



Shire of **Ngaanyatjaraku**
ON A JOURNEY

**Minutes of Ordinary Council Meeting
Held at Warburton
29th April 2015 at 1pm**

SHIRE OF NGAANYATJARRAKU
ORDINARY COUNCIL MEETING
29 April 2015

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. **PRESENTATIONS / PETITIONS / DEPUTATIONS**
7. **REPORTS BY THE CHIEF EXECUTIVE OFFICER**

Report No. 010-15 Accounts paid & payable

Report No. 011-15 Financial Statements for the periods ended March 2015

Report No. 012-15 Council Investments as at 23rd April 2015

Report No. 013-15 2014/15 Annual Budget Review

Report No. 014-15 Accounting & Finance Transition – External Services

Report No. 015-15 CEO Annual Leave & Appointment of Acting CEO

MATTERS FOR THE INFORMATION OF MEMBERS

CLOSURE OF MEETING BY SHIRE PRESIDENT



**MINUTES OF ORDINARY COUNCIL MEETING
HELD ON 29th APRIL 2015 AT 1:00PM (WST)
IN THE SHIRE OF NGAANYATJARRAKU MEETING ROOM**

The Shire President Cr. McLean took the chair, welcomed all present and declared the meeting open at 1:01pm.

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

Mr. Chris Paget - Chief Executive Officer

APOLOGIES

Cr. A. Jones
Cr. L. West

LEAVE OF ABSENCE

Nil

QUESTION TIME

No questions

DECLARATION OF MEMBERS' AND OFFICERS' INTERESTS

Mr Chris Paget – Report 015-15 CEO Annual Leave & Appointment of Acting CEO

CONFIRMATION OF MINUTES

Ordinary Council meeting 31st March 2015

The CEO advised that an error had been identified in these minutes regarding attendance and leave of absence, in that Councillor Joylene Frazer had been mistakenly shown as being both present at the meeting and on leave; he and Cr Frazer both confirmed she was not on leave and did indeed take part in the meeting on that day.

MOVED Cr. P. Thomas, seconded Cr. Twine, that the minutes of the Ordinary Council meeting held on 31st March 2015 be confirmed as a true and accurate record of the proceedings of that meeting, subject to the correction as noted.

CARRIED 6/0



REPORTS BY THE CHIEF EXECUTIVE OFFICER

REPORT NO: 010-15 TO: ORDINARY COUNCIL MEETING 29th APRIL 2015
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 \$680,280.93 for period ending 31st March 2015 be received and noted.

VOTING REQUIREMENTS

Simple majority

MOVED Cr. Bates, seconded Cr. Frazer, that the recommendation contained within report 010-15 be adopted.

#010-15

RESOLUTION

That Council payment of accounts amounting to \$680,280.93 for period ending 31st March 2015 be received and noted.

