



# SHIRE OF WOODANILLING

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## ORDINARY MEETING OF COUNCIL Minutes 19 February 2019

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*These Minutes of the meeting held 19 February 2019 are confirmed as a true and correct record of proceedings without amendment. Confirmed on 19 March 2019 by the Presiding Member, Cr HR Thomson.*

.....  
Cr HR Thomson Presiding Member

19 March 2019

## ORDINARY MEETING OF COUNCIL AGENDA

### 1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Meeting opened 4pm

#### 1.1. DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY

Division 6 Subdivision 1 of the Local Government Act 1995 requires Council Members and Employees to declare any direct or indirect financial interest or general interest in any matter listed in this Agenda.

The Act also requires the nature of the interest to be disclosed in writing before the meeting or immediately before the matter be discussed.

NB: A Council member who makes a disclosure must not preside or participate in, or be present during, any discussion or decision making procedure relating to the declared matter unless the procedures set out in Sections 5.68 or 5.69 of the Act have been complied with.

#### DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY

Disclosures of Interest Affecting Impartiality are required to be declared and recorded in the minutes of a meeting. Councillors who declare such an interest are still permitted to remain in the meeting and to participate in the discussion and voting on the particular matter. This does not lessen the obligation of declaring financial interests etc. covered under the Local Government Act.

To help with complying with the requirements of declaring Interests Affecting Impartiality the following statement is recommended to be announced by the person declaring such an interest and to be produced in the minutes.

"I (give circumstances of the interest being declared, eg: have a long standing personal friendship with the proponent). As a consequence there may be a perception that my impartiality on this matter may be affected. I declare that I will consider this matter on its merits and vote accordingly".

#### INTERESTS TO DECLARE

Mr Fletcher has a direct interest in Item 10.8

Mr Fletcher has an impartial interest in Items 10.7 and 10.11

### 2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

#### Present:

Cr HR Thomson	Shire President	Cr T Brown	
Cr T Young	Deputy Shire President	Cr M Trimming	
Cr D Douglas		Sean Fletcher	Acting CEO
Cr P Morrell		Sue Dowson	Deputy CEO

#### Apologies:

Nil

### 3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

N/A

### 4. PUBLIC QUESTION TIME

Nil

### 5. PETITIONS / DEPUTATIONS / PRESENTATIONS

Donna Morgan Peter Cuppit and Cindy Pearce entered the meeting at 4.05pm

Donna Morgan gave a presentation to Council on the MAF 2 project for Woodanilling. She then sort input around the project from the Council members. Ms Morgan and Mr Cuppit then answered questions and provided further advice regarding some of the aspects of the MAF 2 project and what could be included for MAF 3.

Ms Pearce then presented her report on current CESM activities.

Donna Morgan Peter Cuppit and Cindy Pearce left the meeting at 4.55 pm.

Staff member Colleen Pollard entered the meeting at 5.03pm

## **6. APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

## **7. ANNOUNCEMENTS BY SHIRE PRESIDENT AND/OR DEPUTY PRESIDENT WITHOUT DISCUSSION**

The Shire President and Deputy Shire President and Cr Morrell attended John Cowcher's funeral in Williams it has been decided that a bunch of flowers will be sent to Heidi Cowcher John's wife on the 16<sup>th</sup> March 2019.

The Shire President thanked Councillors and staff for their participation and organisation of the Australia Day Breakfast he noted that it was a successful well run event.

## **8. CONFIRMATION OF COUNCIL MEETING MINUTES:**

### **8.1. ORDINARY MEETING OF COUNCIL HELD – 18/12/2018**

#### **COUNCIL DECISION ITEM 8.1 CONFIRMATION OF 18/12/2018 COUNCIL MEETING MINUTES**

Moved Cr Morrell seconded Cr Brown that the Minutes of the Ordinary Meeting of Council held 18 December 2018 be confirmed as a true and correct record of proceedings without amendment.

**CARRIED 6/0**

## **9. CONFIRMATION OF OTHER MEETING MINUTES:**

Nil

## 10. OFFICER'S REPORTS

### 10.1. ADOPTION OF 2017/2018 ANNUAL REPORT AND ANNUAL FINANCIAL STATEMENTS

<b>Proponent</b>	Sean Fletcher, Acting CEO
<b>Owner</b>	N/A
<b>Location/Address</b>	N/A
<b>Author of Report</b>	Sean Fletcher , Acting CEO
<b>Date of Meeting</b>	19 February 2019
<b>Previous Reports</b>	OCM May 2018
<b>Disclosure of any Interest</b>	Nil
<b>File Reference</b>	4.3.4
<b>Attachments</b>	Attachment 10.1.1 - 2017-2018 Annual Report including the 2017-2018 Annual Financial Statements and OAG Documents under separate cover

#### BRIEF SUMMARY

Council is requested to adopt the 2017/2018 Annual Report including the Annual Financial Statements and to set the date for the Annual Elector's Meeting.

#### BACKGROUND

A local government is required to prepare an annual report each year based on the preceding financial year that also includes the annual financial statements for that year. Council is required to adopt this report by 31 December each year and to select when to hold the annual meeting of electors to discuss the annual report and other matters.

