



Shire of Ngaanyatjaraku

ON A JOURNEY

ORDINARY MEETING OF COUNCIL

MINUTES

**Tjulyuru Cultural and Civic Centre
Warburton Community**

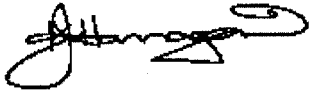
27 February 2019

at

1.00 pm

SHIRE OF NGAANYATJARRAKU
ORDINARY MEETING OF COUNCIL

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

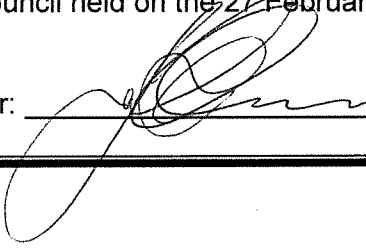


Date: 27-2-2018

Acting Chief Executive Officer

These minutes were confirmed by Council as a true and correct record of proceedings of the Meeting of Council held on the 27 February 2019.

Presiding Member: _____



Date: 27/3/19

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1. DECLARATION OF OPENING

The Presiding Member declared the meeting open at 1.09 pm.

2. ANNOUNCEMENT OF VISITORS

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

3. ATTENDANCE

3.1 PRESENT

Elected Members:	President Deputy President Councillor Councillor Councillor Councillor	D McLean P Thomas (by telephone) A Bates J Frazer L West A Jones
Staff:	K Hannagan K Fisher A Shinkfield	Acting Chief Executive Officer Director Corporate Services Early Years Coordinator (from 1.19 pm)
Guests:		
Members of Public:	There were no members of the public in attendance at the commencement of the meeting.	

3.2 APOLOGIES

Cr. A Bates

3.3 APPROVED LEAVE OF ABSENCE

4. PUBLIC QUESTION TIME

4.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4.2 PUBLIC QUESTION TIME

5. APPLICATIONS FOR LEAVE OF ABSENCE

6. DECLARATION BY MEMBERS

6.1 DUE CONSIDERATION BY COUNCILLORS TO THE AGENDA

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

6.2 DECLARATIONS OF INTEREST

Councillors to Note

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

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

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

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

NOTES ON DECLARING INTERESTS (FOR YOUR GUIDANCE)

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

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

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

Declarations of Interest provided:

Item Number/ Name	Type of Interest	Nature/Extent of Interest
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7. ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

8. PETITIONS, DEPUTATIONS, PRESENTATIONS

8.1 PETITIONS

8.2 DEPUTATIONS

8.3 PRESENTATIONS

9. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

9.1 MINUTES OF ORDINARY MEETING OF COUNCIL HELD 19 December 2018 (ATT 9.1)

<p>Officers Recommendation and Council Resolution</p> <p>Moved: Cr A Bates Seconded: Cr L West</p> <p>That the Unconfirmed Minutes of the Ordinary Meeting of Council held on 19 December 2018 at the Council Chambers, Tjulyuru Cultural and Civic Centre, Warburton Community (ATTACHMENT 9.1) be confirmed as a true and accurate record.</p> <p style="text-align: right;">Carried: 6/0</p>
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9.2 MINUTES OF AUDIT COMMITTEE MEETING HELD 27 February 2019 (Tabled)

<p>Officers Recommendation and Council Resolution</p> <p>Moved: Cr J Frazer Seconded: Cr A Jones</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Notes the Unconfirmed minutes of Audit Committee Meeting held on Wednesday 27 February 2019 at the Council Chambers, Tjulyuru Cultural and Civic Centre, Warburton Community (Tabled); and 2. Adopts the Recommendations from the Audit Committee. <p style="text-align: right;">Carried: 6/0</p>
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10. CEO REPORTS

10.1 REVIEW OF 2016/17 ANNUAL FINANCIAL STATEMENTS, INDEPENDENT AUDIT REPORT AND MANAGEMENT REPORT

FILE REFERENCE:	FM.02
AUTHOR'S NAME AND POSITION:	Kevin Hannagan Acting Chief Executive Officer
DATE REPORT WRITTEN:	3 January 2019
DISCLOSURE OF FINANCIAL INTEREST:	The author has no financial, proximity or impartiality interests in the proposal.

