



Shire of Ngaanyatjaraku
ON A JOURNEY

**Minutes of Ordinary Council Meeting
Held at Warburton
14th December 2016 at 1:00pm**

SHIRE OF NGAANYATJARRAKU
ORDINARY COUNCIL MEETING
14 December 2016

A G E N D A

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7. **REPORTS BY THE CHIEF EXECUTIVE OFFICER**
Report No. 053-16 Accounts paid & payable
Report No. 054-16 Council Investments as at 9th December 2016
Report No. 055-16 Council Strategy – Levels of Service
Report No. 056-16 Proposed Council Meeting Dates 2017

MATTERS FOR THE INFORMATION OF MEMBERS

CLOSURE OF MEETING BY SHIRE PRESIDENT

**MINUTES OF ORDINARY COUNCIL MEETING
HELD ON 14th DECEMBER 2016 AT 1:00PM (WST)
IN THE SHIRE OF NGAANYATJARRAKU MEETING ROOM**

The Shire President Councillor John Damian McLean welcomed everyone and declared the meeting open at 1:03pm.

PRESENT Cr. J.D. McLean (President)
Cr. B. Thomas (Deputy President)
Cr. P. Thomas
Cr. C.F. Twine
Cr. L. West
Cr. J. Frazer
Cr. A. Bates

Mr. Chris Paget – Chief Executive Officer

APOLOGIES

Councillor A. Jones

LEAVE OF ABSENCE

Nil

QUESTION TIME

No questions

PRESENTATIONS / PETITIONS / DEPUTATIONS

Nil

DECLARATION OF MEMBERS' AND OFFICERS' INTERESTS

Nil

CONFIRMATION OF MINUTES

Ordinary Council meeting 9th November 2016

MOVED Cr. P. Thomas, seconded Cr. Bates, that the minutes of the Ordinary Council meeting held on 9th November 2016 be confirmed as a true record of the proceedings of that meeting.

CARRIED 7/0

REPORTS BY THE CHIEF EXECUTIVE OFFICER

REPORT NO: 053-16 TO: ORDINARY COUNCIL MEETING 14th DECEMBER 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 \$569,651.22 for the period ending 30th November 2016 be received and noted.

VOTING REQUIREMENTS

Simple majority

MOVED Cr. Bates, seconded Cr. Twine, that the recommendation contained within report 053-16 be adopted.

#053-16

RESOLUTION:

That Council payment of accounts amounting to \$569,651.22 for the period ending 30th November 2016 be received and noted.