The Annual Report must also include a review of the Shire's Corporate Business Plan for the relevant financial year and indications of what is to be achieved for the next financial year.

The Audit Committee met with Ms Kellie Tonich (Office of the Auditor General) and Mr Russell Harrison (Auditor – Lincolns) on 18 December 2018. The outcome of the meeting was that the Audit Committee advised Council that it had held the exit review meeting and for Council to adopt the signed off 2017/018 Annual Financial Statements once received from the Office of the Auditor General.

At its meeting on 18 December 2018, Council resolved the following:

#### **OFFICER'S RECOMMENDATION AND COUNCIL DECISION – REVIEW OF THE 2017-18 ANNUAL FINANCIAL STATEMENT**

Moved Cr Douglas seconded Cr Young that Council:

- Acknowledges the Audit Committee has held the exit interview regarding the audit of the Shire's 2017/2018 Annual Financial Statements.
- Adopts the recommendations from the exit interview as follows:
  - a. To adopt the signed off 2017/2018 Annual Financial Statements once received from the Office of the Auditor General via the Shire's appointed Auditor (Lincolns);
  - b. That under Regulation 16 of the *Local Government (Audit) Regulations 1996*, in conjunction with the CEO, Council is satisfied for the Audit Committee to:
    - Oversee the required actions from the Auditor's Report;
    - Prepare the necessary report addressing the matters concerned;
    - Present the prepared report to Council so that a copy may then be forwarded to the Minister.

**CARRIED 5/0**

The 2017/2018 Annual Financial Statements were signed off by the OAG and submitted to the Shire's OAG Portal immediately after the Audit Committee meeting. This meant however, that the author did not have time to finalise the annual report including inserting the annual financial statements and the auditor's report for the Council meeting on 18 December 2018 immediately following that of the Audit Committee. As a result the Shire has not met the requirement to adopt the Annual Report by 31 December 2018. In this situation, the Annual Report must be adopted within two months of receiving the auditor's report. The Annual Meeting of Electors must be held within 56 days of adopting the Annual Report.

The author has now compiled the 2017/2018 Annual Report and included the 2017/2018 Annual Financial Statements and other documents from the Office of the Auditor General including its opinion, the CEO's (Shire's) Management Letter and its attachment that list matters for correction. The Annual Report is presented for Council's acceptance.

### **STATUTORY/LEGAL IMPLICATIONS**

The relevant legislation regarding the annual financial statements and the annual report is as follows:

#### **Local Government (Audit) Regulations 1996**

##### **16. Functions of audit committee**

An audit committee has the following functions (in part) —

- (a) to guide and assist the local government in carrying out —
  - (i) its functions under Part 6 of the Act; and *Local Government (Audit) Regulations 1996*
  - (ii) its functions relating to other audits and other matters related to financial management
- (b) to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under Part 7 of the Act
- (e) to support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government;
- (f) to oversee the implementation of any action that the local government —
  - (i) is required to take by section 7.12A(3)\*; and
  - (ii) has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a)\*\*.

**\*Section 7.12A(3) requires a local government to examine an audit report received, determine any matters raised in the audit report require action and ensure appropriate action is taken regarding these matters**

**\*\* Section 7.12A(4)(a) requires a report addressing any matters identified as significant by the auditor and the action it will take to address such matters.**

#### **Local Government (Financial Management) Regulations**

##### **Regulation 51(2)**

A copy of the annual financial report of a local government is to be submitted to the Departmental CEO within 30 days of the receipt by the local government's CEO of the auditor's report.

#### **Local Government Act 1995**

##### **5.27 Electors' general meetings (Annual Electors' Meeting)**

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

##### **5.53 Annual reports (in part)**

- (1) The local government is to prepare an annual report for each financial year.
- (2) The annual report is to contain:
  - (f) the financial report for the financial year
  - (h) the auditor's report prepared under section 7.9(1) or 7.12AD(1) for the financial year; and

##### **5.54 Acceptance of annual reports**

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

\* Absolute majority required.

- (2) If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

##### **5.55 Notice of annual reports**

The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.

#### **5.55A Publication of annual reports**

The CEO is to publish the annual report on the local government's official website within 14 days after the report has been accepted by the local government

### **6.4 Financial report**

#### **6.4.4**

(1) A local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.

(2) The financial report is to —

- (a) be prepared and presented in the manner and form prescribed; and
- (b) contain the prescribed information.

(3) By 30 September following each financial year or such extended time as the Minister allows, a local government is to submit to its auditor —

- (a) the accounts of the local government, balanced up to the last day of the preceding financial year; and
- (b) the annual financial report of the local government for the preceding financial year.

### **7.9. Audit to be conducted**

(1) An auditor is required to examine the accounts and annual financial report submitted for audit and, by the 31 December next following the financial year to which the accounts and report relate or such later date as may be prescribed, to prepare a report thereon and forward a copy of that report to —

- (a) the mayor or president; and
- (b) the CEO of the local government; and
- (c) the Minister.