Summary

The Auditors conducted the Annual Financial Audit for 2016/17 during September 2018 to December 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 2017:

- Independent Auditors Report to the Electors of the Shire of Ngaanyatjarraku (Auditor's Report);
- Management Report for the year ended 30 June 2017 (Management Report); and
- Annual Financial Report 2016/17.

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.

(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

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

Risk Management

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

Attachment 10.1 (b) – Annual Financial Statements 2016/17

Voting Requirement

Simple Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr L West

Seconded: Cr J Frazer

That Council meet with Mr. David Tomasi, Auditor by teleconference call and request Shire Officers present to telephone him. The Auditor will then address the Council on the 2016/17 Audit Reports.

Carried: 6/0

Auditor, D Tomasi joined the meeting by telephone and gave the Council a summation of his Audit Report for 2016/17.

Officers Recommendation and Council Resolution

Moved: Cr A Jones

Seconded: Cr J Frazer

That Council:

- 1. Accepts the Independent Auditors Report, Management Letter and Annual Financial Report and actions contained in the reports in respect of the 2016/17 audit conducted;**
- 2. Instructs the Chief Executive Officer to:**
 - a) implement procedures for authorisation and payment of accounts payable (creditors) in consultation with the Shires' Auditor by 28 February 2019;**
 - b) implement procedures for authorisation and payment of payroll (employees) in consultation with the Shires' Auditor by 28 February 2019;**
 - c) consider ways to improve the Shires own source operating position;**
 - d) undertake a review of the Shire's employee files to ensure employment agreements are in place for all current employees; and**
 - e) review the Shire's Isolation Leave entitlements.**

Carried: 6/0

10.2 PROGRESS ON THE IMPLEMENTATION OF COUNCIL DECISIONS, STATUS REPORT FOR JANUARY 2019

FILE REFERENCE:	GV.05
AUTHOR'S NAME AND POSITION:	Kevin Hannagan Acting Chief Executive Officer
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	19 February 2019
DISCLOSURE OF INTERESTS:	The author has 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 resolutions.

Background

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

Comment

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

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

Statutory Environment

Section 2.7 of the Local Government Act 1995 states:

“Role of council

(1) The council —

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

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

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

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

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

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

Financial Implications

There are no known financial implications for this matter.

Strategic Implications

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

Risk Management

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

Policy Implications

There are no known policy implications for this matter.

Attachments

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

Voting Requirement

Simple Majority

Officers Recommendation and Council Resolution

Moved: Cr P Thomas

Seconded: Cr J Frazer

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

Carried: 6/0

10.3 ADMINISTRATIVE COMPLIANCE

FILE REFERENCE:	CS.06
AUTHOR'S NAME AND POSITION:	Kevin Hannagan Acting Chief Executive Officer
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	19 February 2019
DISCLOSURE OF INTERESTS:	The author has 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 and Council a list of tasks to be undertaken, commonly known as a Compliance / Action Calendar.

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

The Auditors Report for FYE 2017 has been finalised in December 2018 and AFS provided to the DLGSCI by end December. The Shire was technically 'compliant' until the end of December 2018 when the AFS 2017/18 was due.

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

The Shire has received verbal comment from the DLGSCI that they intend to close the investigation into the Shire of NG in early 2019.

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

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership
Outcome 3.2, Good Leadership

Risk Management

This item has been evaluated against the Shire of Ngaanyatjaraku's Risk Management Framework, Risk Assessment Matrix. The perceived level of risk is "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 10.3 - Compliance Action List as at 19 February 2019

Voting Requirement

Simple Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr A Jones

Seconded: Cr J Frazer

That Council notes the Compliance / Action Calendar as at 19 February 2019 (Attachment 10.3) and this Report.