CARRIED 6/0



SHIRE OF NGAANYATJARRAKU WARRANT LISTING - MARCH 2015

Creditor Number	Payee	Cheque No	Date	Details	Amount
361.01	PIVOTEL SATELLITE PTY LTD	27315	27/03/2015	SATELLITE TELEPHONE CHARGES - MARCH 2015	365.00
357.01	COMMONWEALTH BANK OF AUST	40315	4/03/2015	CBA MERCHANT & POS FEES	39.74
50.01	TELSTRA CORPORATION LTD	110315	11/03/2015	PHONE & DATA CHARGES - FEB 2015	2,054.62
50.01	TELSTRA CORPORATION LTD	270315	27/03/2015	TELSTRA SATELLITE MOBILE CHARGES	175.00
45.01	SHIRE OF NGAANYATJARRAKU	300081	31/03/2015	PETTY CASH REIMB-WARTA SHOP ART STOCK PURCH RESALE	1,660.00
54.01	WA SUPER	501746	19/03/2015	SUPER CONTRIBUTIONS - 02110215-1	9,830.51
300.01	AMP RETIREMENT SAVINGS AC	501747	19/03/2015	SUPER CONTRIBUTIONS - 02250215-19	656.26
740.01	HOST PLUS	501748	19/03/2015	SUPER CONTRIBUTIONS - 02110215-26	357.28
1034.01	AUSTRALIAN SUPER	501749	19/03/2015	SUPER CONTRIBUTIONS - 02250215-34	370.76
54.01	WA SUPER	501750	26/03/2015	SUPER CONTRIBUTIONS - 0225315-1	9,530.05
294.01	UNISUPER	501751	26/03/2015	SUPER CONTRIBUTIONS - 02250315-16	41.66
300.01	AMP RETIREMENT SAVINGS AC	501752	26/03/2015	SUPER CONTRIBUTIONS - 02250315-19	656.26
740.01	HOST PLUS	501753	26/03/2015	SUPER CONTRIBUTIONS - 02110315-26	357.28
1034.01	AUSTRALIAN SUPER	501754	26/03/2015	SUPER CONTRIBUTIONS - 02250315-34	370.76
330.01	AUSTRALIAN COMMUNICATIONS	2732015	27/03/2015	PAL APPARATUS ANNUAL LICENCE FEE - WBR AERODR	41.00
559.01	WESTNET PTY LTD	27032015	27/03/2015	MONTHLY ADSL A/C CHARGES-SHIRE OF NG APR-MAY	114.90
89100073.99	ATO MAIL PAYMENTS	1403.89100073-01	18/03/2015	BAS - FEB 2015	6,194.99
89100073.01	ATO MAIL PAYMENTS	1404.89100073-01	18/03/2015	BAS - FEB 2015	24,640.01

15.01	WESTPAC BANK	1405.15-01	2/03/2015	TRANSACTION & INTERNET ONLINE BANKING TRAN	32.75
15.01	WESTPAC BANK	1406.15-01	6/03/2015	CREDIT CARD TRANS - CEO C.PAGET	2,191.59
1019.01	Mr T O'BRIEN	1407.1019-01	15/03/2015	REIMB EXPENSES	1,104.66
1050.01	CARDINAL CONTRACTORS PTY	1407.1050-01	15/03/2015	GRADER HIRE GILES MULGA PARK F&I WORKS	57,596.00
1082.01	Mr C O'BRIEN	1407.1082-01	15/03/2015	REIMB EXPENSES	454.76
1091.01	Mr P SWAIN	1407.1091-01	15/03/2015	REIMB PURCH OF PALINTEST KITS-LANDS SWIM	231.00
147.01	AUSTRALIA POST	1407.147-01	15/03/2015	AUSTRALIA POST POSTAL SERVICE CHARGES	13.15
17.01	CITY OF CANNING	1407.17-01	15/03/2015	ACCOUNTING, ENV HEALTH & BLDG REGULATORY	54,863.98
217.01	KEY FACTORS PTY LTD (DESE	1407.217-01	15/03/2015	PLANT HIRE & CONSTRUCTION WRKS-WBR B/STO	201,019.50
30.01	LEONORA ROADHOUSE	1407.30-01	15/03/2015	FUEL FOR OUTGOING SWIM TEAM VEHICLES	558.65
37.01	NATS	1407.37-01	15/03/2015	2 KELVINATOR 2.7Kw AIRCONS FOR STAFF UNI	7,762.35
40.01	NGAANYATJARRA SERVICES (A	1407.40-01	15/03/2015	RENTAL OF UNIT - WARAKURNA DEPOT MARCH 2	3,897.14
419.01	COMFORT INN MIDAS	1407.419-01	15/03/2015	ACCOMM+MEALS EHO PHIL SWAIN 10/03/15	169.00
430.01	PHONOGRAPHIC PERFORMANCE	1407.430-01	15/03/2015	ANNUAL PPCA LICENCES WRKN, WBR & B/STONE	648.78
490.01	TRINIX COMPUTERS PTY LTD	1407.490-01	15/03/2015	SUPPLY TONER CARTRIDGES SAMSUNG	704.00
538.01	PERFECT COMPUTER SOLUTION	1407.538-01	15/03/2015	RESTORE CORRUPTED EMAIL ARCHIVES & SET U	510.00
57.01	WARAKURNA ROADHOUSE	1407.57-01	15/03/2015	DIESEL FUEL FOR WARAKURNA DEPOT JAN'15	2,433.64
59.01	WARBURTON ROADHOUSE	1407.59-01	15/03/2015	DIESEL RUBBISH TRUCK WARBURTON 1EKT695	7,033.00
60.01	WARBURTON STORE	1407.60-01	15/03/2015	SILICON SEALANT FOR SPEED HUMPS	586.14
61.01	WARRUNYINNA STORE	1407.61-01	15/03/2015	DIESEL EH PRADO 1DRS231 & SUPPLIES-EHO P	213.50