(2) Without limiting the generality of subsection (1), where the auditor considers that —

- (a) there is any error or deficiency in an account or financial report submitted for audit; or
- (b) any money paid from, or due to, any fund or account of a local government has been or may have been misapplied to purposes not authorised by law; or
- (c) there is a matter arising from the examination of the accounts and annual financial report that needs to be addressed by the local government, details of that error, deficiency, misapplication or matter, are to be included in the report by the auditor.

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

The Shire has now received from the Office of the Auditor General (OAG) the invoice for the annual financial audit for \$28,000 (ex GST). The funds allocated in the 2018-2019 Budget to the Audit Fees Account – 042121 is \$28,000.

The Shire will still need funds to conduct the interim audit in April/May 2019. The OAG is in the process of letting a tender for new auditors to conduct the audit process.

### **STRATEGIC IMPLICATIONS**

#### **Theme 3**

#### **Governance**

#### **GOALS**

#### **Short Term**

**GO.10** Implementation of community consultation process that link the Council and the community to ensure open and accountable government

#### **Ongoing**

**GO.4** Financial management Plan – implementation and regular reporting on long term plan**CONSULTATION/COMMUNICATION**

The former CEO, Ms Knight compiled much of the annual report. Mr Fletcher reviewed and included information regarding the Shire's Corporate Business Plan.

The Audit Committee and Council reviewed the 2017/2018 Annual Financial Statements at their respective meetings on 18 December 2018.

Mr Fletcher also spoke to Mr Chris Martain (Lincolns) on 16 January 2019 regarding the current tender process to conduct audits on behalf of the OAG. The tender process is expected to be completed by 31 March 2019.

**RISK IMPLICATIONS**

Non completion of the Annual Report and the Annual Financial Statements or that they have not been compiled correctly is very much a compliance risk. For the Shire of Woodanilling this is a moderate consequence (short term non-compliance with significant regulatory requirements imposed e.g. implementation of a management plan to improve practices). Based on the compilation of the Annual Report in the last two years, it has not met the statutory timeframe so the measure of likelihood is the circumstance occurring at least once per year or "likely". This makes the matter overall high risk. The reasons for lateness has been due in part to the change in the audit process from Shire appointed auditors to auditors appointed by the Office of the Auditor General and the change in CEO during the latter part of 2018. It is expected that the future compilation of the annual report and the annual financial statements will fall back into normal parameters once the new auditors are appointed and with the commencement of the new CEO thus making the risk moderate/low.

**COMMENT**

The Annual Report contains five key areas of information:

1. The President's Report and the CEO's reports summarising the status of the Shire's achievements for 2017/2018 and advice that there were no complaints lodged against elected members and inclusion of the number of employees paid a salary of \$100,000 or more;
2. An overview of the services and the facilities that the Shire provided in 2017/2018. This in essence consists of the key statistics at a glance and a list of the services to the community;
3. The status of the Corporate Business Plan, so goals progressed during 2017/2018 along with matters or actions to be considered in 2018/2019. For 2017/2018, the Shire needed to progress 40 goals. Of these, the Shire was able to complete six goals (15%), progress a further 11 (28%) and either did not commence or made little headway with the remaining 23 goals (57%) due to a lack of staff and financial resources and time or because a goal is no longer relevant, or there has been changes to funding arrangements.;
4. Meeting of the Shire's Statutory Obligations including its level of compliance with Freedom of information, Equal Opportunity, Occupational Safety and Health, Disability Access, Record Keeping and the National Competition Policy; and
5. The Annual Financial Statements, the Audit Opinion (Auditor's Report) and matters to be addressed (Management Plan). In particular, the matter regarding the valuation of the Shire's bridge assets which has now been addressed. These assets will be revalued at the same time that the road network assets are revalued.

Past practice has been that the Annual Meeting of Electors is held after a relevant Council meeting that best fits the time frame required. In this case it would be appropriate to hold the meeting on 19 February 2019 at 7:30PM.



**VOTING REQUIREMENTS**

**Absolute Majority** to accept the 2017/2018 Annual Report

Cr Douglas left the meeting at 5.10pm

**OFFICER'S RECOMMENDATION AND COUNCIL DECISION– ITEM 10.1 ADOPTION OF 2017/2018 ANNUAL REPORT**

Moved: Cr Morrell

Seconded: Cr Young

That Council under section 5.54 of the *Local Government Act 1995* accepts the Shire's 2017/2018 Annual Report in Attachment 10.1.1 that also includes:

- The 2017/2018 Annual Financial Statements; and
- The Auditor's Report (Audit Opinion) compiled in accordance with Section 7.9 of the *Local Government Act 1995*.

**CARRIED BY ABSOLUTE MAJORITY 5/0**

Cr Douglas return to the meeting at 5.11pm

**Simple Majority** for the setting the date for the Annual Electors Meeting:

**OFFICER'S RECOMMENDATION AND COUNCIL DECISION– ITEM 10.1 SETTING OF THE MEETING OF ANNUAL ELECTORS REGARDING THE 2017/2018 ANNUAL REPORT**

Moved: Cr Morrell

Seconded: Cr Young

That Council under Section 5.27 of the *Local Government Act 1995*, sets the date for the Annual Electors Meeting to be Tuesday 19 February 2019, at 7:30PM.

