westpac Banking Corporation		Term deposit	\$809,637.64	\$68,374.18	
Westpac Banking Corporation		Operating a/c			\$2,986,196.36
TOTAL INVESTMENTS	\$3,864,208.18		\$809,637.64	\$68,374.18	\$2,986,196.36

RECOMMENDATION

That the report on Council investments as at 22nd July 2016 be received and noted.

VOTING REQUIREMENTS

Simple majority

MOVED Cr. P. Thomas, seconded Cr. B. Thomas, that the recommendation contained within report 028-16 be adopted.

#028-16

RESOLUTION

That the report on Council investments as at 22nd July 2016 be received and noted.

CARRIED 5/0

REPORT NO: 029-16 **TO: ORDINARY COUNCIL MEETING 27th JULY 2016**
SUBJECT: RFT T01 2015/16 – BUSINESS PROCESS MANAGEMENT SERVICES

DATE:	16 July 2016
PROPONENT:	Shire of Ngaanyatjarraku
LOCATION:	Shire of Ngaanyatjarraku
AUTHOR:	Kevin Hannagan, Actg. Deputy Chief Executive Officer
REPORTING OFFICER:	Chris Paget, Chief Executive Officer
FILE NO:	CM.19
DECLARATION OF INTERESTS:	Nil – Officers involved in the Tender Evaluation have completed Conflict of Interest Declarations

PURPOSE

To provide Council with the details of the tender assessment for Tender T01 15/16 Business Process Management Services (BPMS) and to make a recommendation for the awarding of a contract.

BACKGROUND

In 2015 the City of Canning relinquished provision of BPMS for the Shire. The Shire appointed IT Vision for a period of one year (as a matter of urgency) to provide BPMS until a tender process could be undertaken to provide services for a period up to five years.

The tender was advertised in *The West Australian* newspaper on Saturday 21st May 2016, with a closure time and date of 4.00pm Tuesday 7th June 2016.

The works tendered were for the provision of Business Process Management Services which incorporated provision of:

- Secure Payroll Processing Service
- Secure Rates Processing Service
- Secure Financial Processing Service
- Technical Managed Services, and
- Liaison with the Principals Accounting Services supplier.

During the tender advertising period there were no Addendums issued.

Of the eight (8) respondents provided with tender documents, four (4) submissions were received by the closing date:

- 1) Accounting Solutions Partners;
- 2) Indigenous Business Services;
- 3) IT Vision;
- 4) RSM Australia Pty Ltd.

Tender Evaluation

A tender evaluation panel was formed at the direction of the Chief Executive Officer. The following evaluation criteria were used as part of the tender evaluation process:

Evaluation Criteria		
Compliance Criteria		Criteria
a)	Compliance with the Conditions of Tender including completion of the Offer Form and provision of pricing submitted in the format required	Yes/No
b)	Compliance with the Specification contained in the Request	Yes/No
c)	Compliance with the Quality Assurance requirement	Yes/No
d)	Compliance with the Delivery Date	Yes/No
e)	Compliance with the Risk Assessment (items i to xii)	Yes/No
f)	Compliance with Insurance Requirements	Yes/No
Qualitative Criteria		Weighting
1	Relevant Experience	25%
2	Key Personnel Skills and Experience	25%
3	Tenderers Resources	25%
4	Establish and Maintain Relationship	25%
		Total Qualitative %
Price		Unit
1	Secure Payroll Processing Service	Per Annum
2	Secure Rates Processing Service	Per Annum
3	Secure Financial Processing Service	Per Annum
4	Technical Managed Services	Per Annum

5	Liaison with the Principals Accounting Services supplier	Per Annum
6	Other - (please detail)	Per Annum
		Price P.A. (excl. GST)
Price Variation Mechanism		Criteria
	Agreed	Yes/No
	If Not Agreed, is Alternative Accepted	Yes/No

This Tender was for a 'Lump Sum' only. Therefore, to arrive at an annual Lump Sum "Price", tenders were requested to estimate against a set quantity of transactions / processes for the estimated services required.