Carried: 6/0

10.4 ATTENDANCE BY TELEPHONE CR THOMAS

FILE REFERENCE: GV.00

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

DATE REPORT WRITTEN: 19 February 2019

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

Summary

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

Background

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

Comment

In accordance with Regulation 14A (2) Cr Thomas has only attended by telephone for the August and November 2018 meetings this financial year.

Statutory Environment

Local Government Act 1995

5.25. Regulations about council and committee meetings and committees

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

Local Government (Administration) Regulations 1996

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

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

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

(4) In this regulation —

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

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

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

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

* Absolute majority required.

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

Financial Implications

There are no known financial implications.

Strategic Implications

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

Risk Management

This item has been evaluated against the Shire of 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

Not applicable

Voting Requirement

Absolute Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr J Frazer

Seconded: Cr A Jones

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

Carried: 6/0

10.5 ANNUAL REPORT 2016/17 AND AGM OF ELECTORS

FILE REFERENCE:	CS.13
AUTHOR'S NAME AND POSITION:	Kevin Hannagan Acting Chief Executive Officer
DATE REPORT WRITTEN:	12 January 2019
DISCLOSURE OF FINANCIAL INTEREST:	The author has no financial, proximity or impartiality interests in the proposal.

Summary

The Local Government Act 1995 ("the Act") requires that Council accepts the draft Annual Report for 2016/17, including the Financial and Auditors Report, no later than 31 December or within two months of the Auditor's Report becoming available if that is not received prior to 31 December of that FYE.

Council is also required to select a date, time and venue for the Annual General Meeting of Electors.

Background

Under section 5.53 of the Act, the Shire is required to prepare an Annual Report for each financial year. The report is to contain:

- A report from the Shire President and the Chief Executive Officer;
- An overview of the Plan for the Future, including any major initiatives that are proposed to commence or continue in the next financial year;
- The Financial Report;
- The Auditor Report;
- Prescribed information in relation to payments made to employees; and
- Any other prescribed information.

Copies of the Annual Report for 2016/17 will be placed on the Shire's website when adopted.

Council is also requested to give consideration to determining the date, time and location of the Annual General Meeting (AGM). The meeting must be held within 56 days from the date Council accepts the Annual Report and Financial Statements. If Council accepts the Annual Report at this meeting the latest possible date for the AGM is Tuesday, 23 April 2019.

Comment

It is recommended the Annual Report be considered by the electors of the Shire at an AGM to be held on the 27 March 2019 commencing at 1.00 pm prior to the Ordinary Meeting of Council in Warburton.

Statutory Environment

Local Government Act 1995

5.27. *Electors' general meetings*

- (1) *A general meeting of the electors of a district is to be held once every financial year.*
- (2) *A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.*
- (3) *The matters to be discussed at general electors' meetings are to be those prescribed.*

5.29. *Convening electors' meetings*

- (1) *The CEO is to convene an electors' meeting by giving —*
 - (a) *at least 14 days' local public notice; and*

- (b) each council member at least 14 days' notice,
of the date, time, place and purpose of the meeting.
- 2) The local public notice referred to in subsection (1)(a) is to be treated as having commenced at the time of publication of the notice under section 1.7(1)(a) and is to continue by way of exhibition under section 1.7(1)(b) and (c) until the meeting has been held.

5.53. Annual reports

- (1) The local government is to prepare an annual report for each financial year.
(2) The annual report is to contain —

5.54. Acceptance of annual reports

- (1) Subject to subsection (2), the annual report for a financial year is to be accepted* by the local government no later than 31 December after that financial year.

* Absolute majority required.

Financial Implications

The financial implications are detailed in the Annual Financial Report.

Strategic Implications

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

Risk Management

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

Policy Implications

Not Applicable

Attachments

Attachment 10.5 – Annual Report 2016/17

Copies will be provided to Councilors and tabled at the meeting and will also be publicly available at the Shire Office Reception or on request 3 days prior to the meeting.

