



MINUTES

ORDINARY COUNCIL MEETING

Tuesday
18 April 2017

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SHIRE OF DALWALLINU

MIUTES of the Ordinary Meeting of Council held at the Council Chambers, Shire Administration Centre, Dalwallinu on Tuesday, 18 April 2017.

1 OPENING & ANNOUNCEMENT OF VISITORS

The Chairperson (President) opened the meeting at 3.30pm.

2 ANNOUNCEMENTS OF PRESIDING MEMBER

Nil

3 ATTENDANCE RECORD

3.1 Present

Shire President	Cr SC Carter
Deputy President	Cr KL Carter
	Cr RS Nixon
	Cr GH Sanderson JP
	Cr KM McNeill JP
	Cr AR Dickins
	Cr NW Mills
Chief Executive Officer	Ms JM Sutherland
Deputy Chief Executive Officer	Mr KT Jones
Executive Support Officer	Mrs BGC Matias

3.2 Apologies

Nil

3.3 Leave Of Absence Previously Granted

Cr KJ Christian

4 DECLARATIONS OF INTEREST

Nil

5 PUBLIC QUESTION TIME

5.1 Response to Previous Public Questions Taken on Notice
Nil

5.2 Public Question Time
Nil

6 MINUTES OF PREVIOUS MEETING/S

6.1 Ordinary Council Meeting – 28 March 2017

MOTION 8808

Moved Cr KL Carter
Seconded Cr KM McNeill

That the Minutes of the Ordinary Meeting of Council held 28 March 2017 be confirmed.

CARRIED 7/0

**7 PETITIONS/PRESENTATIONS/DEPUTATIONS/DELEGATES
REPORTS/SUBMISSIONS**

7.1 Petitions
Nil

7.2 Presentations
Nil

7.3 Deputations
Nil

7.4 Delegates Reports/Submissions
Nil

8 METHOD OF DEALING WITH AGENDA BUSINESS (Show of hands)

9 REPORTS

9.1 MATTERS FOR CONSIDERATION – COMMUNITY SERVICES & ECONOMIC DEVELOPMENT

9.1.1 Development Application (DA 091617) – Proposed Single Dwelling

Report Date:	18 April 2017
Applicant:	Adam Marcus Jackson
File Ref:	DA091617
Previous Meeting Reference:	CS&ED Committee meeting – 11 April 2017
Author:	Doug Burke, Manager Regulation & Development
Senior Officer:	Jean Sutherland, Chief Executive Officer
Voting Requirements:	Simple Majority
Disclosure of Interest:	Nil
Attachments:	Documents supporting the application

Purpose of Report

To consider an application for approval to allow for the proposed construction of a single dwelling as submitted by the applicant on 18 January 2017.

The proposal requires planning approval as it does not comply with the deemed-to-satisfy provisions of the *State Planning Policy 3.1 – Residential Design Codes (R-Codes)*.

It is recommended that the proposed development be approved subject to conditions.

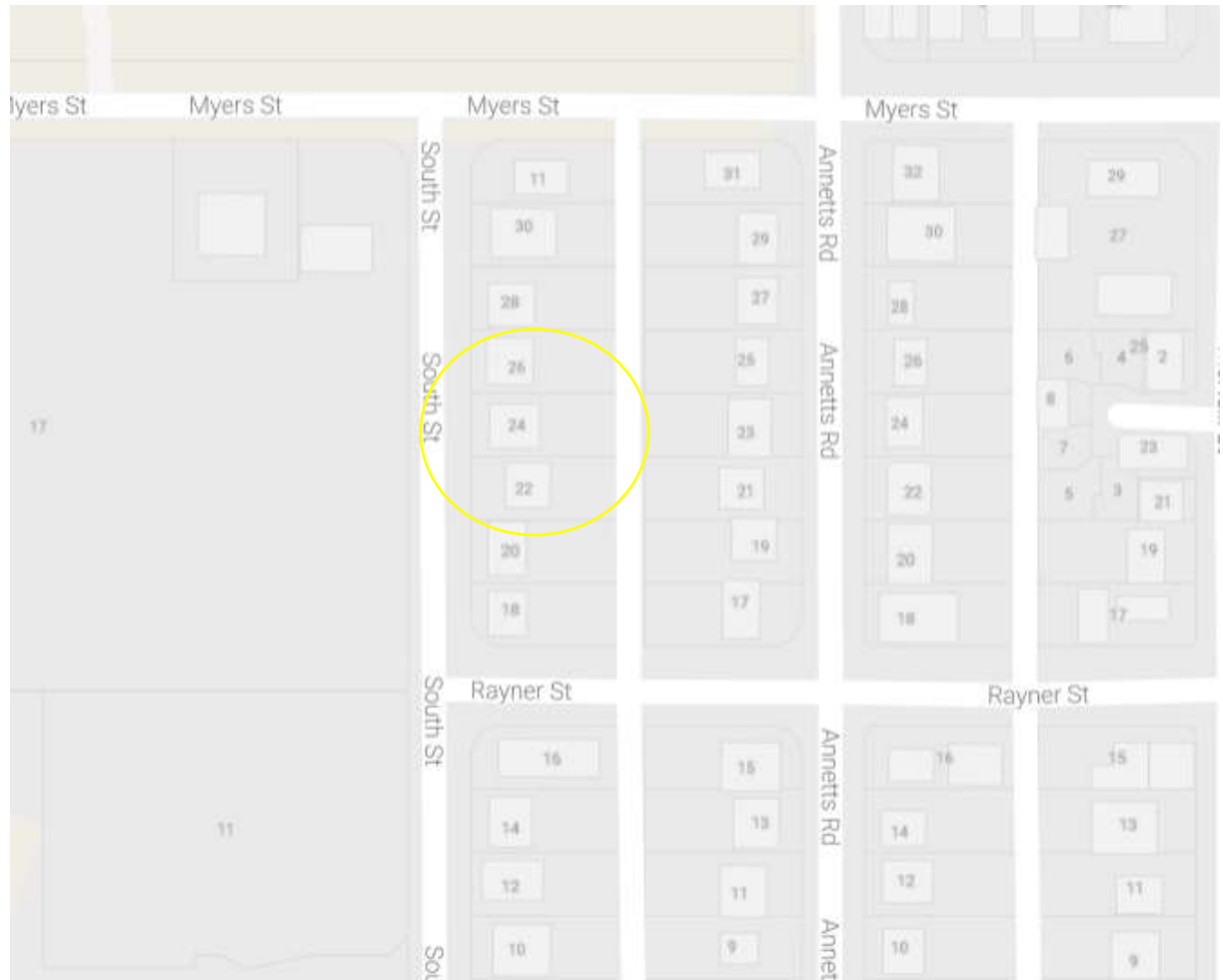
Background

Subject Property:	Nº24 South Street (Lot 191), Dalwallinu
Land Use Zoning:	Residential 10/30
Property Owner:	Adam Marcus Jackson
Applicant:	Owner
Consent Authority:	Shire of Dalwallinu Council
Proposed Development:	Single dwelling
Value of Development:	\$600,000
Outside Consultation:	Nil

The proposal is for the construction of a single dwelling with a footprint of 505 square metres on a property of 1012 square metres. The property fronts onto South Street and is to replace a dwelling that was recently demolished.

The proposed dwelling will consist of a single, monolithic building with a length of 36 metres and a width of 19 metres. It will be constructed on a concrete slab with brick veneer and a steel roof.

The property is zoned 'Residential R10/30' and is fully serviced with potable water, sewerage, electricity and stormwater drainage.



Location of subject development site (google map)

Policy Requirements

6.7 'Policy on reduced setbacks for Residential Lots'. This Policy does not address reductions to setbacks from side boundaries.