Creditor Number	Payee	Cheque No	Date	Details	Amount
696.01	CHART AIR	1407.696-01	15/03/2015	AFARE KAL-WARB RTRN EHO PHIL SWAIN 18TH	700.00
72.01	BLACKSTONE ENTERPRISES (S	1407.72-01	15/03/2015	SUPPLIES FOR BLACKSTONE PLAYGROUP	385.31
812.01	Mrs A L SHINKFIELD	1407.812-01	15/03/2015	REIMB OF TRAVEL COSTS & PURCH-SHIRE EY/P	2,375.02
866.01	MODERN TEACHING AIDS	1407.866-01	15/03/2015	SUPPLIES & EQUIPMENT FOR PLAYGROUPS PROG	1,443.59
941.01	NGAANYATJARRA COUNCIL REG	1407.941-01	15/03/2015	CUT & SUPPLY KEYS AND TAGS - FAMILY PLAC	137.35
95.01	WARAKURNA STORE	1407.95-01	15/03/2015	FOOD & SUPPLIES FOR IHHP TOUR VISIT	254.00
860.01	INDIGENOUS HIP HOP PROJEC	1408.860-01	19/03/2015	2ND INSTALMENT-HIP HOP DANCE & MUSIC VID	21,780.00
368.01	DEPT FOR PLANNING & INFRA	1409.368-01	27/03/2015	DOT AGENCY TRANSACTIONS 133059-133068	1,006.05
1059.01	PRO-COPY	1410.1059-1	27/03/2015	PRODUCTION OF WARBURTON PLAYGROUP DVDS	240.00
217.01	KEY FACTORS PTY LTD (DESE	1411.217-01	31/03/2015	PLANT HIRE & CONSTRUCTION WORKS-WBR B'STO	75,785.05
1050.01	CARDINAL CONTRACTORS PTY	1412.105-1	31/03/2015	GRADER HIRE GREAT CENTRAL ROAD F&I WORK	86,394.00
15.01	WESTPAC BANK	1413.15-01	16/03/2015	FEE FOR ISSUE OF NEW DEPOSIT BOOKS-SHIRE MUNI A/C	10.00
	SHIRE OF NGAANYATJARRAKU		EFT	PAYROLL - PAY PERIOD 18	\$ 48,069.27
	SHIRE OF NGAANYATJARRAKU		EFT	PAYROLL - PAY PERIOD 19	\$ 42,221.62
<u>TOTAL</u>					<u>\$ 680,280.93</u>

REPORT NO: 011-15 TO: ORDINARY COUNCIL MEETING 29th APRIL 2015
SUBJECT: FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31st MARCH 2015

Regulation 34 of the Local Government (Financial Management) Regulations 1996 requires the following in relation to the Financial Activity Statement:

- (1) A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, 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.
 - (b) budget estimates to the end of the month to which the statement relates;
 - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
 - (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;
 - (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;
 - (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 to the Council –
 - (i) at the next ordinary meeting of the Council following the end of the month to which the Statement relates; or



- (ii) if the Statement is not prepared in time to present it to the meeting referred to in subparagraph (i), to the next ordinary meeting of the Council after that meeting;

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 AAS 5, to be used in Statements of Financial Activity for reporting material variances.

- (6) In this regulation –

“committed assets” means revenue unspent but set aside under the annual budget for a specific purpose;

“restricted assets” has the same meaning as in AAS 27.

STATUTORY ENVIRONMENT

Section 6.4 *Local Government Act* 1995 and Financial Management Regulation 34.