CARRIED 7/0

SHIRE OF NGAANYATJARRAKU PAYMENTS LISTING - NOVEMBER 2016

01/11/2016	15	WESTPAC BANK	WESTPAC BANK Transaction fee - October 2016	-10.5	EFT829
01/11/2016	357	COMMONWEALTH BANK OF AUSTRALIA	COMMONWEALTH BANK OF AUSTRALIA CBA Merchant fee & Pos Fee - October 2016	-24.26	1
02/11/2016		Shire of NG Payroll	Payroll Direct Debit Of Net Pays Payroll Direct Debit Of Net Pays	-42050.94	PAY
02/11/2016	54	WA SUPER	WA SUPER Payroll deductions	-4806.74	DD299.1
02/11/2016	300	AMP RETIREMENT SAVINGS ACCOUNT	AMP RETIREMENT SAVINGS ACCOUNT Superannuation contributions	-343.11	DD299.2
02/11/2016	1085	LUCRF SUPER	LUCRF SUPER Superannuation contributions	-185.38	DD299.3
02/11/2016	1034	AUSTRALIAN SUPER	AUSTRALIAN SUPER Superannuation contributions	-61.38	DD299.4
02/11/2016	15	WESTPAC BANK	WESTPAC BANK Accomm, airfares, car hire & taxi - CEO	-4485.2	EFT828
03/11/2016	357	COMMONWEALTH BANK OF AUSTRALIA	COMMONWEALTH BANK OF AUSTRALIA CBA POS fee October 2016	-17.01	1
08/11/2016	50	TELSTRA CORPORATION LTD	TELSTRA CORPORATION LTD Telstra satellite mobile phone charges *October 2016	-175	1
08/11/2016	50	TELSTRA CORPORATION LTD	TELSTRA CORPORATION LTD Phone & data charges - October 2016	-1703	1
08/11/2016	361	PIVOTEL SATELLITE PTY LTD	PIVOTEL SATELLITE PTY LTD Satellite telephone charges - October 2016	-400	1
09/11/2016	4	A BATES	A BATES Shire Council ord meeting fee 9 Nov	-175	EFT830
09/11/2016	26	DAMIAN MCLEAN	DAMIAN MCLEAN Shire Council ord meeting fee 9th Nov	-350	EFT831
09/11/2016	355	LALLA WEST	LALLA WEST Shire Council ord meeting fee 9 Nov	-175	EFT832
09/11/2016	1004	JOYLENE FRAZER	JOYLENE FRAZER Shire Council ord meeting fee 9 Nov	-175	EFT833
09/11/2016	1007	COLIN FREDERICK (FRED) TWINE	COLIN FREDERICK (FRED) TWINE Shire Council ord meeting fee 9 Nov	-175	EFT834
09/11/2016	1064	ANDREW JONES	ANDREW JONES Shire Council ord meeting fee 9 Nov	-175	EFT835
09/11/2016	559	WESTNET PTY LTD	WESTNET PTY LTD Internet account charges - Shire of Ngku *October 2016 + DNS mail relay + topup	-134.9	1
10/11/2016	2015	Close Solutions P/L (South East Fire & Safety)	Close Solutions P/L (South East Fire & Safety) Supply and install fire extinguishers and signage - Shire	-571.5	1
10/11/2016	1050	CARDINAL CONTRACTORS PTY LTD	CARDINAL CONTRACTORS PTY LTD Great Central Road grading works F+I	-57596	EFT836
10/11/2016	217	KEY FACTORS PTY LTD (DESERT SANDS CARTAGE)	KEY FACTORS PTY LTD (DESERT SANDS CARTAGE) Roadworks plant hire - Giles Mulga Park Road project SLK 105-112	-196957.2	EFT837
10/11/2016	37	NATS	NATS Supply & freight 250 sqm roll on turf/feet	-11480.05	EFT938
10/11/2016	268	INDERVON PTY LTD	INDERVON PTY LTD Diesel - YSM Prado 1E2J460	-121.52	EFT947
10/11/2016	334	STAPLES AUSTRALIA (PREV. CORPORATE EXPRESS)	STAPLES AUSTRALIA (PREV. CORPORATE EXPRESS) Stationery supplies for Shire office	-469.88	EFT948
10/11/2016	419	COMFORT INN MIDAS	COMFORT INN MIDAS Accommodation - EYPC A & R Shinkfield 15th October	-145	EFT949
10/11/2016	538	PERFECT COMPUTER SOLUTIONS PTY LTD	PERFECT COMPUTER SOLUTIONS PTY LTD Perform Synergy tax table update & install VLC on Early Years PC	-127.5	EFT950
10/11/2016	696	CHART AIR	CHART AIR Airfare ASP-WBR ret DCEO K. Hannagan	-670	EFT951
10/11/2016	726	DIPLOMAT MOTEL	DIPLOMAT MOTEL Accommodation A/DCEO K. Hannagan	-169	EFT952
10/11/2016	785	IT VISION AUSTRALIA PTY LTD	IT VISION AUSTRALIA PTY LTD IT Vision monthly payroll, financial processing & rates service fee Oct '16	-9724	EFT953