Legislative Requirements

The *Planning and Development Act 2005* directs that that any development referred to within the Scheme is not to be commenced or carried out without approval being obtained. Any determination of an application for such development is to be considered under those matters referred to in the

In considering an application for development approval Council is to have due regard to the following matters to the extent that, in the opinion of Council, those matters that are relevant to the development the subject of the application. In assessing the development application, the matters listed in Section 67 of the *Planning and Development (Local Planning Schemes) Regulation 2015* have been taken into consideration for the preparation of this report and are addressed as follows:

'Matters for Consideration'	Comments
The aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area	The following Schemes are applicable: <i>Shire of Dalwallinu Planning Scheme N^o 2</i>
The requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> or any other proposed planning instrument that the local government is seriously considering adopting or approving.	There are no proposed amendments in progress that would affect a determination. There are no other planning instruments currently being considered.
Any approved State planning policy	State Planning Policy 3.1 Residential Design Codes. Unless otherwise provided for in the Scheme, the development of land for any of the residential purposes dealt with by the Residential Design Codes is to conform to the provisions of those Codes.
Any environmental protection policy approved under the <i>Environmental Protection Act 1986</i> section 31(d)	Nil applicable
Any policy of the Commission	Nil applicable
Any policy of the State	Nil applicable
Any local planning policy for the Scheme area	Nil applicable
Any structure plan, activity centre plan or local development plan that relates to the development	Nil applicable
Any report of the review of the local planning scheme that has been published under the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>	Nil applicable
In the case of land reserved under this Scheme, the objectives for the reserve and the additional and permitted uses identified in this Scheme for the reserve	Not applicable

The built heritage conservation of any place that is of cultural significance;	No items of cultural significance noted
The effect of the proposal on the cultural heritage significance of the area in which the development is located;	Nil impact
The compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the effect of the height, bulk, scale, orientation and appearance of the development	The proposed development is regarded as being suitable in the context of its siting in an established Residential area. The streetscape would not be overly degraded by any perceived loss of visual amenity.
The amenity of the locality including the following — (i) environmental impacts of the development; (ii) the character of the locality; (iii) social impacts of the development	Having regard to its location and the overall assessment of the proposal as contained in this report the site will adequately accommodate the proposed works in that: The proposed development will not create any unreasonable detrimental impacts on adjoining or nearby properties; The subject site is not subject to any natural hazards that would prohibit the construction and operation of the development in the proposed form.
The likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource	Nil impact
Whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved	There is no evidence of significant trees or other vegetation of note that should be retained.
The suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk	The land does not have a history of experiencing these types of events.
The suitability of the land for the development taking into account the possible risk to human health or safety	No health or safety issues identifiable.
the adequacy of — (i) the proposed means of access to and egress from the site; and	Nil impact

(ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles	
The amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety	No identified issues
The availability and adequacy for the development of the following — (i) public transport services; (ii) public utility services; (iii) storage, management and collection of waste; (iv) access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities); (v) access by older people and people with disability	No public transport services available Water, sewerage and electricity services are available Solid waste can be adequately stored and removed from site. N/A N/A
The potential loss of any community service or benefit resulting from the development other than potential loss that may result from economic competition between new and existing businesses	Nil identified
The history of the site where the development is to be located	The site was previously occupied by a single storey residence which has been demolished to accommodate the proposed building
The impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals	Nil identified
Any submissions received on the application	Nil
The comments or submissions received from any authority consulted under clause 66	Not applicable
Any other planning consideration the Council considers appropriate	Nil identified

Council may determine an application for development approval by —

- (a) granting development approval without conditions; or
- (b) granting development approval with conditions; or
- (c) refusing to grant development approval.

Strategic Implications

Nil identified

Sustainability Implications

Environment

There are no known environmental implications.

Economic

There are no known economic implications.

Social (Community Consultation not indicated for this activity)

There are no known social implications.

Financial Implications

Nil

Comment

The proposed development would normally be considered under the R-Codes for a building permit - if it complied with the inherent deemed-to-comply provisions. Part 6 of the R-Codes permit outbuildings without prior planning approval if:

- Minimum site area of 260m². Comment: *Compliant. Site area is 1012m².*
- Minimum lot area of 410m². Comment: *Compliant. Lot area is 1012m².*
- Open space to have a minimum of 45%. Comment: *Compliant. Open space is 507m²/1012m² = 50%*
- Minimum outdoor living area of 24m². Comment: *Compliant- 507m².*
- Solar access for adjoining sites limit – 35%. Comment: *Compliant @ 11%*
- Primary street setback – 4,000mm. Comment: *Compliant. Nominal setback @ 6131mm*
- Other/rear setback – 1,500mm. Comment: ***Non-compliant @ 210/1200/1317mm***
The application has been assessed in accordance with the requirements of the *Planning & Development Act 2005* (the Act) and the associated regulations.

In this regard:

- An assessment report and recommendation has been prepared (the subject of this report) taking into account all relevant provisions of the Act and associated regulations;
- A site inspection was conducted and consideration has been given to the potential impacts upon all lands adjoining or located nearby.

The non-compliance of the setbacks from the boundary (north and south sides) is mitigated by virtue that the adjoining properties (residential) have their driveways and carports abutting the subject site.



24 South Street, Dalwallinu - Frontage

Officer Recommendation

That Council:

1. Approve the development application (DA 091516) for Lot 191 South Street, Dalwallinu, pursuant to Section 68(2) of the *Planning and Development (Local Planning Schemes) Regulation 2015* subject to the following conditions:
 - a) The development is to be carried out in accordance with the documents endorsed with the Shire's stamp, except where amended by other conditions of this consent. If there is any inconsistency between the above documents, the most recent document shall prevail to the extent of the inconsistency. However, the conditions of this consent shall prevail to the extent of any inconsistency;
 - b) Without further approval from Shire of Dalwallinu Council, in writing, this approval will lapse and have no force or effect unless the use or development permitted is substantially commenced within two years of the date of this permit;
 - c) The applicant shall ensure that all new buildings and structures, and any alterations or additions to existing buildings and structures are constructed in accordance with the relevant requirements of the *Building Code of Australia*;
 - d) During the construction of the development, the applicant shall implement suitable public safety and site security control measures;
 - e) All stormwater collected from the development roof catchment must be managed so as not to have a detrimental effect on the footings of the development or on neighbouring property;

- f) All fencing erected ancillary to this project will conform to the Shire's *Local Law Relating to Fencing 1995*.
- g) Any retaining walls over 500mm in height erected ancillary to this project will require a building permit prior to construction.

Committee Recommendation

That the report lay on the table until the applicant provides written, signed submissions from adjoining landowners advising of their acceptance of the proposed development. The report is to be tabled to the next Council meeting.

Officer Recommendation/Resolution

MOTION 8809

Moved Cr RS Nixon
Seconded Cr KM McNeill

That Council:

1. Approve the development application (DA 091516) for Lot 191 South Street, Dalwallinu, pursuant to Section 68(2) of the *Planning and Development (Local Planning Schemes) Regulation 2015* subject to the following conditions:
 - a) The development is to be carried out in accordance with the documents endorsed with the Shire's stamp, except where amended by other conditions of this consent. If there is any inconsistency between the above documents, the most recent document shall prevail to the extent of the inconsistency. However, the conditions of this consent shall prevail to the extent of any inconsistency;
 - b) Without further approval from Shire of Dalwallinu Council, in writing, this approval will lapse and have no force or effect unless the use or development permitted is substantially commenced within two years of the date of this permit;
 - c) The applicant shall ensure that all new buildings and structures, and any alterations or additions to existing buildings and structures are constructed in accordance with the relevant requirements of the *Building Code of Australia*;
 - d) During the construction of the development, the applicant shall implement suitable public safety and site security control measures;
 - e) All stormwater collected from the development roof catchment must be managed so as not to have a detrimental effect on the footings of the development or on neighbouring property;
 - f) All fencing erected ancillary to this project will conform to the Shire's *Local Law Relating to Fencing 1995*.
 - g) Any retaining walls over 500mm in height erected ancillary to this project will require a building permit prior to construction.