**CARRIED 6/0**

## 10.2. UPDATE REGARDING INTEGRATED PLANNING - MAJOR REVIEW (SCP AND CBP)

<b>Proponent</b>	Sean Fletcher, Acting CEO
<b>Owner</b>	N/A
<b>Location/Address</b>	N/A
<b>Author of Report</b>	Sean Fletcher, Acting CEO
<b>Date of Meeting</b>	19 February 2019
<b>Previous Reports</b>	Strategic Community Plan OCM August – 2013; Desk Top Review 2016; Initiation of Major Review OCM December 2017
<b>Disclosure of any Interest</b>	Nil
<b>File Reference</b>	4.1.39A
<b>Attachments</b>	Attachment 10.2.1 – 2019 MARKYT Community Scorecard

### BRIEF SUMMARY

Council is asked to accept the update on the Major Review of the Strategic Community Plan Corporate Business Plan.

### BACKGROUND

#### Commencement of Review

Council considered a report from the CEO, Ms Knight at its meeting on 19 December 2017 regarding the major review of the Strategic Community Plan, the Corporate Business Plan and the informing strategies to these plans. Ms Knight also advised in her report that the Shire was a member of the Great Southern Peer Support Program that was implemented jointly by the City of Albany and the Shire of Denmark for all 11 local governments in the Great Southern regarding creating tools to make the Integrated Planning and Reporting Framework more meaningful and relevant for each member local government. This project was initiated by Stephen Grimmer, Facilitator Strategy & Improvement at the City of Albany. The project has been widely congratulated by the Minister for Local Government and the Parliament.

Accordingly, Council resolved at its meeting:

#### OFFICER'S RECOMMENDATION AND COUNCIL DECISION– ITEM 10.2 INTEGRATED PLANNING – MAJOR REVIEW.

Moved Cr Young seconded Cr Morrell that Council:

- Endorses the attached Community Survey;
- Instructs the CEO to distribute the survey via post and electronic means, and makes the survey available for the Australia Day Breakfast; and
- Sets the closing date for submissions as 28/02/2018.

**CARRIED 6/0**

### Community Engagement in2018

In the first half of 2018, the Shire did receive a number of survey responses. However, it struggled to obtain the requisite number. For example, at the March 2018 Council meeting it was reported that:

- A total six survey responses received;
- Seven people participated at the Well-Aged Home units;
- The survey response at the Australia Day Breakfast was very low (2 responses);
- The Publican was able to obtain some feedback from his clientele, this was unquantifiable;
- The target is 42 responses. CEO to consider other engagement methods.

It was also resolved on the recommendation of the Community Development Committee at the March 2018 Council meeting that the CEO be instructed to engage a suitable facilitator to run a workshop on the future needs of the Woodanilling community in August 2018 (note it was then deferred to September 2018). This workshop did not eventuate.

### Recommencement of Community Engagement Process

At the Briefing Session on 18 December 2018, Council indicated that it would prefer for the incoming CEO Mr Stephen Gash to pick up and complete the major review. However, Mr Fletcher is to progress the engagement process with the community.

Although Ms Knight did participate as part of the Great Southern Peer Support Program, she was not able to, in the limited time she had available, progress the development of templates and reporting tools for the Shire.

The Acting CEO and the Deputy CEO met with Stephen Grimmer on 19 December 2018. At the meeting, it was discussed:

- Catalyse to undertake the MARKYT Scorecard for all local governments in the region. This is not only a regional survey, but a local survey at the same time that can be used to evaluate the Shire's service delivery, identify key projects for the future and provide supporting information for applications seeking funding for joint or regional projects. The cost to the Shire of Woodanilling would be \$5,000;
- The major review for the Strategic Community Plan should be refresh. So re- do and simplify;
- Stephen said that he is happy to assist develop a new strategic planning template;
- Once the new Strategic Community Plan has been developed, it's a matter of developing the Corporate Business Plan and its reporting template;
- The Acting CEO and Deputy CEO can meet Mr Grimmer and Ms Murray at any time;
- There is going to be an IPR Conference in Perth in April 2019 with the focus on expanding the Great Southern IPR Peer Support Group for other regions to follow.

Since then, the author has been able to report on the status of the Corporate Business Plan for the 2017/18 Annual Report. He has also undertaken the December Quarterly Review 2018 to advise Council on the status of the Corporate Business Plan for 2018/19.

### **STATUTORY/LEGAL IMPLICATIONS**

*Local Government Act 1995, S5.56(1)*

*Local Government (Administration) Regulations 1996*

### **POLICY IMPLICATIONS**

Policy 84 – Community Engagement. This policy identifies that the Shire undertakes a level of engagement that will benefit both the community and the Shire.

Under the policy, the Shire of Woodanilling endeavours to undertake community engagement when:

1. A decision is likely to have significant impact on a particular individual or group in the community
2. There is, or likely to be, strong community concern or interest in the issue;
3. The proposal before the Council is anticipated to have significant impact on the economy, lifestyle and/or environment of the Shire and/or its residents;
4. Significant changes to the current or future use of land or infrastructure within the Shire is being considered;
5. Information is needed by Councillors and/or staff about community needs, priorities or values to ensure planning is appropriate and responsive;
6. The Council wishes to ensure all groups, including minority or disadvantaged groups have information about an opportunity to contribute to the operations and/or the planning for the Council's services, facilities and programmes.