Voting Requirement

Absolute Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr A Bates

Seconded: Cr J Frazer

That Council:

- 1. Accepts the 2016/17 Annual Report as per Attachment 10.5;**
- 2. Hold the Annual General Meeting of Electors on Wednesday 27 March 2019 commencing at 1.00 pm prior to the Ordinary Meeting of Council in Warburton; and**
- 3. Advertise the 2016/17 Annual Report and Annual General Meeting of Electors giving at least 14 days local public notice in accordance with section 5.29 of the Local Government Act 1995.**

Carried: 6/0

10.6 ACTIONS UNDERTAKEN IN RESPONSE TO 2015/16 AUDITORS MANAGEMENT REPORT

FILE REFERENCE:	FM.02
AUTHOR'S NAME AND POSITION:	Kevin Hannagan Acting Chief Executive Officer
DATE REPORT WRITTEN:	20 January 2019
DISCLOSURE OF FINANCIAL INTEREST:	The author has no financial, proximity or impartiality interests in the proposal.

Summary

For Council to consider action taken in relation to comments made in the Auditors Management Report for the 2015/16 Audit.

Background

Council considered the Auditors Management Report at its 11 July 2018 meeting and resolved the following:

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

Further reports were to 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.

Comment

The following action has been undertaken in response to the above-mentioned resolution.

- 1 Complete
- 2 Complete
- 2(a) Complete
- 2(b) The Shire does not have records of Minutes for August, September, October, November, December 2015.
- 2(c) Complete
- 2(d) The Shire does not have records of Minutes for August 2016 and June 2017
- 2(e) Complete
- 3 Complete
- 3(a) Complete
- 3(b) Complete
- 3(c) Complete
- 3(d) Changes made to practices in accordance with CEO Internal Control Procedure. Review of Financial Management Procedures was included in February 2019 Tender for Accounting / Compliance Services.
- 3(e) Complete
- 3(f) Complete
- 3(g) Audit 2016/17 completed prior to Christmas and Annual Report 2016/17 included in February 2019 Agenda.
- 3(h) Fair Valuation (Infrastructure) and all Reconciliations complete prior to Christmas. Auditor resumed work 14 January 2019 and 2017/18 Audit resumed.

Statutory Environment

Local Government Act 1995

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

(1)

(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

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

Risk Management

This item has been evaluated against the Shire of Ngaanyatjarraku's Risk Management Framework, Risk Assessment Matrix. The perceived level of risk is "Medium" risk and can acceptable with adequate controls, managed the Director Corporate Services and subject to semi-annual monitoring.

Policy Implications

There are no known policy implications for this matter.

Attachments

Not Applicable

Voting Requirement

Simple Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr P Thomas

Seconded: Cr L West

That Council:

- 1 Receives the Report on actions undertaken in response to the 2015/16 Auditors Management Report; and**
- 2 Instructs the Acting Chief Executive Officer to forward a copy of this Council Report to the Minister for Local Government.**

Carried: 6/0

11. DEPUTY CEO REPORTS

11.1 PAYMENTS LISTING, DECEMBER 2018 & JANUARY 2019

FILE REFERENCE: FM.07

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

AUTHORISING OFFICER AND POSITION: Kevin Hannagan
Acting Chief Executive Officer

DATE REPORT WRITTEN: 19 February 2019

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

Summary

For Council to confirm the payment of accounts listed in the Accounts for Payment, December 2018 and January 2019.

Background

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

Comment

The payments made are consistent with previous months.

Statutory Environment

Local Government (Financial Management) Regulations 1996

S13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.

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

Financial Implications

The Shire makes annual budget allocations for payment of accounts.

Strategic Implications

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

Risk Management

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

Policy Implications

There are no known policy implications for this matter

Attachments

Attachment 11.1(a) – Payment Listings, December 2018

Attachment 11.1(b) – Payment Listings, January 2019

Voting Requirement

Simple Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr A Bates

Seconded: Cr J Frazer

That Council receives the Payment Listings, December 2018 and January 2019 totaling payments of \$814,822.53 and \$639,237.42 as per Attachment 11.1(a)&(b).