CARRIED 7/0

[Click here to access the attachments](#)

9.2 MATTERS FOR CONSIDERATION - FINANCE

9.2.1 Accounts for Payment for March 2017

Date of Report:	18 April 2017
Applicant:	Shire of Dalwallinu
File Reference:	FM/6 – Expenditure Reports
Previous Meeting Reference:	Finance & Audit Committee Meeting – 11 April 2017
Author:	Mrs Hanna Jolly, Accounting Officer
Senior Officer:	Mr Keith Jones, Deputy Chief Executive Officer
Voting Requirements:	Simple Majority
Disclosure of Interest:	Nil
Attachments:	Summary of Accounts for Payment

Purpose of Report

To consider the acceptance and approval of the Schedule of Accounts for Payment.

Background

A list of invoices paid for the month of March 2017 from the Municipal Account, to the sum of \$57,886.55 paid by cheque and \$912,832.34 paid by EFT are attached, together with a list of Bank Fees, Payroll, Direct Debit Payments and transfers to Reserve & Term Deposit. These payments total \$1,168,186.80. In addition, payments of \$89,228.70 were made from the Trust Account. The total payments from all accounts being \$1,257,415.50 have been listed for Council's ratification

Comment

In accordance with the requirements of the Local Government Act 1995 a list of accounts paid, by approval of the Chief Executive Officer under the Council's delegated authority, is to be completed for each month showing:

- a) The payees' names
- b) The amount of the payments
- c) Sufficient information to identify the payment
- d) The date of the payment

The attached list meets the requirements of the Financial Regulations.

In addition to the above statutory provisions, *Financial Management Regulation Section 13(4)* requires 'the total of other outstanding accounts be calculated and a statement be presented to Council at the next Council meeting'.

Policy Requirements

Nil

Legislative Requirements

Local Government (Financial Management) Regulations Act 1996, Regulation 12; and Regulations 13(3) (a) (b); 13(1); and 13(4).

Strategic Implications

Nil

Sustainability Implications

Environment

Nil

Economic

Nil

Social (Community Consultation)

Nil

Financial Implications

Account payments are in accordance with the adopted budget for 2016/17 or authorised by separate resolution.

Officer/Committee Recommendation/ Resolution

MOTION 8810

Moved Cr NW Mills

Seconded Cr KL Carter

That in accordance with the requirements of section 13(1), 13(3) and 13(4) of the Local Government (Financial Management) Regulations 1996 a list of payments made in March 2017 under the CEO's delegated authority is endorsed in respect to the following Bank accounts:

(a) Municipal Fund Account totalling \$1,168,186.80 consisting of:

Cheque Numbers 35044 – 35058	\$57,886.55
Electronic Fund Transfers 6368 – 6498 (excluding Trust EFTs 6368)	\$912,832.34
Electronic Fund Transfers Payroll	\$165,366.00
Bank Fees	\$1,580.08
Direct Debit Payments (Superannuation)	\$30,521.83

(b) Trust Account payments totalling \$89,228.70 consisting of:

Cheque Numbers 577-582	\$3,135.60
Electronic Fund Transfers 6368	\$132.00
Direct Debits - Payments to DPI	\$85,961.10

CARRIED 7/0

[Click here to access the attachments](#)

9.2.2 Monthly Financial Statements for March 2017

Date of Report:	18 April 2017
Applicant:	Shire of Dalwallinu
File No:	FM/6 - Expenditure Reports
Previous Meeting Reference:	Finance & Audit Committee Meeting – 11 April 2017
Author:	Hanna Jolly, Accounting Officer
Senior Officer:	Keith Jones, Deputy Chief Executive Officer
Voting Requirements:	Simple Majority
Disclosure of Interest:	Nil
Attachments:	Monthly Statement of Financial Activity, Variance Reports, Investments Held and Bank Reconciliations

Purpose of Report

To receive the Financial Reports for the month ending 31 March 2017.

Background

There is a statutory requirement that Financial Reports be recorded in the Minutes of the meeting to which they are presented. The Financial Reports, as circulated, give an overview of the current financial position of the Shire and the status of capital income and expenditure.

Policy Requirements

Nil

Legislative Requirements

Local Government Act 1995 s1.3 (2) (c)

Local Government (Financial Management) Regulations 1996, s34 (1)

Local Government (Financial Management) Regulations 1996, s19 (1) (2)

Local Government (Financial Management) Regulations 1996, s34 (2)

Strategic Implications

Nil

Sustainability Implications

Environment

Nil

Economic

Nil

Social (Community Consultation)

Nil

Financial Implications

Nil

Comment

Financial Reports as at last day of business of the previous month are appended, for the period ending 31 March 2017.

Attached for Council's consideration are:

- Statement of Financial Activity
- Variance Reports
- Investments Held
- Bank Reconciliations

As per Council resolution, all items that have a variance of more than \$5,000 have been noted on the variance reports.

Officer/Committee Recommendation/ Resolution

MOTION 8811

Moved Cr KL Carter
Seconded Cr KM McNeill

That the Financial Reports as submitted for the month ending 31 March 2017 be accepted.

CARRIED 7/0

[Click here to access the attachments](#)

9.2.3 Outstanding Rates Debtors Report for March 2017

Date of Report:	18 April 2017
Applicant:	Shire of Dalwallinu
File No:	FM/6 – Expenditure Reports
Previous Meeting Reference:	Finance & Audit Committee Meeting – 11 April 2017
Author:	Christie Andrews, Finance Officer
Senior Officer:	Keith Jones, Deputy Chief Executive Officer
Voting Requirements:	Simple Majority
Disclosure of Interest:	Nil
Attachments:	Confidential Attachments

Purpose of Report

To receive the Outstanding Rates Debtors Reports as at 31 March 2017.

Background

Council's Policy Clause 3.6(vi) requires a report to be submitted at each Ordinary Council meeting detailing the current outstanding rates and the progress made towards their collection.

Reports on Rates Debtors contain totals for Rates, Rubbish, Sewerage and Emergency Services Levy (ESL). The ESL is a State Government charge for provision of emergency services which, due to legislation, the Shire is required to collect and forward on to the Department of Fire & Emergency Services (DFES).

Policy Requirements

Nil

Legislative Requirements

Nil

Strategic Implications

Nil

Sustainability Implications

Environment

Nil

Economic

Unknown

Social (Community Consultation)

Nil

Financial Implications

As at 31 March 2017 rates outstanding were \$152,620.18 in respect to collectable rates of which \$69,472.57 has been carried forward from 2015/16 or prior rating years, with 2016/17 rates raised being \$3,680,823.00.

Ratio = Total Outstanding
Collectable

= 152,620.18
3,750,295.57

= 4.07%

Ratio = Total Overdue
Collectable

= 159,916.73
3,750,295.57

= 4.26%

The total rates overdue figure is the figure that we are currently trying to recover.

Comment

Report on Outstanding Rates Debtors as at 31 March 2017 appends.

The 2016/17 Rates were raised and issued on 12 August 2016.

Important dates are as follows:

Rates due date	16 September 2016
Instalment option selection date	16 September 2016
Final Notices issued	30 September 2016
Second instalment due	18 November 2016
Third instalment due	20 January 2017
Fourth instalment due	17 March 2017

Breakdown of unpaid rates debtors as at 31 March 2017.