10/11/2016	812	Mrs A L SHINKFIELD	Mrs A L SHINKFIELD Reimb. supplies purchased for Playgroup	-1659.4	EFT954
10/11/2016	941	NGAANYATJARRA COUNCIL REGIONAL HOUSING PRO	NGAANYATJARRA COUNCIL REGIONAL HOUSING PROGRAM Check & repair power phase issue at Shire duplex east Lot 1	-318.19	EFT955
10/11/2016	989	ALANA ASHBOTH	ALANA ASHBOTH Reimbursement - supplies for Playgroup activities	-68.9	EFT956
10/11/2016	40	NGAANYATJARRA SERVICES (ABORIGINAL CORPORAT	NGAANYATJARRA SERVICES (ABORIGINAL CORPORATION) Supply & fit tyre to Shire rubbish truck	-1058.3	EFT939
10/11/2016	1014	AUSTRALIA'S GOLDEN OUTBACK	AUSTRALIA'S GOLDEN OUTBACK Shire of Ngku editorial 2017 Australia's Golden Outback Holiday Planner	-1675	EFT957
10/11/2016	1077	CORE BUSINESS AUSTRALIA	CORE BUSINESS AUSTRALIA Claim17 DCEO engagement+placement fees - Kevin Hannagan (Sep/Oct 2016)	-28131.93	EFT958
10/11/2016	1600	Rory Barrington	Rory Barrington Accom & meal expenses - work trip out return to Meib	-88.5	1
10/11/2016	1997	AUSTRAL MERCANTILE	AUSTRAL MERCANTILE Debt collection & legal charges - o/s mining tenement rates: Redstone, John Exploration, Barlee,	-3980.9	2
10/11/2016	2000	Philip Swain	Philip Swain Environmental Health contract services *Sept/Oct 2016	-9097.9	3
10/11/2016	57	WARAKURNA ROADHOUSE	WARAKURNA ROADHOUSE Diesel fuel MWS Toyota 1EER541	-1164.13	EFT940
10/11/2016	59	WARBURTON ROADHOUSE	WARBURTON ROADHOUSE Diesel MWS vehicle 1EER541	-4506.2	EFT941
10/11/2016	60	WARBURTON STORE	WARBURTON STORE Supplies for School holiday lunch program	-627	EFT942
10/11/2016	72	BLACKSTONE ENTERPRISES (STORE)	BLACKSTONE ENTERPRISES (STORE) Supply plastic rake for Blackstone Playgrp	-12	EFT943
10/11/2016	100	WANARN STORE	WANARN STORE Diesel fuel Navara ute Wanarn Yth Prog	-107.36	EFT944
10/11/2016	147	AUSTRALIA POST	AUSTRALIA POST Australia Post mail charges October '16	-12.35	EFT945
10/11/2016	262	Mr C L PAGET	Mr C L PAGET Reimburse family leave travel airfares as per employment contract	-1068.48	EFT946
10/11/2016	1062	Miss L MENZIES	Miss L MENZIES Reimburse accom & meals charges - work travel	-68.7	EFT959
10/11/2016	45	SHIRE OF NGAANYATJARRAKU	SHIRE OF NGAANYATJARRAKU reimb petty	-1880	1
16/11/2016	45	SHIRE OF NGAANYATJARRAKU	SHIRE OF NGAANYATJARRAKU reimb petty cash	-1960	1
16/11/2016		Shire of NG Payroll	Payroll Direct Debit Of Net Pays Payroll Direct Debit Of Net Pays	-53668.98	PAY
16/11/2016	54	WA SUPER	WA SUPER Payroll deductions	-5680.69	DD301.1
16/11/2016	300	AMP RETIREMENT SAVINGS ACCOUNT	AMP RETIREMENT SAVINGS ACCOUNT Superannuation contributions	-343.11	DD301.2
16/11/2016	1085	LUCRF SUPER	LUCRF SUPER Superannuation contributions	-185.38	DD301.3
16/11/2016	1034	AUSTRALIAN SUPER	AUSTRALIAN SUPER Superannuation contributions	-61.38	DD301.4
21/11/2016	15	WESTPAC BANK	WESTPAC BANK Credit Card Trans - CEO C.Paget	-2978.59	EFT838
24/11/2016	1050	CARDINAL CONTRACTORS PTY LTD	CARDINAL CONTRACTORS PTY LTD Hire of graders Warb-Blackstone F+I wk	-57596	EFT839
30/11/2016		Shire of NG Payroll	Payroll Direct Debit Of Net Pays Payroll Direct Debit Of Net Pays	-51587.22	PAY
30/11/2016	54	WA SUPER	WA SUPER Payroll deductions	-5708.65	DD303.1
30/11/2016	300	AMP RETIREMENT SAVINGS ACCOUNT	AMP RETIREMENT SAVINGS ACCOUNT Superannuation contributions	-343.11	DD303.2
30/11/2016	1085	LUCRF SUPER	LUCRF SUPER Superannuation contributions	-185.38	DD303.3
30/11/2016	1034	AUSTRALIAN SUPER	AUSTRALIAN SUPER Superannuation contributions	-61.38	DD303.4
30/11/2016	1096	KINETIC SUPER	KINETIC SUPER Superannuation contributions	-111.34	DD303.5