It should also be noted that the level of engagement is expected to be at the involved and collaborative levels. We should be working as a partnership – so hand in hand with the community.

### **FINANCIAL IMPLICATIONS**

The cost to participate and undertake the survey with an analytical report from Catalyse is \$5,000.

It is proposed that the funds for the Scorecard survey are allocated from the LGIS bonus payments of \$21,000 that currently sit in the Shire's Trust Account. This would be amended at the December (six monthly) Budget Review.

### **STRATEGIC IMPLICATIONS**

#### **Theme 3**

#### **Governance**

**VISION**

- To attract and retain quality Councillors and Staff
- To have Councillors who are trained and qualified in their roles and responsibilities

**OBJECTIVES**

- To promote continual improvement that is supported by efficient and effective governance structures and processes
- To ensure community consultation is carried out in a manner that bridges the gap between what the community expect and what the Council can deliver

**STRATEGIES**

- By ensuring legislation is used to effectively enable quality decision making

**CONSULTATION/COMMUNICATION**

The author has kept councillors informed of the progress of this matter in his weekly updates.

**COMMENT**

The requirement to meet the basis standard under the SCP Guidelines regarding the level of engagement the Shire is:

- Two types of engagement. In this case a suitable survey and a community workshop; and
- 10% of the population of 250 people, whichever is the lesser.

Since December 2019, all local governments within the Great Southern have been working together to develop the MARKYT Scorecard (Survey).

In all 110 scorecards at a cost of \$157 will be issued to the Shire of Woodanilling by 7 March 2019 based on active residences within the district. Residents will be given the choice of undertaking the Scorecard in hardcopy form or on-line. They will have until the end of March 2019 to complete the Scorecard. The final version of this Scorecard is provided in Attachment 10.2.1.

The scorecard approach is expected to deliver a good number of responses and in the form of data that meets credible sampling requirements.

The Shire will then need to schedule the community and local government workshops (Council, CEO and staff). These can be conducted in March 2019. The outcomes from the engagement process can then be used by the new CEO through April to July to develop:

- The new succinct Strategic Community Plan;
- A Corporate Business Plan and progress reporting template;
- The new Long Term Financial Management Plan;
- The new Workforce Plan; and
- Inform the existing Asset Management Plans.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION AND COUNCIL DECISION– ITEM 10.2 UPDATE REGARDING INTEGRATED PLANNING**

Moved: Cr Morrell

Seconded: Cr Trimming

That Council:

1. Accept the Acting Chief Executive Officer's report on the update to the Shire of Woodanilling's Major Review of its Integrated Planning and Reporting Framework (including the major review process for the Strategic Community Plan and the Corporate Business Plan).
2. Endorse the Catalyse MARKYT Scorecard Survey of the Woodanilling District as in Attachment 10.2.1.

**CARRIED 6/0**

### 10.3. CORPORATE BUSINESS PLAN - DECEMBER 2018 QUARTERLY REPORT

<b>Proponent</b>	Sean Fletcher, Acting CEO
<b>Owner</b>	N/A
<b>Location/Address</b>	N/A
<b>Author of Report</b>	Sean Fletcher, Acting CEO
<b>Date of Meeting</b>	19 February 2019
<b>Previous Reports</b>	See Item 10.2 in today's agenda
<b>Disclosure of any Interest</b>	Nil
<b>File Reference</b>	4.1.39A
<b>Attachments</b>	Attachment 10.3.1 - CBP Quarterly Review – December Quarter 2018

#### BRIEF SUMMARY

Council is asked to accept the quarterly review of the Shire's Corporate Business Plan for the December 2018 Quarter.

#### BACKGROUND

In accordance with the Integrated Planning and Reporting Guidelines – Corporate Business Plan, the CEO should advise the Council on the status of the Shire's strategic direction at least on a quarterly basis.

The Shire of Woodanilling went through a transition phase in the December 2018 quarter with the former CEO resigning and then taking leave until 31 December 2018. The Acting CEO commenced towards the end of October 2018 and has reviewed the Shire's strategic position, service provision, governance and administration and staff capacity and capability.

The impact of the transition has meant that the Acting CEO in-hand with staff and the Council were unsure of the status of the Corporate Business Plan. The Plan has not been reported on previously except in the Shire's annual report.

Accordingly, the author has completed a review of the Shire's Corporate Business Plan for the December 2018 Quarter.