Rates	121,937.17
Rubbish	11,858.65
Sewerage	8,642.71
ESL	4,997.56
Deferred Pensioner Rates	12,967.26
Paid in Advance	-7,783.17
Total Outstanding	152,620.18

As we achieved an unpaid rates percentage of 2.35% as at 30 June 2016, we aim to have a similar percentage as at the 30 June 2017, notwithstanding that 3% outstanding is an acceptable industry average. We will strive to better this figure and at the close of the 2016/17 financial year aim to have an unpaid rates percentage no higher than 1.5%.

Officer/Committee Recommendation/Resolution

MOTION 8812

Moved Cr RS Nixon

Seconded Cr NW Mills

That the Outstanding Rates Debtors Reports as at 31 March 2017 for ratepayers with unpaid balances be accepted.

CARRIED 7/0

[Click here to access attachment 9.2.3.1](#)

[Click here to access attachment 9.2.3.2](#)

9.2.4 Risk Management Review

Report Date:	18 April 2017
Applicant:	Shire of Dalwallinu
File Ref:	GO/9 – Internal Audit
Previous Meeting Reference:	Finance & Audit Committee Meeting – 11 April 2017
Author:	Jean Sutherland, Chief Executive Officer
Senior Officer:	Jean Sutherland, Chief Executive Officer
Voting Requirements:	Simple Majority
Disclosure of Interest:	Nil
Attachments:	1. Risk Report 2014 2. Risk Report 2017

Purpose of Report

To consider the following report relating to Council's systems and procedures for risk management, internal controls and legislative compliance.

Background

Audit Regulation 17 of the *Local Government (Audit) Regulations 1996* was introduced in February 2013. The regulation requires that the Chief Executive Officer is to review the appropriateness and effectiveness of the local government's systems and procedures in relation to:

- Risk management; and
- Internal control; and
- Legislative compliance.

Each of the above matters are to be reviewed at least once every two (2) calendar years.

The last review was presented to Council on 16 December 2014 and in accordance with the Act was required by December 2016.

Policy Requirements

1.9 - Code of Conduct

1.14 - Occupational Health & Safety

3.5 - Purchasing

7.6 - Record Keeping Plan

7.11 - Risk Management

Legislative Requirements

Local Government Act 1995 – Part 7

Local Government (Audit) Regulations 1996 – Reg 17

Strategic Implications

Nil

Sustainability Implications

Environment

Nil

Economic

Unknown

Social (Community Consultation)

Nil

Financial Implications

Nil

Comment

In 2014, LGIS Risk Management were engaged to develop a “Risk Management Governance Framework” which consisted of the Risk Management Policy and Risk Management Procedures.

Appendix 3 of *Operational Guidelines Number 09 – Audit in Local Government* (issued by the Department of Local Government and Communities) lists issues that should be considered for inclusion in the Chief Executive Officer’s Review of Risk Management, Internal Control and Legislative Compliance, as follows:

a) *Risk Management*

Number	Details	Comment
1	<i>Does the local government have an effective risk management system?</i>	<p>A suitable risk management framework has been adopted which aims to balance a documented, structured and systematic process with the current size and complexity of the Shire along with existing time, resource and workload pressures.</p> <p>Council <i>Policy 7.11 Risk Management</i> (adopted in 2014) establishes the framework for effective risk management within the Council. The aim of the policy is to achieve best practice risk management in accordance with AS/NZS ISO 31000:2009 Risk Management.</p> <p>In 2014, LGIS Risk Management was engaged to assist Council with the development of a Risk Management Governance Framework and Risk Management Procedures. At the time, Risk Profile Sheets were developed for identified risks. These were reviewed and updated in March 2017 (refer Attachment 2).</p>

Number	Details	Comment
2	<i>Are material operating risks to the local government being appropriately considered?</i>	<p>The adopted Risk Management Framework is based on a “Three Lines of Defence” model for the management of risk. This model ensures roles, responsibilities and accountabilities for decision making are structured to demonstrate effective governance and assurance.</p> <p>In summary, operational areas of the Shire are considered the 1st Line of Defence - managers are responsible for ensuring that risks are identified, assessed, managed, monitored and reported. The Deputy Chief Executive Officer acts as the primary 2nd Line of Defence - the position owns and manages the framework for risk management. Internal and External Audit are the 3rd Line of Defence – providing independent verification on the effectiveness of processes and systems.</p> <p>By operating within the framework, risks are managed effectively to support the delivery of the Strategic, Corporate and Operational Plans.</p> <p>The Risk Management Framework has been subject to review by the Senior Management Team (February 2017). As a result, 15 major risk themes were identified for assessment, being:</p> <ol style="list-style-type: none"> (1) Misconduct (2) External theft and fraud (inc. Cyber Crime) (3) Business & community disruption (4) Errors, omissions, delays (5) Failure of IT &/or Communications Systems and Infrastructure (6) Failure to fulfil statutory, regulatory or compliance requirements (7) Providing inaccurate advice / information (8) Inadequate Document Management Processes (9) Inadequate safety and security practices (10) Inadequate engagement practices (11) Inadequate asset sustainability practices (12) Inadequate Supplier / Contract Management (13) Ineffective employment practices (14) Ineffective management of facilities / venues / events (15) Inadequate environmental management. <p>Updated / reviewed Risk Profile Assessment Sheets can be found in Attachment 2.</p>
3	<i>Does the local government have a current and effective business continuity plan (including disaster recovery) which is tested from time to time?</i>	<p>The Shire identified at the last review in 2014 that a Business Continuity Plan was to be developed. This was not completed and remains listed as an action in the 2017 review.</p>

Number	Details	Comment
4	<p><i>How effective are the internal processes for determining and managing material operating risks in accordance with the local government's identified tolerance for risk, particularly in the following areas:</i></p> <ul style="list-style-type: none"> <i>a. Potential non-compliance with legislation, regulations and standards and the local government's policies;</i> <i>b. Important accounting judgements or estimates that prove to be wrong;</i> <i>c. Litigation and claims;</i> <i>d. Misconduct, fraud and theft; and</i> <i>e. Significant business risks, recognising responsibility for general or specific risk areas, for example, environmental risk, occupational health and safety and how they are managed by the local government.</i> 	<p>Refer to Attachment 2.</p>
5	<p><i>Are regular risk reports, which identify key risks, the status and the effectiveness of the risk management systems, provided to ensure that identified risks are monitored and new risks are identified, mitigated and reported.</i></p>	<p>All new works sites will be risk assessed (Take 5 and /or Job Safety Analysis - JSA) and documented by staff and contractors. Risk assessment will be produced and appropriate arrangements put in place for public events.</p> <p>Training is regularly programmed for specific and high risk activities including first aid, chainsaw, manual handling, workplace behaviours and compilation of JSA's. Load restraint training is programmed for June 2017.</p> <p>Additional emphasis has been placed on OSH at Toolbox Meetings and staff attend OSH Meetings (held quarterly) to increase awareness throughout the organisation.</p> <p>All contractors will be required to undertake the LGIS Contractor Induction. As part of this process, contractors are required to provide all insurance and licence documentation.</p>

Number	Details	Comment
6	<p><i>Are the local government's processes to manage insurable risks adequate? How adequate is insurance cover, and if applicable, the level of self-insurance?</i></p>	<p>Council's insurance cover and policy coverage is reviewed annually with Council's Insurance Broker (LGIS) to ensure appropriate insurances and cover amounts are in place.</p> <p><i>Local Government (Financial Management) Regulations 1996</i>, Regulation 17A requires the revaluation of all assets every three years. An insurance revaluation will be undertaken during the 2016/17 financial year to ensure the insurance values remain appropriate.</p> <p>Property insurance values were last assessed by Griffin Valuers (licensed valuers) in 2013 and the insurance values register was amended accordingly. Properties are due to be re-valued in 2016/17.</p> <p>During non-revaluation years, insurance values are generally adjusted in accordance with CPI movements.</p>