Carried: 6/0

11.2 COUNCIL INVESTMENTS AS AT 21 FEBRUARY 2019

FILE REFERENCE:	FM.04
AUTHOR'S NAME AND POSITION:	Kevin Hannagan Deputy Chief Executive Officer
AUTHORISING OFFICER AND POSITION:	Kevin Hannagan Acting Chief Executive Officer
DATE REPORT WRITTEN:	21 February 2019
DISCLOSURE OF INTERESTS:	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.

Summary

For Council to be advised of the Shires Municipal Account and Investments as at 21 February 2019.

Background

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

Comment

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

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

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

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

Council will note that the new Term Deposit for Employee Entitlements Reserve has been set up in the Shire's Westpac Accounts and an initial reserve amount of \$300,000 allocated until the actual 2017/18 entitlements have been Audited and the balance adjusted at the next six monthly maturity interval.

At the date of writing this report \$1,000,000 of operating funds has been invested in a Term Deposit to mature on 27 June 2019, at a rate of 2.35% this will result in a return of \$8,112 interest income for a term of 4 months and potentially \$25,000 per annum. The Municipal Operating Account only receives 0.10% interest and Council have been missing out on a lot of interest earning potential. With cashflow forecasting it may be possible to shift more Muni funds into Term Deposits.

Statutory Environment

Local Government Act 1995

Section 6.14 Power to Invest

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

Local Government (Financial Management) Regulations 1996

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

Financial Implications

Not applicable.

Strategic Implications

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

Risk Management

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

Policy Implications

Corporate Policy CS2.7 Investments.

Attachments

Attachment 11.2 – Westpac screen print of Municipal and Investment Accounts

Voting Requirement

Simple Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr J Frazer

Seconded: Cr A Jones

That the report on Council Investments as at 21 February 2019 be received.

Carried: 6/0

11.3 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIODS ENDED 30 NOVEMBER, 31 DECEMBER 2018 & 31 JANUARY 2019

FILE REFERENCE:	FM.10
AUTHOR'S NAME AND POSITION:	Kerry Fisher Director Corporate Services
AUTHORISING OFFICER AND POSITION:	Kevin Hannagan Acting Chief Executive Officer
DATE REPORT WRITTEN:	20 February 2019
DISCLOSURE OF INTERESTS:	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 periods ended 30 November, 31 December 2018 and 31 January 2019.

Background

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

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

Comment

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

Statutory Environment

Local Government Act 1995

6.4. Financial report

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

Local Government (Financial Management) Regulations 1996.

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

- (1A) In this regulation —
committed assets means revenue unspent but set aside under the annual budget for a specific purpose.

- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —
 - (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
 - (b) budget estimates to the end of the month to which the statement relates; and
 - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and
 - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
 - (e) the net current assets at the end of the month to which the statement relates.
- (2) Each statement of financial activity is to be accompanied by documents containing
 - (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and
 - (b) an explanation of each of the material variances referred to in subregulation (1)(d); and
 - (c) such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity may be shown —
 - (a) according to nature and type classification; or
 - (b) by program; or
 - (c) by business unit.
- (4) A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —
 - (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
 - (b) recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

Financial Implications

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

Strategic Implications

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

Risk Management

This item has been evaluated against the Shire of 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 11.3(a) - Monthly Financial Report for the period to 30 November 2018

Attachment 11.3(b) - Monthly Financial Report for the period to 31 December 2018

Attachment 11.3(c) - Monthly Financial Report for the period to 31 January 2019

Voting Requirement
Simple Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr A Bates

Seconded: Cr L West

That Council receives the monthly financial reports for 30 November, 31 December 2018 and 31 January 2019.