#### STATUTORY/LEGAL IMPLICATIONS

Integrated Planning and Reporting Guidelines – Corporate Business Plan

#### POLICY IMPLICATIONS

Nil

#### FINANCIAL IMPLICATIONS

Nil

#### STRATEGIC IMPLICATIONS

##### Article I. Theme 3

##### Article II. Governance

##### Article III. VISION

To attract and retain quality Councillors and Staff

To have Councillors who are trained and qualified in their roles and responsibilities

##### Article IV. OBJECTIVES

To promote continual improvement that is supported by efficient and effective governance structures and processes

To ensure community consultation is carried out in a manner that bridges the gap between what the community expect and what the Council can deliver

##### Article V. STRATEGIES

By ensuring legislation is used to effectively enable quality decision making

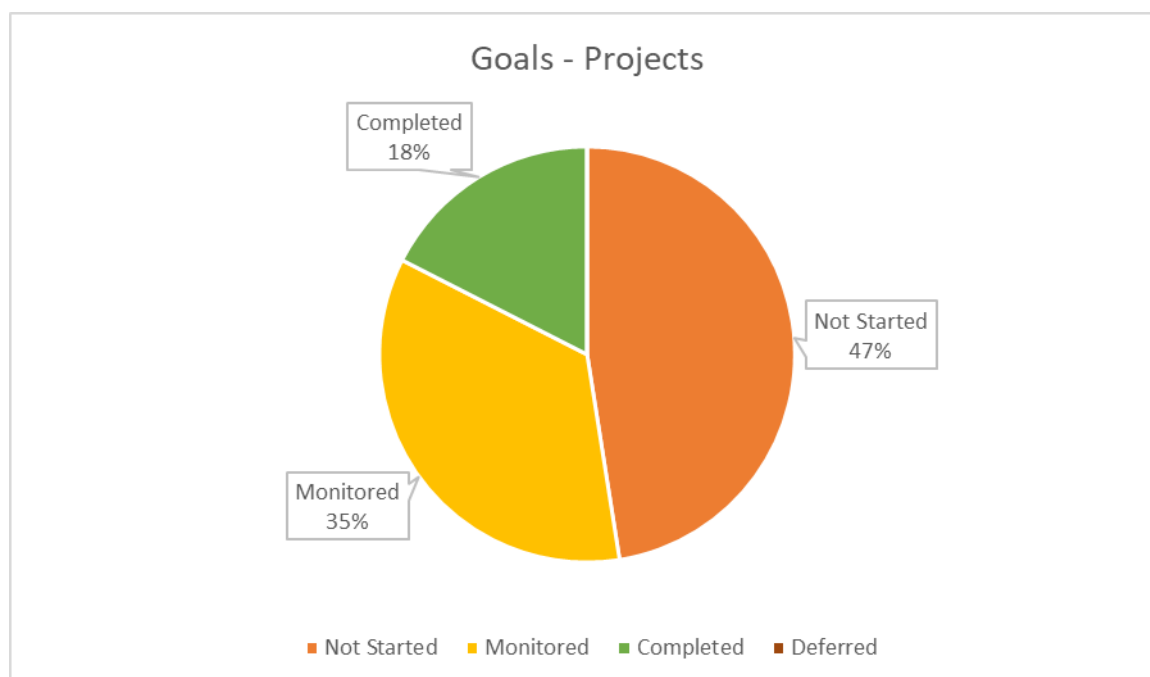
## CONSULTATION/COMMUNICATION

The author has reviewed the quarterly update with the Deputy CEO and the Works Supervisor. The update was also presented to the February 2019 Briefing Session

## COMMENT

The Acting CEO has now reviewed the status of the Corporate Business Plan. In all there are 40 key actions to be achieved. The overall status of the key actions is as follows:

- 47% of projects had little or no progress against them;
- 35% of projects had considerable progress made;
- 18% of projects were either completed or substantial progress made leading to a completion outcome.



**Diagram 1 – Level of Completion**

Diagram 1 shows that overall the Shire is at the monitoring (sound) level regarding its key activities for 2018/19. However, it will quickly slip back to an inactive level of output if the “Monitored” and “Off Track” (OT or Not Started) activities are not progressed.

Key impacts or roadblocks identified at this time to achieving a solid outcome for 2018/19 include a lack of resources (staff and financial) and perhaps that some goals are not realistic or achievable due to cost, time and staff support.

Theme	OT	M	C	D	Total
Social – Community Facilities	6	2	2	0	10
Social – Community Well Being	4	1	0	0	5
Environment	1	3	0	0	4
Civic Leadership – Law & Order	0	1	2	0	3

Civic Leadership – Customer Service	0	4	1	0	5
Civic Leadership - Governance	3	2	2		7
Economic – Road & Transport	5	1	0	0	6
<b>Total</b>	<b>19</b>	<b>14</b>	<b>7</b>	<b>0</b>	<b>40</b>

### Legend

Indicator	Level of Completion	Comment
Off-track	0 – 49%	Projects generally in this category have not started or have stalled due to loss of funding
Monitoring	50 – 69%	Projects that are well underway, but may be prone to going off-track
On-track	70 – 100%	Projects that are well on-track or completed
Deferred		Projects that are no longer relevant or put back until they can be suitably resources

**Table 1 – Breakdown of Level of Completion by Strategic Theme**

It can be seen in Table 1, the Shire has struggled to adequately progress three of its strategic themes. This includes Social - Community Facilities, Social – Community Well-Being and Economic – Roads and Transport. Generally, this is a result of insufficient staff resources and financing. However, the Shire has continued success with its Well-Aged Housing, the support of the Woodanilling Men’s Shed, rolling out Waste Management initiatives and the tidying up of unhealthy and unsafe properties and both senior staff and Council have commenced significant undertakings regarding the road transport tasks during November and December 2018.