RECOMMENDATION

That the financial activity statements and report for the period ending 31st March 2015 be received and confirmed.

VOTING REQUIREMENTS

Simple majority

MOVED Cr. P. Thomas, seconded Cr. Bates, that the recommendation contained within report 011-15 be adopted.

#011-15

RESOLUTION

That the financial activity statements and report for the period ending 31st March 2015 be received and confirmed.

CARRIED 6/0



REPORT NO: 012-15 TO: ORDINARY COUNCIL MEETING 29th APRIL 2015
SUBJECT: COUNCIL INVESTMENTS AS AT 23rd APRIL 2015

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

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

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

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

COUNCIL INVESTMENTS AS AT 23 APRIL 2015

Institution	Amount Invested	Investment type	Assets Repl./Acq./Devp. Reserve Fund	Cultural Centre Reserve Fund	Municipal Account
Westpac Banking Corporation		Term deposit	\$779,957.22	\$65,884.30	
Westpac Banking Corporation		Operating a/c			\$1,598,697.82
TOTAL INVESTMENTS	\$2,444,539.34		\$779,957.22	\$65,884.30	\$1,598,697.82

RECOMMENDATION

That the report on Council investments as at 23rd April 2015 be received and noted.

VOTING REQUIREMENTS

Simple majority

MOVED Cr. Frazer, seconded Cr. B. Thomas, that the recommendation contained within report 012-15 be adopted.

#012-15

RESOLUTION

That the report on Council investments as at 23rd April 2015 be received and noted.

CARRIED 6/0



REPORT NO: 013-15 **TO: ORDINARY COUNCIL MEETING 29th APRIL 2015**
SUBJECT: 2014/15 ANNUAL BUDGET REVIEW

BACKGROUND

The Local Government (Financial Management) Regulations regulation 33A requires a budget review to be undertaken between the 1st January and 31st March in each year. The purposes of the review is to present estimated end of year expenditure and income levels and (where necessary) review and vary line item allocations to suit the activities of Council for the final months of the financial year.

The Local Government (Financial Management) Regulations state as follows:

33A. Review of budget

- (1) Between 1 January and 31 March in each year a local government is to carry out a review of its annual budget for that year.
- (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.
- (3) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.

**Absolute majority required.*
- (4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

COMMENT

An extensive review of all income and expenditure accounts in the Shire's 2014/15 annual budget was undertaken by the Chief Executive Officer with assistance from City of Canning staff during March based on the financial statements for the period December 2014 through to February, and this review is presented here for Council's consideration.

PAYROLL & STAFF EXPENSES

Payroll & associated staff expenditure account allocations have generally been very accurate and sufficient for the year to date. Additional funds of \$25,000 are required however under the Cultural Centre salaries line item account 116280 to reflect the increased working hours we have needed customer services staff since the 2014-15 annual budget was first drafted. There are also minor adjustments needed for associated oncosts in superannuation and workers compensation insurance rates.

Additional provision also needs to be made for relief staffing in upcoming months as the CEO and other officers intend to take some of their accrued leave and thus reduce Council's leave liability balances. It is recommended that an amount of \$30,000 be reallocated to the 42012 account in order to facilitate these processes.

TRANSPORT

As with previous years, the Shires' Transport/Roads maintenance and infrastructure development program continues to comprise the largest component of our activities. The Chief Executive Officer and Works & Services Coordinator monitor this program very closely to ensure it remains within time schedules and budget tolerances, as any potential cost overruns can have a significant impact on our



ability to deliver other programs if budget variations are required. It is pleasing to report that all capital construction and routine maintenance projects on the works schedule for the 2014-15 year these projects proceeding extremely well and within budget allocations, and thus no adjustments are forecast to be necessary.

GENERAL AMENDMENTS

Governance-Operating Expenditure-Office/Other: As the City of Canning has advised Council it will not be able to undertake accounting and regulatory services for the Shire of Ngaanyatjarraku after 30th June this year, it is necessary for the Shire to quickly engage another service provider(s) to undertake the ongoing finance functions and transition works required. While this is the subject of a separate report to Council at this meeting, the need for additional funds within the 2014-15 budget account 42150 has been identified in the course of this review. A budget increase of \$30,000 is recommended in order to meet the anticipated set-up and transition costs.