Carried: 6/0

11.4 APPROVAL OF INVOICES FOR PAYMENT

FILE REFERENCE:	FM.07
AUTHOR'S NAME AND POSITION:	Kevin Hannagan Acting Chief Executive Officer
DATE REPORT WRITTEN:	19 February 2019
DISCLOSURE OF INTERESTS:	The author has a proximity or impartiality interests in the proposal.

Summary

For Council to approve two Invoices from Core Business Australia for payment.

Background

The two invoices are related to costs associated with using a contract Youth Services Manager for November and December 2018 to implement the Youth Services Review and manage staff until the final organisation structure is known.

Comment

The Acting Chief Executive Officer is not able to authorise invoices for payment as he has a conflict in approving the payment as he has been an Associate of the firm. As such it is proposed to refer the attached invoices to Council for approval of payment.

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

The associated cost of Youth Services Management is in the 2018/19 adopted budget. However, the cost of using a consultant has been much higher than that budgeted for a Shire Officer. The management of Youth Services going forward will be the subject of a separate confidential report in this agenda.

Strategic Implications

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

Risk Management

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

Policy Implications

Not Applicable

Attachments

Attachment 11.4 – Core Business Australia, Invoices 0847 & 0848.

Voting Requirement

Simple Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr P Thomas

Seconded: Cr J Frazer

That Council approves the attached Invoices 0847 & 0848 from Core Business Australia for payment.

Carried: 6/0

11.5 RFT 01 – 2018/19, ACCOUNTING & COMPLIANCE SERVICES

FILE REFERENCE: PL.23

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

DATE REPORT WRITTEN: 24 February 2019

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

Summary

A Request for Tender 01, 2018/19, Accounting and Compliance Services was advertised via state wide public notice in The West Australian Newspaper on 2 February 2019.

Seven conforming tenders were received via email from Tenderlink in response to the RFT.

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

Background

The Shire of Ngaanyatjarraku is seeking the services of a highly competent and experienced company or companies to undertake Accounting and Compliance Services as per the scope of works for:

- a) Month End Statement of Financial Activity;
- b) General Advice (Schedule of Rates).
- c) Risk Management Services / Audit Regulation 17 Review;
- d) ICT Plan;
- e) Financial Management Review; and
- f) Registers and Records.

The advertised selection criteria were:

Criteria		Weighting
(a)	Relevant Experience	30%
(b)	Skills, experience and management of key personnel	30%
(c)	Tenderers Resources	15%
(d)	Establish and Maintain Relationship	25%

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. Complete details of the tenders and assessment are provided in attachment A of the confidential item.

Rank	Tenderer	Score (/100)
1	Moore Stephens WA	91.69
2	RSM	87.50
3	Midwest Financial	82.25
4	Butler Settineri Audit P/L	80.50
5	Andrew Burchfield Consulting	78.03
6	Pricewaterhouse Coopers Indig Cons	72.88
7	Iuvo Group	72.31

The evaluation panel concluded that Moore Stephens WA are suitable and provided a value for money submission in relation to RFT 01, 2018/19.

Consultation

Acting Chief Executive Officer
Director Corporate Services

Statutory Environment

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

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

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

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

Local Government (Functions and General) Regulations 1996

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

Financial Implications

The Shire makes annual budget allocations for the provision of Accounting Services and Consultancy Services.

Strategic Implications

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

Risk Management

This item has been evaluated against the Shire of Ngaanyatjaraku'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

Corporate Services Policy CS2.6, Purchasing

Attachments

Attachment - Confidential Reports and Attachments

Voting Requirement

Simple Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr P Thomas

Seconded: Cr L West

In respect to Tender RFT 01, 2018/19 – Accounting and Compliance Services, Council:

- 1. Resolve that Evaluation Report Attachment is confidential in accordance with s5.23 (2) the Local Government Act because it deals with matters affecting s5.23 (2): (c) “a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting”;**
- 2. Notes the attached Confidential Evaluation Report;**
- 3. Award the contract to Moore Stephens WA as per their submitted Lump sum and Schedule of Rates for an estimated three-year value of \$203,850 excluding GST;**
- 4. Authorise the Chief Executive Officer to enter into a contract with the appointed Contractor; and**
- 5. Authorise the Chief Executive Officer to manage the Contract, including any variations providing this does not exceed the annual budget allocation or reduce the overall scope.**