TOTAL \$569,651.22

REPORT NO: 054-16 TO: ORDINARY COUNCIL MEETING 14th DECEMBER 2016
SUBJECT: COUNCIL INVESTMENTS AS AT 9th DECEMBER 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 9 DECEMBER 2016

Institution	Amount Invested	Investment type	Assets Repl./Acq./Devp. Reserve Fund	Cultural Centre Reserve Fund	Municipal Account
Westpac Banking Corporation		Term deposit	\$815,147.61	\$68,839.50	
Westpac Banking Corporation		Operating a/c			\$3,882,466.32
TOTAL INVESTMENTS	\$4,766,453.43		\$815,147.61	\$68,839.50	\$3,882,466.32

RECOMMENDATION

That the report on Council investments as at 9th December 2016 be received and noted.

VOTING REQUIREMENTS

Simple majority

MOVED Cr. Frazer, seconded Cr. West, that the recommendation contained within report 054-16 be adopted.

#054-16

RESOLUTION:

That the report on Council investments as at 9th December 2016 be received and noted.

CARRIED 7/0

REPORT NO: 051-16 **TO: ORDINARY COUNCIL MEETING 14th DECEMBER 2016**
SUBJECT: COUNCIL STRATEGY – LEVELS OF SERVICE

DATE:	14 th December 2016
PROPONENT:	Shire of Ngaanyatjarraku
LOCATION:	Shire of Ngaanyatjarraku
AUTHOR:	Kevin Hannagan, Deputy CEO
REPORTING OFFICER:	Chris Paget, Chief Executive Officer
FILE NO:	CM.15
DECLARATION OF INTERESTS:	Nil

PURPOSE

For Council to consider adopting recently documented ‘Levels of Service’ and future implementation of the Levels of Service project.

BACKGROUND

The Integrated Planning and Reporting Framework (IPR) is a nationally consistent approach to local government planning for service delivery. The main focus of IPR is to establish local priorities and link this information to operational functions.

The Shire is currently undertaking a consolidated project to upgrade policies, procedures and systems to meet IPR requirements. This consolidated improvement project includes a number of sub-projects, one of which relates to ‘Levels of Service’.

According to the International Infrastructure Management Manual (IIMM) (2011, p 2,17):

“Levels of Service are a key business driver and influence all AM decisions. Levels of service statements:

- *describe the outputs that organisation intends to deliver to customers;*
 - *commonly relate to service attributes such as quality, reliability, responsiveness, sustainability, timeliness, accessibility and cost;*
 - *should be written in terms the end user can understand and relate to; and*
 - *should drive the selection of performance measures.”*
-

In May 2016 Core Business (CORE) commenced a project relating to Levels of Service in conjunction with the Shire Executive Management Team. At the conclusion of the project a document was prepared (attached) which:

- Documents the shires current customer and technical 'Levels of Service';
- Makes recommendations relating to promotion of Levels of Service and the process for future community engagement relating to significant Levels of Service and options; and
- Makes recommendations relating to implementation of future stages of improvement relating to Levels of Service.