Number	Details	Comment
7	<p><i>Has the effectiveness of the local government's internal control system been reviewed with management and the internal and external auditors?</i></p>	<p>In accordance with the <i>Local Government (Financial Management) Regulations 1996</i> the last internal financial management review was conducted by Butler Settineri in August 2016. The review was presented to Council for endorsement 19 August 2016 - no major issues were raised.</p> <p>The following financial systems and procedures of Council were examined by Council's Auditors:</p> <ul style="list-style-type: none"> • Bank Reconciliations and Petty Cash • Costs Allocations • Trust Fund • Administration Allocations • Receipts and Receivables • Minutes and Meetings • Rates • Financial Reports • Fees and Charges • Budget • Purchases, Payments and Payables (Including Purchase Orders) • Plan for the Future • Registers (Including Annual & Primary Return) • Wages and Salaries • Delegations • Fixed Assets (Including acquisition and disposal of property) • Insurance • Audit Committee • Credit Card Procedures • General Compliance issues • Storage of Documents/Record Keeping <p><u><i>Auditor's comments</i></u> <i>"From the work performed during our review, we note that the financial management framework is generally in good order.</i> <i>In particular, we found that all major controls in relation to financial controls for the receipting of monies, safeguarding of assets and control over expenditure are in place and functional.</i> <i>Therefore, all our findings are categorised as medium or low, which indicate a generally good system of internal control and we wish to congratulate Tony and the team on maintaining a high level of control with regards to the financial systems of the Shire."</i></p> <p>Note: The Chief Executive Officer is required to undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 4 financial years) and report to the local government the results of those reviews. The next review is due the first part of 2020.</p>

Number	Details	Comment
8	<p><i>Does management have controls in place for unusual types of transactions and/or any potential transactions that might carry more than an acceptable degree of risk?</i></p>	<p>....unusual types of transactions....</p> <p>In relation to unusual transactions that are once off, credit cards are used. The Chief Executive officer is allocated a credit and has an assigned credit limit. Guidelines for the use of credit cards are documented in Council Policy 3.8.</p> <p>...more than an acceptable degree of risk....</p> <p>Council has an “<i>Investment of Funds</i>” Policy 3.4 which states:</p> <p>Surplus funds to be deposited with any savings bank operating under the <i>Banking Act 1959 (Commonwealth) section 5</i>, in accordance with the <i>Trustees Act 1962 Part III</i> as amended from time to time.</p> <p>The Deputy Chief Executive Officer is to maintain control over investments and to record the details of principal, interest, bank rates and maturity date in a register for same and report to Council monthly as to the status of investments and details of each lodgement in terms of the <i>Financial Management Regulations 1996</i>.</p> <p>Additionally no transfer of funds can be transacted without the Chief Executive Officer co-signing the transfer request.</p>
9	<p><i>How effective and robust is the local government’s procurement framework, with a focus on the probity and transparency of policies and procedures/processes? Are these procedure/processes being applied?</i></p>	<p>Council’s purchasing is undertaken in accordance its adopted Purchasing Policy 3.5 in accordance with the <i>Local Government (Functions and General) Regulations 1996</i>.</p> <p>A review of the policy is undertaken on a regular basis to ensure its relevance. The last review was undertaken in 2017 and will be presented to the OCM on 18 April 2017.</p> <p>The broad objectives of Council’s purchasing policy is to:</p> <ul style="list-style-type: none"> • ensure conformity to processes that are designed to achieve best value for money; • improve accountability; • encourage commercial competition on the basis that all tenders will be assessed against the same criteria; • ensure consideration of environmental impact and whole of life costs; and • preserve public and tenderer confidence in local government processes; and <p>These objectives are underpinned by five essential principles as follows:</p> <ul style="list-style-type: none"> • open competition, • transparency of process, • value for money, • accountability, and • monitoring and evaluating performance.

Number	Details	Comment
10	<i>Should the need arise, does the Audit Committee meet periodically with key management, internal and external auditors and compliance staff to understand and discuss any changes in the local government's control environment?</i>	There are four (4) members of Council on the Audit committee who meet on a monthly basis. The Council meets with its Auditor every year to discuss the results of the annual audit and otherwise meets as required.
11	<i>Have fraud and misconduct risks been identified, analysed and evaluated? Has an appropriate treatment plan been implemented, communicated and monitored? Is there regular reporting and ongoing management of fraud and misconduct risks?</i>	Yes - refer to the Shire of Dalwallinu risk theme "External Theft and Fraud" in Attachment 2. There have been no reported cases of fraud.

b) Internal Control

Internal control systems involve policies and procedures that safeguard assets, ensure accurate and reliable financial reporting, promote compliance with legislation and achieve effective and efficient operations and may vary depending on the size and nature of the local government.

Comment

The following controls have been reviewed:

Number	Control	Comment
1	<i>Separation of roles and functions processing and authorisation</i>	All financial roles have appropriate levels of separation, which have been confirmed by Council's Auditors, i.e. Creditors payments cannot be approved by the staff member processing the accounts.

Number	Control	Comment
2	<i>Control of approval of documents, letters and financial records</i>	<p>Council has a number of internal policies that deal with these issues, including for example:</p> <ul style="list-style-type: none"> - Council Policy 1.12 Use of Common Seal - Council Policy 3.4 Investment of Surplus Funds - Council Policy 3.2 Significant Accounting Policies - Council Policy 3.7 Direct Electronic Payments - Council Policy 3.8 Corporate Credit Card Usage - Council Policy 3.5 Purchasing <p>All correspondence if not signed by the Chief Executive Officer is signed by the respective Manager.</p> <p>All transactions and changes to any internal record on Council's software package is traceable, via the internal audit function.</p> <p>Document control pages have been applied to all major internal documents, so that any changes are recorded and tracked appropriately.</p> <p>In accordance with <i>Local Government (Financial Management) Regulation 34(1)</i>, the Deputy Chief Executive Officer prepares, each month, a statement of financial activity reporting on revenue and expenditure for the month in question.</p> <p>An audited financial statement is included as part of the Annual Report. <i>The Independent Auditors Report for 2015/16</i> noted that:</p> <p><i>a) Apart from the asset sustainability, debt service cover, own source revenue coverage and operating surplus ratios that do not meet the minimum benchmark, there are no material matters that in our opinion indicate significant adverse trends in the financial position or the financial management practices of the Shire.</i></p> <p><i>b) The Shire substantially complied with Part 6 of the Local Government Act 1995 (as amended) and the Local Government (Financial Management) Regulations 1996 (as amended).</i></p> <p><i>c) All information and explanations required were obtained by us.</i></p> <p><i>d) All audit procedures were satisfactorily completed in conducting our audit.</i></p> <p>All financial records/reconciliations are approved by the Deputy Chief Executive Officer and Accountant.</p>