The Shire has committed to moving forward more rapidly with its progress on developing and implementing the Integrated Planning & Reporting Framework (IPRF) required for all local governments in WA. As we have extremely limited staff numbers and resources to undertake these tasks in-house, it is necessary to continue engaging external consultants to assist us with the processes. As such, an additional allocation of \$35,000 to the line item 'Consultancy Fees' is recommended.

Education & Welfare-Operating Expenditure: As our staff are paid a travel allowance through payroll, the reallocation of all funds from the Staff Leave Travelling Expenses line item 85299 is recommended.

Housing-Staff Housing-Operating Expenditure: Much of the Shire's staff housing is now aging and requires preventative maintenance or renewal works to keep them in an acceptable good condition. Because of the harsh local environment and climate conditions, it has been necessary to undertake works such as internal painting, replacement of air conditioning units and furniture/whitegoods. Because of increasing instances of vandalism and break-ins, we have also had to install security caging around some of the residences in certain communities (one example being the severe damage to Lot 97 house in Warburton following a break-in which necessitated full replacement of internal ceilings, electrical work & substantial clean up). It is recommended that an additional \$45,000 be allocated towards this line item to cover the expenditure to date as well as the anticipated works and equipment replacement costs for the final months of the year.

Recreation & Culture – Sports Development: For the same reason as outlined in the Education & Welfare program detail above, a reduction of all the \$17,000 from 113288 Staff Leave Travelling Expenses line is possible (paid to staff via payroll allowance).

Transport–Road Maintenance-Other: Recently completed roadworks projects require new advisory signage and delineators installed; in addition we need to replace some older signs in various locations that have been damaged, vandalized or stolen. The original budget allocation was insufficient to meet these costs, thus it is recommended an amount of \$4,000 be added to line item 122200.

CAPITAL

Land & Buildings – Recreation & Culture: Works to upgrade and expand the Tjulyuru Cultural & Civic Centre are now longer going to occur in the 2014-15 financial year. As a result it is



recommended that this budget line item be reduced by \$138,600 in order to provide for the other necessary budget adjustments that have been outlined above.

Council is now requested to give consideration to amending the 2014/15 annual budget as detailed and per individual accounts/line items in the following review worksheet:

A handwritten signature or mark, possibly a stylized 'S' or a similar character, located in the bottom right corner of the page.

ACCOUNT #	DESCRIPTION	ADOPTED BUDGET	DECREASE BY	INCREASE BY	REVISED BUDGET
	<u>(OPERATING EXPENDITURE/INCOME)</u>				
	<u>GOVERNANCE</u>				
42015.0998	E Relief/Emergency Staff Salaries	\$20,000.00		\$30,000.00	\$50,000.00
42015.0998	E Accounting Services	\$82,000.00		\$30,000.00	\$112,000.00
42015.0998	E Consultancy Fees	\$35,000.00		\$35,000.00	\$70,000.00
	<u>EDUCATION AND WELFARE-OPERATING EXP.</u>				
85299.0998	E Staff Leave Travelling Expenses	\$20,900.00	\$20,900.00		NIL
	<u>HOUSING – STAFF HOUSING – OPERATING EXP.</u>				
42042.0998	E Maintenance – Staff Housing	\$25,000.00		\$45,000.00	\$70,000.00
	<u>RECREATION & CULTURE – SPORTS DEVELOPMNT</u>				
113288.0998	E Travelling Expenses - Staff Leave	\$17,000.00	\$17,000.00		NIL
	<u>OTHER CULTURE – OTHER – CULTURAL CENTRE</u>				
116280.0998	E Salaries	\$20,004.00		\$25,000.00	\$45,004.00
116283.0998	E Superannuation	\$1,625.00		\$6,000.00	\$7,625.00
116284.0998	E Workers Compensation	\$602.00		\$1,500.00	\$2,102.00
	<u>TRANSPORT – ROAD MAINTENANCE OTHER</u>				
122200.0998	E Road Directional Signs	\$7,000.00		\$4,000.00	\$11,000.00
	<u>(CAPITAL EXPENDITURE)</u>				
	<u>LAND & BUILDINGS – RECREATION & CULTURE</u>				
42656.0998	E Tjulyuru Cultural Centre Expansion	\$350,000.00	\$138,600.00		\$211,400.00
	TOTALS	\$579,131.00	\$176,500.00	\$176,500.00	\$579,131.00