Carried: 6/0

12. EHO & BUILDING SERVICES REPORTS

12.1 ACTION REPORT – ENVIRONMENTAL HEALTH & BUILDING SERVICES

FILE REFERENCE:	EM.00
AUTHOR'S NAME AND POSITION:	Phil Swain Principal EHO & Building Officer
AUTHORISING OFFICER AND POSITION:	Kevin Hannagan Acting Chief Executive Officer
DATE REPORT WRITTEN:	18 February 2019
DISCLOSURE OF INTERESTS:	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 January 2019.

Background

Not applicable

Comment

Not Applicable

Statutory Environment

Not applicable

Financial Implications

No known financial implications for this matter.

Strategic Implications

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

Risk Management

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

Policy Implications

There are no known policy implications for this matter

Attachments

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

Voting Requirement

Simple Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr J Frazer

Seconded: Cr A Jones

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

Carried: 6/0

13. EARLY YEARS PROGRAM REPORTS

13.1 ACTION REPORT – EARLY YEARS PROGRAM

FILE REFERENCE:	CS.13
AUTHOR'S NAME AND POSITION:	Anne Shinkfield Early Years Program Coordinator
AUTHORISING OFFICER AND POSITION:	Kevin Hannagan Acting Chief Executive Officer
DATE REPORT WRITTEN:	18 February 2019
DISCLOSURE OF INTERESTS:	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.

Summary

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

Background

Not applicable

Comment

Not applicable

Statutory Environment

Not applicable

Financial Implications

No known financial implications for this matter.

Strategic Implications

Strategic Community Plan 2016 – 2026

Goal 1, Our Community

Outcome 1.1 The best start in life for our youth

Risk Management

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

Policy Implications

There are no known policy implications for this matter

Attachments

Attachment 13.1 – Activity Report, Early Years Program, Term 2 2018

Voting Requirement

Simple Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr L West Seconded: Cr A Bates

That Council receives the Action Report, early Years Learning Services for Term 2 2018.

Carried: 6/0

14. YOUTH / RECREATION SERVICES REPORTS

14.1 ACTION REPORT – YOUTH / RECREATION SERVICES

FILE REFERENCE:	RC.00
AUTHOR'S NAME AND POSITION:	Mark Weller Acting Youth Services Manager
AUTHORISING OFFICER AND POSITION:	Kevin Hannagan Acting Chief Executive Officer
DATE REPORT WRITTEN:	23 January 2019
DISCLOSURE OF INTERESTS:	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.

Summary

To inform Council of Youth & Recreation Services activities and actions through the period December 2018 to mid-January 2019.

Background

In October 2018 the Shire considered and adopted a report and recommendations relating to a review of Youth services (See ordinary meeting of Council minutes 24th October 2018, item 10.8).

As part of the adopted resolution Council instructed the CEO to engage the Youth Service Review consultant (as per their Schedule of Rates) to undertake the implementation phase.

Comment

The engagement and commencement of work occurred immediately. The attached action report (attachment 14.1) documents:

- Key activities undertaken during the reporting period;
- Outcomes;
- Areas for improvement;
- Planned Activities for the next reporting period (Three months); and
- Potential issues.

In summary the current implementation recommendations from the October 2018 review has been successful. In particular, the School holiday program involved significant interagency cooperation and delivery of services in Warburton from 7:30am to 10:00pm, 5 days per week. A significant reduction in crime occurred, attributed in part to the quality and level of service of the Youth program.

The implementation period is likely to span for a further 9 months. The CEO and Acting Manager of Youth / Recreation services will continuously review progress to ensure maximum achievement of outcomes, benefits and efficiency from service delivery.