Following consideration of the submissions in accordance with the tender criteria, all four (4) companies demonstrated the capability, resources and personnel to complete the service. However, the submission received from IT Vision demonstrated a higher score in the Qualitative Criteria which best satisfied the specification requirements; best Lump Sum Price and best value for the Shire. Therefore, IT Vision is recommended as the Preferred Tenderer.

STATUTORY IMPLICATIONS

The tender process has been conducted in accordance with the Local Government Act 1995 and the Local Government (Functions and General) Regulations 1996.

POLICY IMPLICATIONS

The tender process has been conducted in accordance with Council Policy CS 2.6 Purchasing.

FINANCIAL IMPLICATIONS

The Council's 2016/17 draft annual budget has an account allocation for BPMS, and the tendered price is within amount currently provided for.

STRATEGIC IMPLICATIONS

Strategic Community Plan 2015 - 2025

Outcome: 4.2 A capable and compliant local government.

COMMUNITY CONSULTATION

No community engagement is required.

COMMENT

No further comments are offered in relation to this tender evaluation.

ATTACHMENTS

Attachment 1 – Confidential Evaluation Report (provided under separate cover).

VOTING REQUIREMENT

Simple majority

OFFICER'S RECOMMENDATION

That Council:

- 1) notes the Confidential Evaluation Report;
- 2) awards Tender T01 15/16 Business Process Management Services to IT Vision Australia Pty Ltd, Kirin Centre, 15 Ogilvie Road, Applecross, WA 6153 in accordance with that tendered for a Lump Sum of \$104,128 (plus GST);
- 3) authorises the Chief Executive Officer to enter into a Contract for Tender T01 15/16 Business Process Management Services with IT Vision Australia Pty Ltd, Kirin Centre, 15 Ogilvie Road, Applecross, WA 6153 using the WALGA template, General Conditions of Contract for the Provision of Goods and Services; and
- 4) advises unsuccessful tenderers the award of a contract to IT Vision Australia Pty Ltd, Kirin Centre, 15 Ogilvie Road, Applecross, WA 6153 for a Lump Sum of \$104,128 (plus GST) in accordance with the amount tendered.

MOVED Cr. Twine, seconded Cr. Jones, that the recommendation contained within report 029-16 be adopted.

#029-16

RESOLUTION

That Council:

- 1) *notes the Confidential Evaluation Report;*
- 2) *awards Tender T01 15/16 Business Process Management Services to IT Vision Australia Pty Ltd, Kirin Centre, 15 Ogilvie Road, Applecross, WA 6153 in accordance with that tendered for a Lump Sum of \$104,128 (plus GST);*
- 3) *authorises the Chief Executive Officer to enter into a Contract for Tender T01 15/16 Business Process Management Services with IT Vision Australia Pty Ltd, Kirin Centre, 15 Ogilvie Road, Applecross, WA 6153 using the WALGA template, General Conditions of Contract for the Provision of Goods and Services; and*
- 4) *advises unsuccessful tenderers the award of a contract to IT Vision Australia Pty Ltd, Kirin Centre, 15 Ogilvie Road, Applecross, WA 6153 for a Lump Sum of \$104,128 (plus GST) in accordance with the amount tendered.*

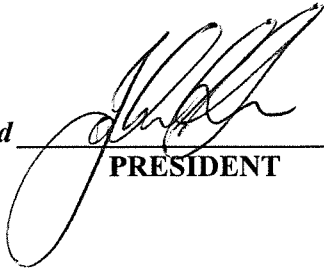
CARRIED BY AN ABSOLUTE MAJORITY 5/0

CLOSURE

There being no further business, the President thanked the Councillors and Chief Executive for their attendance and closed the meeting at 1.19pm (WST).

These minutes of the meeting held 27th July 2016 were confirmed at the meeting held on 30th August 2016.

Signed



PRESIDENT

Date

30 / 8 / 16.