RECOMMENDATION

That the 2014/15 Annual Budget is amended as detailed in the review worksheet, and in accordance with section 33A of the Local Government (Financial Management) Regulations a copy of this review is forwarded to the Department of Local Government.

STATUTORY ENVIRONMENT

Section 6.8 of the *Local Government Act*

Local Government (Financial Management) Regulations 33 (A) & 34.

FINANCIAL IMPLICATIONS

Various - refer to proposed budget amendments.

POLICY IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Absolute majority required.

MOVED Cr. P. Thomas, seconded Cr. Twine, that the recommendation contained within report 013-15 be adopted.

#013-15

RESOLUTION

That the 2014/15 Annual Budget is amended as detailed in the review worksheet, and in accordance with section 33A of the Local Government (Financial Management) Regulations a copy of this review is forwarded to the Department of Local Government.

CARRIED BY AN ABSOLUTE MAJORITY 6/0

REPORT NO: 014-15	TO: ORDINARY COUNCIL MEETING 29th APRIL 2015
SUBJECT: ACCOUNTING & FINANCE TRANSITION – EXTERNAL SERVICES	

PURPOSE

To inform Council of progress on transitioning the Shire's future accounting and financial services from the City of Canning to alternative external service providers.

BACKGROUND

In late July last year, the City of Canning advised the Shire of Ngaanyatjarraku that it would not be in a position to continue the long-standing a resource sharing arrangement (Accounting, Health and Building Services) beyond 30 June 2015, and that the Shire of Ngaanyatjarraku should commence putting in place transitional arrangements over the subsequent 12 months to assume responsibility for the functions carried out by the City of Canning. Initially this came about because of the metropolitan Local Government Reform process and the uncertainty surrounding Canning's (or another amalgamated Council entity) future capacity to provide these services; whilst that outcome no longer appears likely, the City has confirmed that its position still stands and that transition away after 30th June 2015 should still occur.

As the Shire's finance system data is being held on the City's 'Authority' software and network and the Shire will not be able to access this beyond the end of the financial year, it is necessary to establish a new system and engage suitable service provider(s) to carry out the services currently provided by the City in the areas of accounting and finance. The City is able to provide assistance and support with this process in accordance with the existing contractual arrangements.

The Chief Executive Officer has sought proposals from WALGA Preferred Supplier Panel suppliers to implement and provide similar services effective from 1st July 2015. The proposals are broken into three segments:

- 1) Implementation of the Shire's Corporate Software System (SynergySoft), which is already owned and housed on the Shire's corporate network servers;
- 2) Provide Business Process Management Services (data entry, payroll, rates etc); and
- 3) Provision of Accounting Services.

The financial and accounting services identified for delivery under the proposed arrangements will be as follows:

- Preparation of monthly financial reports
- Preparation of annual financial reports
- Preparation of the annual Statutory Budget
- Preparation of four year capital and operational budgets
- Preparation of ten year capital and operational budgets/long term financial plans
- Carry out budget reviews including accounting for variations
- Uploading Council's budget to the SynergySoft system
- Assist with the reconciliation and auditing of grants
- Review and assist with the preparation and lodging of Australian Taxation Office returns such as BAS, GST, FBT and PAYG
- Provide assistance at the time of interim and annual audit, including on-ground at the Shire office in Warburton if necessary.

It is envisaged that these services will be provided from a location remote to Warburton and involve a collaborative approach between Council staff and the successful provider. The arrangements are proposed to be active for a period of one year from 1st July 2015 to 30th June 2016, whereupon the array of services will be put out to tender for a longer period.