Number	Control	Comment
3	<i>Limit of direct physical access to assets and records</i>	<p>All building and vehicle keys are stored in various key cabinets, restricting general access by staff.</p> <p>Fuel vouchers / receipts for fuel which is purchased at service stations are collected and reconciled on a monthly basis.</p> <p>Record access is controlled via the Synergy operating software that allows restricted access to each staff member subject to their level of clearance.</p> <p>Any changes to any documents or documented records are recorded via the internal audit software (Audit trail function).</p> <p>Most general records are stored in a locked room and can only be accessed when opened by the Deputy CEO.</p> <p>All Council's high priority records (Council minutes, legal agreements etc) are stored in the strongroom, which is also locked.</p> <p>Personnel Records are kept in locked cabinets, and only two officers have keys (Deputy Chief Executive Officer and the Payroll Officer).</p>
4	<i>Control of computer applications and information system standards</i>	<p>An external provider Wallis Computer Services (WCS) is engaged to manage the data files and system.</p> <p>There is an annual Service Level Agreement with Wallis.</p> <p>The provider ensures that all electronic files/data has been backed-up safely and stored on mirror drives in addition to the daily backups done by staff, two of which are taken off site.</p> <p>Restrictions have been placed on the level of access each staff member can have, generally only to allow them to perform their specific functions. For example some staff only have the ability to view records and have no ability to enter any data/information into the system.</p>
5	<i>Limit access to make changes in data files and systems</i>	<p>Council's software (Synergy) allows for certain levels of access to be applied to each staff member.</p>
6	<i>Regular maintenance and review of financial control accounts and trial balances</i>	<p>All subsidiary ledgers (rates, creditor, debtors, payroll, trust a/c) are balanced monthly by the relevant officer and are checked by the Deputy Chief Executive Officer.</p>

Number	Control	Comment
7	<i>Comparison and analysis of financial results with budgeted amounts</i>	Each month an assessment of the budget variances is undertaken by the Deputy Chief Executive Officer and reported to Council in accordance with Regulation 34 of the <i>Local Government (Financial Management) Regulations 1996</i> .
8	<i>The arithmetical accuracy and content of records</i>	<p>All accounts are double checked by an independent person prior to being authorised for payment.</p> <p><u><i>Auditor's comments for the Financial Management Review (FMR)</i></u></p> <p><i>"We noted that the finance officer or accountant perform a review of the daily cash receipt reconciliations when performing the monthly bank reconciliation.</i></p>
9	<i>Report, review and approval of financial payments and reconciliations</i>	<p>When an account is received the creditor number is allocated, purchase order attached, GL Account allocated the goods must be signed off as received by the receiving officer, the computations are checked and signed off by the creditors officer, and lastly the account is checked and authorised by the Deputy Chief Executive Officer or other Executive Manager/Chief Executive Officer.</p> <p>A payment reconciliation statement is prepared and checked by a staff member independently from the officer who prepared the payment report.</p> <p>The actual payment of the creditor requires one electronic token and two separate passwords (two staff), which is generally undertaken by the Deputy Chief Executive Officer and the CEO. The Shire President and Deputy Shire President are also signatories should the need arise.</p> <p>A bank reconciliation is prepared by the Finance Officer monthly and checked by the Accountant.</p>
10	<i>Comparison of the result of physical cash and inventory counts with accounting records</i>	Generally, very little stock is kept on-hand, as it is only ordered when required.

c) **Legislative Compliance**

Number	Details	Comment
1	<i>Monitor compliance with legislation and regulations</i>	This is undertaken each year when the Compliance Audit return is completed. Additionally, Council's operations are subject to an external Audit process each year. Also to assist with this process an internal "Corporate Calendar" has been developed to ensure critical dates are not missed throughout the year, i.e. Annual Returns, review of delegation register...etc
2	<i>Review the annual Compliance Audit Return and reporting to Council of the results of that review</i>	Each year when the Compliance Audit Return is completed it is presented to the Audit Committee and Council for their endorsement within the required timeframe.
3	<i>Review whether the local government has procedures to receive, retain and treat complaints, including confidential and anonymous employee complaints</i>	Council has adequate procedures that deal with such matters and are included in the Staff Induction Manual.
4	<i>Obtain assurance that adverse trends are identified and review management's plans to deal with these</i>	Any adverse trends are identified through the use of monthly management financial reports, these reports are tailored specific for each Executive Manager.
5	<i>Review whether the internal and/or external auditors have regard to compliance and ethics risks in the development of their audit plan and in the conduct of audit projects, and report compliance and ethics issues to the audit committee</i>	Council has adopted the standard template recommended by the Department of Local Government for setting the audit scope. Council currently only uses external auditors. This is an area that has been identified for improvement in relation to documenting internal audit processes.

The Review has confirmed that the Shire has adequate and effective systems and procedures in place for areas covered by the Review. The Review also highlighted those areas where improvements to strengthen the Shire's position are required, and these will be attended as indicated above.

Other areas identified for improvement have been included in the actions section of the Risk Assessment sheets (refer Attachment 2).

Officer/Committee Recommendation/ Resolution

MOTION 8813

Moved Cr KL Carter
Seconded Cr AR Dickins

That Council receives the Chief Executive Officer's review of the appropriateness and effectiveness of the Shire's systems and procedures in relation to risk management, internal controls and legislative compliance as detailed in this report.

CARRIED 7/0

[Click here to access the attachment 9.2.4.1](#)

[Click here to access the attachment 9.2.4.2](#)

9.2.5 Review of Policy Manual

Report Date:	18 April 2017
Applicant:	Shire of Dalwallinu
File Ref:	GO/21
Previous Meeting Reference:	Finance & Audit Committee Meeting – 11 April 2017
Author:	Jean Sutherland, Chief Executive Officer
Senior Officer:	Jean Sutherland, Chief Executive Officer
Voting Requirements:	Simple Majority
Disclosure of Interest:	Nil
Attachments:	Updated Shire of Dalwallinu Register of Policies

Purpose of Report

To endorse the reviewed and updated Shire of Dalwallinu Register of Policies formally known as the Shire of Dalwallinu Policy Manual.

Background

In accordance with Section 2.7(2)(b) of the *Local Government Act 1995*, Council is to determine the Shire's policies.

The last review of the Shire of Dalwallinu Policy Manual was conducted in October 2015.

The Chief Executive Officer and the Senior Management Team have undertaken a review of the current Policy Manual and the updated Register of Policies is now presented to Council to review and endorse.

Policy Requirements

1.1 Policy Manual Amendments

Legislative Requirements

Local Government Act – Section 2.7(2)(b)

Strategic Implications

Nil

Sustainability Implications

Environment

Nil

Economic

Nil

Social (Community Consultation)

Nil

Financial Implications

Nil

Comment

During the staff workshop the following policies were amended/added/deleted:

Old Policy #	New Policy #	Comment
1. GOVERNANCE		
1.1	1.1	No changes
1.2	N/A	Policy deleted as Council pass a resolution each year to set the meeting dates
1.3	1.2	Inclusion of Elected Members Fees & Deputy Presidents allowance into the one policy
1.4	1.2	Incorporated into above policy
1.5	1.3	No changes
1.6	1.4	No changes
1.7	N/A	Policy not required. Is an administrative document. Has been updated in March 2017
N/A	1.5	New Policy
1.8	1.6	No changes
1.9	1.7	Removed duplicate paragraph under Policy and also Guidelines
1.10	1.8	Reworded – Paragraph 1 deleted “and in house” and changed to read “plus in house”. Could have been mis-read to be accommodation and meals up to \$200 per day when it is accommodation paid for plus meals up to \$200 per day.
1.11	1.9	Updated with latest model Code of Conduct
1.12	1.10	Policy wording amended – Intent remains the same
1.13	1.11	Policy wording amended – Intent remains the same
1.14	1.12	Addition of the requirement of a Council Resolution to affix the seal as per the Local Government Act amendment in 2009
1.15	1.13	No changes
1.16	1.14	No changes
1.17	1.15	No changes
1.18	1.16	No changes