STATUTORY IMPLICATIONS

Council's minimum obligations relating to planning for the future (IPR) are listed in S5.56 (1) of the Local Government Act 1995.

Implementing and regularly reviewing the Shires Strategic Community Plan (SCP) is required for the Shire to comply with the provisions of the Integrated Planning & Reporting Framework.

There is no specific requirement to document Levels of Service as part of the framework, however Levels of service are linked to achievement of SCP objectives. By measuring achievement of Levels of Service the Shire can measure and inform our community in relation to the quantity, quality and cost of services the Shire provides.

POLICY IMPLICATIONS

Levels of Service are referenced in the Shire's Asset Management Policy.

Completion of the Levels of Service project is contained as recommendations within both the Shire's Asset Management Improvement Strategy and Asset Management Plan.

FINANCIAL IMPLICATIONS

The attached document details the Shires current Levels of Service. The document does not detail the current cost of delivery of each service.

When planned future stages of the project are implemented, the Shire will be able to:

- Identify the Cost for provision of each service and report to Council in relation to achievement and variations; and
 - Provide the cost of alternative levels of Service to Council and the Community to allow council to make decisions to vary Levels of Service in accordance with Shires priorities (i.e. focus effort on key levels of Service/ projects);
-

COMMUNITY ENGAGEMENT

Documentation of current Levels of Service was undertaken concurrently with the Shire's engagement process identified for review of our Strategic Community Plan. As the Shire's Levels of Service had not been formally documented previously, participants were not asked direct questions about current identified Levels of Service. They were asked several questions about what Shire services were important to them and the results were provided to the Shire's Executive for review. These results will inform the Executive team as the Shire prepares for the next phase of the Levels of Service project which will include:

- Promotion of Levels of Service and engaging the community relating to significant Levels of Service and options;
- Implementation of future stages of improvement relating to Levels of Service.

In order to prepare this document, the following engagement occurred:

- CORE prepared a customised Levels of Service input spreadsheet based on the Shire's current Asset and Service classes;
- CORE team members travelled to Warburton and delivered a briefing on levels of Service to the Shire's Executive;
- CORE conducted engagement relating to the Strategic Community Plan and briefed the Shire's Executive on the results;
- CORE delivered two engagement sessions with Shire executive to document current Levels of Service;
- CORE prepared a draft record of current Levels of Service and provided this to the Shire's Executive for feedback; and
- CORE finalised the Levels of Service document incorporating feedback provided.

CONCLUSION / COMMENT

Level of Service (LOS) provides the basis for the life cycle management strategies and works programmes identified within the Asset Management Plan. Levels of Service supports the organisation's strategic goals and is based on customer expectations, statutory requirements, standards and financial capacity of the Shire to deliver those Levels of Service.

Levels of Service are used:

- To inform customers of the proposed type and quality/quantity of service to be offered;
 - To identify the costs and benefits of the services offered; and
 - To enable customers to assess suitability, affordability and equity of the services offered.
-

The International Infrastructure Management Manual (IIMM) (2011) provides a model which shows the stages/ level of achievement required for a Shire to progress from 'Minimum' through to 'Advanced' maturity relating to implementation of Levels of Service.

On adoption of this report, the Shire will have achieved the following requirements:

- Asset contribution to organisation's objectives and some basic Levels of Service have been defined;
- Customer groups defined and requirements informally understood; and
- Levels of Service in place.