STATUTORY ENVIRONMENT

Local Government (Functions and General) Regulations Part 4

CONSULTATION

City of Canning

Perfect Computer Solutions

WALGA Procurement Services

FINANCIAL IMPLICATIONS

Funds required for the transition process have been identified via reallocation of other budget lines during the annual budget review; the Accounting Services line item has been varied accordingly.

STRATEGIC IMPLICATIONS

The changeover from City of Canning allows the Shire to develop a new system streamlined to our unique needs, whilst still not requiring any direct increase in staffing (or additional oncosts) by outsourcing the finance services.

RECOMMENDATION

That Council receives and notes the report on Accounting & Finance Services transition.

VOTING REQUIREMENTS

Simple majority

MOVED Cr. P. Thomas, seconded Cr. Bates, that the recommendation contained within report 014-15 be adopted.

#014-15

RESOLUTION

That Council receives and notes the report on Accounting & Finance Services transition.

CARRIED 6/0

The Chief Executive Officer, Mr Chris Paget declared a financial interest in the following Report 015-15, the nature and extent of which being that he is the applicant for leave and the author of the report.

REPORT NO: 015-15 TO: ORDINARY COUNCIL MEETING 29th APRIL 2015
SUBJECT: CEO ANNUAL LEAVE & APPOINTMENT OF ACTING CEO

PURPOSE

For Council to consider the Chief Executive Officer's request for annual leave from the 4th May to the 8th June 2015 and the appointment of an Acting Chief Executive Officer for the period.

BACKGROUND

In order that he can utilise some of his accrued annual leave, the Chief Executive Officer has discussed staffing needs/arrangements and the appointment of an Acting CEO with the Coordinators of the various Shire Departments. Mr Geoff Handy is happy to undertake the role of Acting CEO while the Chief Executive Officer is on leave; in addition, Core Business Australia has offered the services of Mr Kevin Hannigan to support Mr Handy and the Shire Administration and perform the role of Acting Deputy CEO throughout May/June.

CONSULTATION

Shire staff - Coordinators; Shire President Cr. J.D. McLean; Core Business Australia

STATUTORY ENVIRONMENT

Local Government Act 1995 s5.36; the appointment of an Acting CEO will meet the requirements of the Act and associated Regulations.

POLICY IMPLICATIONS

All applicable delegations to the officer acting as CEO and Deputy CEO will need to be endorsed by Council.

FINANCIAL IMPLICATIONS

Employees performing Acting Officer roles are paid an allowance for the higher level duties they undertake, which are incorporated into the existing annual budget. In addition the budget makes provision for relief staff appointments.

RECOMMENDATION

- 1) That Council approves the Chief Executive Officer's request for annual leave from the 4th May to 8th June 2015; and
- 2) That Council approves the appointment of Mr Geoff Handy as Acting CEO and Mr Kevin Hannigan as Acting Deputy CEO for the same period, and endorses all relevant delegations to these Officers.

VOTING REQUIREMENTS

Simple majority

MOVED Cr. Twine, seconded Cr. B. Thomas, that the recommendation contained within report 015-15 be adopted.

#015-15

RESOLUTION

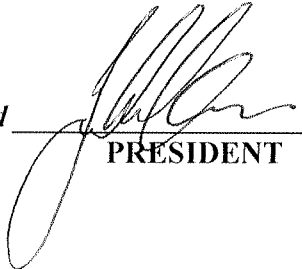
- 1) *That Council approves the Chief Executive Officer's request for annual leave from the 4th May to 8th June 2015; and*
- 2) *That Council approves the appointment of Mr Geoff Handy as Acting CEO and Mr Kevin Hannigan as Acting Deputy CEO for the same period, and endorses all relevant delegations to these Officers.*

CARRIED 6/0

CLOSURE

There being no further business, the President thanked all Councillors and the CEO for their attendance and closed the meeting at 1.59pm (WST).

These minutes of the meeting held 29th April 2015 were confirmed at the meeting held on 29th May 2015.

Signed  _____
PRESIDENT

Date 29/5/15