The Shire has continued successfully with key initiatives under the Environment Theme. Of note is the ongoing support of the WWLZ and the new management and administrative changes introduced in November 2018. The Shire has also met with Water Corporation regarding the review of the Shire’s Fixed Standpipes and discussed the use of water by the Shire in general.

The Law and Order theme is at an effective level of achievement. This is because the Shire has adequate staff and financial resources in-place regarding the CESM Program and the DCEO and CESM support the Fire Management Plan and the Bush Fire Advisory Committee (BFAC). The local volunteer brigades have continued to do an outstanding job regarding fire management in the December Quarter.

The Shire regarding the Customer Service Theme has continued with sound practices through ongoing skills and knowledge development regarding vehicle licensing. However, the Shire’s IT Plan has now expired and requires a new plan to be developed. Staff continue to embrace technology and update themselves when the Shire’s systems are upgraded or improved.

The Governance Theme is very much a mixed result that sees it sit at a sound level of achievement. The Shire has not followed its Long Term Financial Plan and councillors have yet to embrace the targets regarding a training and development policy. However, councillors are

continuing to improve their knowledge through the strategies for the Economic Theme regarding roads and transport. The Long Term Financial plan will need to be reset once the new Strategic Community Plan is implemented in 2019. The Shire as a whole will also need to use Policy 48 – Community Engagement as the main mechanism to help it engage more effectively with the community from now on.

The full report on the review for the December Quarter 2018 is attached.

#### **VOTING REQUIREMENTS**

Simple Majority

#### **OFFICER'S RECOMMENDATION AND COUNCIL DECISION– ITEM 10.3 CORPORATE BUSINESS PLAN – DECEMBER 2018 QUARTERLY REPORT**

Moved: Cr Douglas

Seconded: Cr Morrell

That Council accept the quarterly review of the Shire's Corporate Business Plan for the December 2018 Quarter as in Attachment 10.3.1.

**CARRIED 6/0**



#### 10.4. REVIEW OF THE TERMS OF REFERENCE FOR THE AUDIT COMMITTEE

<b>Proponent</b>	Acting Chief Executive Officer
<b>Owner</b>	N/A
<b>Location/Address</b>	Shire of Woodanilling
<b>Author of Report</b>	Sean Fletcher, Acting CEO
<b>Date of Meeting</b>	19 February 2019
<b>Previous Reports</b>	Item 10.2 Audit Committee 20 August 2013; Item 2 Audit Committee Meeting 18 December 2018
<b>Disclosure of any Interest</b>	Nil
<b>File Reference</b>	4.3.4
<b>Attachments</b>	Attachment 10.4.1 Audit Committee Draft Terms of Reference

#### BRIEF SUMMARY

Council is asked to consider and adopt the draft terms of reference presented by the Audit Committee regarding the Committee's functions and responsibilities.

#### BACKGROUND

As part of the review regarding the appropriateness and effectiveness of the Shire's systems and procedures (the Reg. 17 Review), the author noted that those key elements regarding good governance concerning the Audit Committee are lacking. In particular, these elements include a suitable terms of reference and awareness of the recent changes to the Local Government Act and its Regulations.

By way of information, section 7.1A. (Audit committee) of the *Local Government Act 1995* states:

- (1) A local government is to establish an audit committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.

Although the requirement for a Terms of Reference is not mandated in law, it is good governance to ensure that the Committee's role and scope of its activity is clearly stated by Council and understood by the Committee members.

Amendments to the Local Government (Audit) and (Financial Management) Regulations were gazetted on 26 June 2018. The Department subsequently published a circular and guide on 28 June 2018 detailing the implications of the regulatory amendments. The key changes to note are:

- An asset is to be excluded as an asset if its value is less than \$5,000. However, the CEO must take reasonable steps to prevent loss or theft of these items;
- Local governments are now required to review their audit systems and procedures (Reg. 17 Review) and their financial management systems (Financial Management Review) every three (3) years instead of every two years and four years respectively;
- Assets will need to be revalued in a period of between three to five years and not every three years as previously required;
- The role of the audit committee has been strengthened to assist the CEO to carry out the reviews of the audit systems.

Please note that the Reg. 17 Review was last conducted in 2014 and the Financial Management Review was conducted in 2016. The author could not find any evidence of the Reg. 17 Review being conducted in 2016. The Financial Management Review was due in 2020, but due to the recent changes this will now need to occur in 2019.

WALGA has also advised local governments to review their respective Audit Committee Terms of Reference to ensure alignment with the amended regulations.

#### STATUTORY/LEGAL IMPLICATIONS

*Local Government Act (Audit) Regulations 1996:*

- 14 – Compliance Audits by Local Governments (Compliance Audit Return – Annually)
- 16 – Functions of the Audit Committee

A summary of the functions and responsibilities regarding the Audit Regulations is provided in the Comments Section of today's report under Draft Terms of Reference.

Local Government Act – Section 7.1A regarding the appointment of an audit committee. This section stipulates that a local government is to establish an audit committee of 3 or more persons.