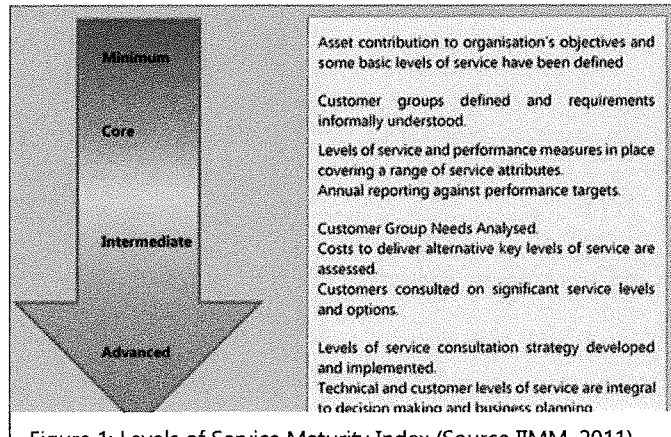


Figure 1: Levels of Service Maturity Index (Source IIMM, 2011)

The report makes recommendations to assist the Shire to systematically advance its 'Maturity' relating to Levels of Service, subject to prioritisation and availability of resources.

ATTACHMENTS

Attachment 1 – Levels of Service (Report December 2016).

VOTING REQUIREMENT

Simple majority

OFFICER'S RECOMMENDATION

That Council adopts the 'Levels of Service Report', including the recommendations contained within.

MOVED Cr. Bates, seconded Cr. P. Thomas, that the recommendation contained within report 055-16 be adopted.

#055-16

RESOLUTION:

That Council adopts the 'Levels of Service Report', including the recommendations contained within.

CARRIED 7/0

REPORT NO: 056-16 **TO: ORDINARY COUNCIL MEETING 14th DECEMBER 2016**
SUBJECT: PROPOSED COUNCIL MEETING DATES 2017

DATE:	14 December 2017
PROPONENT:	Shire of Ngaanyatjarraku
LOCATION:	Shire of Ngaanyatjarraku
AUTHOR:	Chris Paget, Chief Executive Officer
REPORTING OFFICER:	Chris Paget, Chief Executive Officer
FILE NO:	CM.14
DECLARATION OF INTERESTS:	Nil

PURPOSE

For Council to consider the dates for Ordinary Meetings in 2017.

Under the Local Government Act 1995 (as amended) Council is required to determine the dates for its Ordinary Council Meetings for the forthcoming 2017 calendar year, and then provide local public notice of these.

The Shire of Ngaanyatjarraku generally holds its OCMs on the last Wednesday of each month, so that the timing of Shire meetings does not conflict with other Community or Ngaanyatjarra Council Aboriginal Corporation meetings during the month, or with large events such as funerals and cultural business.

For the 2017 calendar year, it is recommended that local public notice be given that the Ordinary Meetings of Council will be held at the Shire Administration Centre, Warburton Community, commencing at 1:00pm the last Wednesday of each month except December on the following dates:

25 th January	22 nd February	29 th March	26 th April	31 st May
28 th June	26 th July	30 th August	27 th September	
25 th October	29 th November	20 th December*		

*December – Council meeting to be held prior to Xmas and New Year break

Additional to the above, local public notice will be provided that the Shire offices will be closed over the Christmas and New Year period.

RECOMMENDATION

That the proposed meeting dates for 2017 be accepted and endorsed by Council.

VOTING REQUIREMENTS

Simple majority

MOVED Cr. B. Thomas seconded Cr. Twine, that the recommendation contained within report 056-16 be adopted.

#056-16

RESOLUTION

That the proposed meeting dates for 2017 be accepted and endorsed by Council.

CARRIED 7/0

MATTERS FOR THE INFORMATION OF MEMBERS

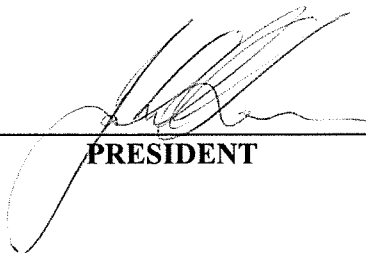
Nil

CLOSURE

There being no further business, Cr. McLean thanked everyone for their attendance today, wished all a very happy festive season, and closed the meeting at 1.22pm (WST).

These minutes of the meeting held 14th December 2016 were confirmed at the meeting held on 25th January 2017.

Signed _____



PRESIDENT

Date _____

25/1/17