Intended activities during the next reporting period will involve:

- Investigation of funding opportunities to increase service and potentially reduce the Shire's financial commitment given currently documented strategic funding issues affecting the Shire overall (documented in separate Council reports);
- Commencing development of an interagency Youth strategy;

- Liaison with the Community/ Council with the aim of preparing funding applications to secure capital in future for fit for purpose Youth facilities;
- Continue to develop local team member capability through training and mentoring;
- Develop and implement 'Level of Service' guarantees to inform community members what the program is able to commit to, then achieving these;
- Continue to implement the leadership program. The ultimate aim of this program is that in time local Youth will be trained to become Youth workers; and employment of locals will be at least 50%; and
- Implementation of structured, skill based, 10-week programs across all locations (instead of the current day-by-day programming focus).

Questions from Councilor's to the CEO and Acting Manager of Youth / Recreation Services are encouraged and welcome.

Statutory Environment

Not applicable

Financial Implications

No known financial implications for this matter.

Strategic Implications

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

Risk Management

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

Policy Implications

There are no known policy implications for this matter

Attachments

Attachment 14.1 – Action Report, Youth / Recreation Services, December 2018 to Mid-January 2019

Voting Requirement

Simple Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr A Jones

Seconded: Cr J Frazer

That Council receives the Action Report, Youth / Recreation Services for December 2018 to mid-January 2019.

Carried: 6/0

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

16. CONFIDENTIAL MATTERS

16.1 REVIEW OF SHIRE SERVICES

FILE REFERENCE: PL.00

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

DATE REPORT WRITTEN: 23 February 2019

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

Officers Recommendation and Council Resolution

Moved: Cr A Jones Seconded: Cr J Frazer

That Council:

- 1. Resolve that the Review of Shire Services Report Attached is confidential in accordance with s5.23 (2) the Local Government Act because it deals with matters affecting s5.23 (2):**
 - (a) a matter affecting an employee or employees;**
 - (b) the personal affairs of any person;**
- 2. Close the meeting to the public at 1.48 pm pursuant to sub section 5.23 (2)(a) and (b) of the Local Government Act 1995.**

Carried: 6/0

There were no members of the public gallery and staff member A Shinkfield left the meeting at 13.48 pm. (Note: Acting Chief Executive Officer and Director Corporate Services remained and took minutes.)

Officers Recommendation and Council Resolution

Moved: Cr A Bates Seconded: Cr L West

That Council re-open the meeting to the public at 2.00 pm.

Carried: 6/0

No members of the public gallery or staff members re-entered the room.

The Presiding Member advised of Council's decision for the Confidential Agenda Item as follows:

Officers Recommendation and Council Resolution

Moved: Cr J Frazer

Seconded: Cr A Jones

That Council:

- 1. Advise NG Council of the Shires intention to raise Rubbish Fees and Charges in the 2019/20 Budget as outlined in this report.**
- 2. Advise NG Council of the Shires intention to Cease Dog Control Program services from the 2019/20 FYE onwards;**
- 3. Consult with Environmental Health, Early Years Program and Youth & Recreation staff on changes to future service provision as outlined in this report and advise NG Council of the Shires change of service provision.**
- 4. Advise NG Council and Warburton Community of the Shires intention to reduce the Warburton Community pool grant from \$50,000 p.a. to \$10,000 p.a. in the 2019/20 Budget.**
- 5. Advise NG Council and Warburton Community that the Shire is not in a financial position to fund the Willara Creative program beyond the 2018/19 financial year.**
- 6. Engage CORE's Principal Associate, Paul Rosair on a schedule of rates basis to navigate within the State Government and formalise introductions for the CEO and Shire President to engage directly with State Government Ministers to seek emergency funding for Youth / Recreation Services.**

Carried: 6/0

17. NEXT MEETING

Scheduled for Wednesday, 27 March 2019 at the Tjulyuru Cultural and Civic Centre, Warburton Community commencing at 1:00 pm.

18. CLOSURE OF MEETING

There being no further business to discuss the Presiding Member closed the meeting at 2.03 pm.