2. COMMUNITY SUPPORT		
2.1	2.1	No changes
2.2	2.2	No changes
2.3	2.3	No changes
2.4	2.4	In Paragraph 1 – amend amount to \$20,000(\$10K per round) Addition of Paragraph 2 – two rounds of \$10K each financial year Under Guidelines – delete Point 5 as has the same meaning as Point 1 Addition – All grants to be acquitted by 31 May each year
2.5	2.5	No changes
2.6	2.6	No changes
2.7	2.7	Deleted reference to Attachment 2.7 under Guidelines
2.8	2.8	Addition of wording to advise that the applicant is responsible for the costs associated with the placement of plaques
3. FINANCE		
3.1	3.1	No Changes
3.2	3.2	Amended to reflect latest version
3.3	3.3	No changes
3.4	3.4	No changes
3.5	3.5	Reworded – intent remains the same apart from Thresholds amended – Up to \$10K – direct purchase \$10K - \$39,999 – Two verbal or written quotations
3.6	3.6	Addition of Kalannie Caravan Park to Policy
3.7	3.7	Addition of Manager Works & Services and Manager Regulation & Development Services as authorised persons. Amend policy to be Chief Executive Officer and any one of the other authorised persons and if Chief Executive Officer is absent then to be Deputy and any one of the authorised persons
3.8	3.8	No changes

4. STAFF		
4.1	4.1	Inserted in Paragraph 1 “within the Shire of Dalwallinu” after local emergency services
4.2	4.2	Amended amount of \$2,600 to \$3,900 as per Council Resolution in June 2016. Amended Paragraph 3 under Guidelines to read \$1,300 not \$1,800.
4.3	4.3	Amended to reflect Council Resolution June 2016 – a maximum of \$75 per week subsidy.
4.4	4.4	Amended Manager Assets & Works to Manager Works & Services
4.5	4.5	No changes
4.6	4.6	No changes
4.7	4.7	Inserted “Financial” into first line under Policy to clarify it is per financial year.
4.8	4.8	New Policy – a practice that has been happening with no formal policy to guide it
N/A	4.9	New Policy
5. WORKS		
5.1	5.1	No changes to policy. Title of Officer amended to Manager Works & Services
5.2	N/A	Policy removed as hasn’t been happening but now forms part of the monthly Councillor Information Bulletin
5.3	5.2	No changes
5.4	5.3	Amended – Under Guidelines – replaced Works Supervisor with Manager Works & Services
5.5	5.4	Amended – Under Guidelines – removed Works Supervisor
5.6	5.5	Inserted “signed by landowner” and the Works Supervisor.....
5.7	5.6	No changes
5.8	5.7	Amended Manager Assets & Works to Manager Works & Services
5.9	5.8	No changes
5.10	5.9	No changes
5.11	5.10	No changes
5.12	5.11	No changes
5.13	5.12	Amended Paragraph 1 under Objectives – deleted Council and replaced with Officers. This is a Council policy so policy is guiding Officers not Council.
5.14	5.13	No changes
5.15	5.14	Amended Paragraph 3 under Guidelines – added in the Shire Facebook page and website and deleted Totally Locally and Kalannie Kapers

		as by the time we advertise in those the closure may be out of date Deleted first sentence of Paragraph 4.
5.16	5.15	No changes
6. PLANNING		
6.1	N/A	Policy Revoked 26 February 2008
6.2	6.1	No changes
6.3	6.2	No changes
6.4	6.3	Added “and Planning Policy No 5 Moveable Buildings”
6.5	6.4	Added “and Planning Policy No 5 Moveable Buildings”
6.6	6.5	Included Planning Policies as attachments
6.7	N/A	Deleted – This information will be provided in Councillor Information Bulletin once delegated to MRDS
7. ADMINISTRATION		
7.1	7.1	No changes
7.2	7.2	Amended first line under policy – deleted “Council” and replaced with “the Shire”
7.3	7.3	No changes
7.4	7.4	Inserted Public in Policy title
7.5	7.5	No changes
7.6	N/A	Deleted – not required as covered in the Rates and Charges (Rebates and Deferrals) Act 1992
7.7	7.6	No changes
7.8	7.7	Police re-worded. Intent remains the same

It is to be noted that the Policy Manual is now referred to as the Register of Policies.

Officer/Committee Recommendation Resolution

MOTION 8814

Moved Cr RS Nixon
Seconded Cr KL Carter

That Council endorses the updated Shire of Dalwallinu Register of Policies.

CARRIED 7/0

[Click here to access the attachments](#)

9.3 MATTERS FOR CONSIDERATION – WORKS

Nil

9.4 MATTERS FOR CONSIDERATION – ADMINISTRATION

9.4.1 Western Australian Local Government Association – Annual Convention 2017

Report Date: 18 April 2017
Applicant: Shire of Dalwallinu
File Ref: GR/4 – Government Relations
Previous Meeting Reference: Nil
Author: Jean Sutherland, Chief Executive Officer
Senior Officer: Jean Sutherland, Chief Executive Officer
Voting Requirements: Simple Majority
Disclosure of Interest: Nil
Attachments: 2017 Local Government Convention General Information

Purpose of Report

To provide Council with information and sessions to be held during the 2017 Western Australian Local Government Convention and determine any action required.

Background

The Local Government Convention will be held at the Perth Convention and Exhibition Centre (PCEC) from 2 August to 4 August 2017. The tentative schedule is as follows:

<u>Wednesday 2 August</u>	<u>START</u>	<u>FINISH</u>
State and Local Government Forum	8.30am	12.30pm
Registration for AGM and collection of voting keypads	10.00am	1.30pm
Honour Recipients Luncheon	12.00pm	1.00pm
WALGA AGM opening (including Honours Awards Presentations)	1.30pm	5.30pm
Convention Opening Welcome Reception	5.30pm	7.00pm
<u>Thursday 3 August</u>		
ALGWA AGM and Breakfast	7.00am	8.30am
Opening and Convention Sessions	9.00am	5.30pm
Sundowner	5.30pm	7.00pm
<u>Friday 4 August</u>		
Convention Breakfast with Matthew Pavlich	7.30am	8.45am
Convention Sessions	9.00am	3.30pm
Convention Gala Dinner	7.00pm	11.30pm

Policy Requirements

1.7 Members Conference/Course Attendance and Partners Expenses

Legislative Requirements

Nil

Strategic Implications

Nil

Sustainability Implications

Environment

Nil

Economic

Nil

Social (Community Consultation)

Nil

Financial Implications

A budget allocation will be provided in the 2017-2018 budget to cover the costs associated with attendance at the Annual Convention.

Comment

The Annual General Meeting (AGM) of the Western Australian Local Government Association (WALGA) is to be held on Wednesday 2 August 2017 at 1.30pm at the PCEC.

Councils are invited to submit any motion that meets the requirements outlined in the attachment by Monday 5 June 2017.

Delegates will need to be appointed to vote on motions put forward for consideration at the AGM.

Officer Recommendation

That Council:

1. Appoint Cr _____ and Cr _____ as the Shire of Dalwallinu Delegates for the WALGA Annual General Meeting to be held on Wednesday 2 August 2017;
2. Authorise the Shire President and Chief Executive Officer to attend the State Local Government Forum on Wednesday 2 August 2017;
3. Authorise Crs _____ to attend the Local Government Convention to be held from 2 August to 4 August 2017;
4. Meets the costs of registration and accommodation for all delegates, partners and Chief Executive Officer;
5. Request that any items for consideration by Council for inclusion in the WALGA AGM be submitted to the Chief Executive Officer by 9 May 2017 for discussion at the Council meeting on 23 May 2017.

Resolution

MOTION 8815

Moved Cr RS Nixon
Seconded Cr KM McNeill

That Council:

1. Appoint Cr SC Carter and Cr RS Nixon as the Shire of Dalwallinu Delegates for the WALGA Annual General Meeting to be held on Wednesday 2 August 2017;
2. Authorise the Shire President and Chief Executive Officer to attend the State Local Government Forum on Wednesday 2 August 2017;
3. Authorise Crs: SC Carter, RS Nixon, GH Sanderson, KM McNeill and AR Dickins, and the Chief Executive Officer to attend the Local Government Convention to be held from 2 August to 4 August 2017;
4. Meets the costs of registration and accommodation for all delegates, partners and Chief Executive Officer;
5. Request that any items for consideration by Council for inclusion in the WALGA AGM be submitted to the Chief Executive Officer by 9 May 2017 for discussion at the Council meeting on 23 May 2017.

CARRIED 7/0

[Click here to access the attachments](#)

10 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

11 MOTIONS OF WHICH NOTICE HAS BEEN RECEIVED

Nil

12 QUESTIONS FROM MEMBERS WITHOUT NOTICE

Nil

13 NEW BUSINESS OF AN URGENT NATURE (introduced by decision of the meeting)

PROCEDURAL MOTION 8816

Moved Cr RS Nixon
Seconded Cr AR Dickins

That Council consider two item/s of urgent/late business.

CARRIED 7/0

13.1 Unbudgeted Expenditure – Fleet Vehicles

Report Date: 18 April 2017
Applicant: Shire of Dalwallinu
File Ref: PS/6 Fleet Management
Previous Meeting Reference: Nil
Author: Will Taylor, Manager Works & Services
Senior Officer: Jean Sutherland, Chief Executive Officer
Voting Requirements: Absolute Majority
Disclosure of Interest: Nil
Attachments: Summary of Quotes

Purpose of Report

Council is requested to authorise the unbudgeted expenditure to purchase four (4) light fleet vehicles which were planned to be purchased next financial year.

Background

Effective from 1 July 2017, local governments will no longer be granted a concession on licensing fees and stamp duty charges.

Council's Plant Replacement Program has a Grader, Truck and four (4) light vehicles which are planned to be purchased in the 2017-18 financial year.

Given the timeframes it is unlikely that the grader and truck can be delivered prior to 30 June 2017, therefore the request is to bring forward the purchase of the four (4) light vehicles.

Policy Requirements

3.5 Purchasing

Legislative Requirements

Nil

Strategic Implications

Nil

Sustainability Implications

Environment

Nil

Economic

Nil

Social (Community Consultation)

Nil

Financial Implications

Council's Plant Replacement Program indicates that the changeover for the four vehicles in 2017-2018 is expected to be \$79,759. Bringing forward the purchase of the four (4) light vehicles to this financial year indicates a savings of \$32,861 plus a savings on the stamp duty of \$8,500.

The funds to cover the net changeover can be transferred from the Plant Reserve which has a balance of \$745,181.

Comment

The four (4) vehicles that are due for replacement in the 2017-2018 budget, as per Council's Plant Replacement Program are:

- Hyundai iLoad (Cleaner) – traded in for a Hyundai iLoad
- Ford Ranger (Manager Works & Services) – traded in for a Toyota Hilux
- Holden Colorado (Works Supervisor) – traded in for a Holden Colorado
- Holden Colorado 7 (Chief Executive Officer) – traded in for a Holden Colorado Trailblazer

As per the current Policy 3.5 Purchasing, three quotes for each vehicle were sourced and the recommended supplier and prices are listed below:

Vehicle	Supplier	Purchase Price ex GST	Trade In ex GST	Net Changeover ex GST
Hyundai iLoad	Clarkson Hyundai	33,031.82	18,181.82	14,850.00
Toyota Hilux	Scarboro Toyota	44,034.63	23,636.36	20,398.27
Holden Colorado Trailblazer	Goldy Holden	39,366.42	32,272.73	7,093.69
Holden Colorado 4x4 Crew Cab	Shacks Holden	31,061.00	26,505.45	4,555.55
	TOTAL:	147,493.87	100,596.36	46,897.51

Officer Recommendation/Resolution

MOTION 8816

Moved Cr GH Sanderson
Seconded Cr RS Nixon

That Council:

1. authorise the unbudgeted net changeover expenditure of \$46,897.51 to purchase the following vehicles:
 - a) 2017 Hyundai iLoad TQ3 from Clarkson Hyundai
 - b) 2017 Toyota Hilux 4WD Double Cab from Scarboro Toyota
 - c) 2017 Holden Colorado Trailblazer LTZ from Goldy Holden
 - d) 2017 Holden Colorado 4x4 Crew Cab from Shacks Holden

2. transfer the net changeover from the Plant Reserve to cover the unbudgeted expenditure.

CARRIED BY ABSOLUTE MAJORITY 7/0

[Click here to access the attachment](#)

13.2 Appointment of Committee Member (Finance & Audit and Community Services & Economic Development Committees)

Report Date:	18 April 2017
Applicant:	Shire of Dalwallinu
File Ref:	GO/12 Councillors - Committees
Previous Meeting Reference:	SCM 20 October 2015 Motion 8423 & 8425
Author:	Jean Sutherland, Chief Executive Officer
Senior Officer:	Jean Sutherland, Chief Executive Officer
Voting Requirements:	Absolute Majority
Disclosure of Interest:	Nil
Attachments:	Nil

Purpose of Report

Council is requested to appoint a Committee Member to both the Finance & Audit and Community Services & Economic Development Committees.

Background

With the resignation of former Councillor Ian Hyde in February 2017, this has left a vacant position on both the Finance & Audit Committee and the Community Services & Economic Development Committees.

All appointments to Standing Committees must be by way of Absolute Majority decision of Council.

Policy Requirements

Nil

Legislative Requirements

Local Government Act 1995 – Section 5.10

Strategic Implications

Nil

Sustainability Implications

Environment

Nil

Economic

Nil

Social (Community Consultation)

Nil

Financial Implications

Nil

Comment

At the Special Meeting of Council held 20 October 2015, Council appointed the following members to their Standing Committees:

Finance and Audit Committee

Cr NW Mills, Cr RS Nixon, Cr IW Hyde and Cr KL Carter

Deputies: Cr SC Carter, Cr KM McNeill, Cr MC Huggett, Cr AR Dickins, Cr GH Sanderson

Note: Cr Huggett was replaced by Cr KJ Christian at the Ordinary Meeting of Council held 28 June 2016.

Community Services and Economic Development Committee

Cr NW Mills, Cr MC Huggett, Cr SC Carter, Cr KM McNeill, Cr AR Dickins, Cr IW Hyde

Deputies: Cr RS Nixon, Cr KL Carter, Cr GH Sanderson

Note: Cr Huggett was replaced by Cr KJ Christian at the Ordinary Meeting of Council held 28 June 2016.

Officer Recommendation

That Council:

1. Appoint Cr _____ as a member of the Finance and Audit Committee.
2. Appoint Cr _____ as a member of the Community Services & Economic Development Committee.

Resolution

MOTION 8817

Moved Cr RS Nixon

Seconded Cr KM McNeill

That Council:

1. Appoint Cr SC Carter as a member of the Finance and Audit Committee.
2. Appoint Cr RS Nixon as a member of the Community Services & Economic Development Committee.

CARRIED BY ABSOLUTE MAJORITY 7/0

14 MEETING CLOSED TO THE PUBLIC – CONFIDENTIAL BUSINESS As per Local Government Act 1995, Section 5.23(2)

15 SCHEDULING OF MEETING

MOTION 8818

Moved Cr KM McNeill

Seconded Cr NW Mills

That an Ordinary Meeting of Council be held on 23 May 2017 at Council Chambers, Dalwallinu commencing at 3.30pm.

CARRIED 7/0

16 CLOSURE

There being no further business, the Chairperson closed the meeting at 4.05pm.

17 CERTIFICATION

I, **Steven Clifford CARTER**, certify that the Minutes of the meeting held on 18 April 2017, as shown on page numbers 1 to 208 were confirmed as a true record at the meeting held on 23 May 2017.

CHAIRPERSON

DATE