Local Government Operational Guidelines – Number 09 – Appendix 1

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

Nil

### **STRATEGIC IMPLICATIONS**

### **THEME 3: CIVIC LEADERSHIP**

#### **GOVERNANCE**

**GO.8** Councillor resourcing to ensure high level of compliance, ethics, skills & knowledge

**GO.11** Corporate Risk Management Plan

### **CONSULTATION/COMMUNICATION**

The author has discussed issues in this report with the:

- The Shire President;
- The Deputy CEO;
- The Administration Services Officer
- The Audit Committee.

### **COMMENT**

#### **Historical Issues**

The author has tried to determine when the audit committee was established including its terms of reference. Searching of the Council meeting minutes and agendas clearly shows that the Audit Committee was previously known as the Statutory Services Committee and the Finance Administration Committee. The change from the Statutory Services Committee to the Audit Committee occurred in November 2005. There is no record of why the change was introduced or of a terms of reference.

It would appear that the former CEO did compile a terms of reference in July 2008 for the Audit Committee, however, there is no record that the committee rules were considered by Council.

At the Council meeting on 20 August 2013, the former CEO did put an item to Council recommending that a review of the Audit Committee's structure was undertaken. Council resolved the following:

#### **OFFICER'S RECOMMENDATION & COUNCIL DECISION – ITEM 10.2 AUDIT COMMITTEE**

Moved Cr Young seconded Cr Eckersley that Council reviews its structure for the Audit Committee from the full Council to three Councillors, being Crs Thomson, Jefferies and Morrell and that the Audit Committee meet at least bi-monthly (every two months) with the first meeting scheduled for 17 September 2013.

CARRIED BY AN ABSOLUTE MAJORITY OF 5/0

Records indicate that the September 2013 Audit Committee meeting did not occur. The Minutes Action List for October 2013 show the Audit Committee was to be rescheduled after this time. The Council minutes further to this date appear to be silent on the matter.

The current 2017-2019 Committee Delegates information sheet lists the Standing Committees of Council including the Audit Committee, the Transport Plant & Works Committee and the Community Development

Committee. The Audit Committee is the only committee listed without a terms of reference. It does show though that the Audit Committee is to meet yearly and it consists of full Council.

The Audit Committee met on 18 December 2018 and resolved the following:

**OFFICER'S RECOMMENDATION AND COMMITTEE DECISION – REVIEW OF THE TERMS OF REFERENCE FOR THE AUDIT COMMITTEE**

Moved: Cr Morrell  
Seconded: Cr Young

That the Audit Committee:

1. Reviews the Draft Terms of Reference by 19 February 2019 Attachment 10.4.1
2. Submits the final draft of the Terms of Reference to Council for consideration at the Council meeting on 19 February 2019.

**CARRIED 6/0**

The draft terms of reference presented by the Audit Committee states that all councillors are members of the Audit Committee.

**New Responsibilities of the Audit Committee**

In the Department's - A Guide to Local Government Auditing Reforms it explains that with the transfer of auditing to the Auditor General, local government Audit Committees will have a new and important role. The role of the Audit Committee has been amended so that the Audit Committee has greater involvement in assisting the CEO to carry out the review under Regulation 17 of the Audit Regulations of systems and procedures concerning risk management, internal control, and legislative compliance. The Audit Committee is empowered to 'monitor and advise' the CEO in reviews of certain systems prescribed by the audit and financial management regulations. The terms 'monitor and advise' have been selected following consultation with the sector.

The reforms are intended to help CEOs formulate recommendations to council to address issues identified in the reviews. The Audit Committee will also support the auditor as required and have functions to oversee:

- The implementation of audit recommendations made by the auditor, which have been accepted by council; and
- Accepted recommendations arising from reviews of local government systems and procedures.

These roles reflect the importance of the Audit Committee as a section of council charged with specific responsibilities to scrutinise performance and financial management. The regulations continue to allow for external membership of Audit Committees. Councils are encouraged to consider inviting appropriate people with expertise in financial management and audit to be members of their Audit Committee.

The Audit Committee is no longer involved in the appointment of the Shire's auditor as this function is now undertaken by the Auditor General.

**Draft Terms of Reference**

The author has set out the Terms of Reference as follows:

Element	Comment
<b>Statutory Head of Power</b>	The Audit Committee needs to be aware under what legal authority it has to exist. It is the only compulsory committee of council
<b>Objective of the Audit Committee</b>	This section sets out the primary objective i.e. to assist with the the effective financial management of the organisation and to review how is the Shire is managing its risks

<b>Powers of the Audit Committee</b>	The Audit Committee reports to Council providing advice and recommendations regarding its terms of reference. The specific functions or responsibilities based on the appropriate legislation is listed in this section and are listed separate to this table below.
<b>Membership (including roles and responsibilities)</b>	The current Audit Committee consists all of council. However, membership can be expanded to include an appropriately qualified community member. The CEO and senior staff cannot be members but are still required to provide advice and support
<b>Meetings</b>	The Audit Committee will need to meet at least quarterly in future. This is because the CEO is required to do a quarterly review around the Shire's risks under the Risk Governance Framework and report the updates to the Audit Committee.
<b>Reporting</b>	Ideally, the outcomes and recommendations from the audit committee meeting should be presented to the next ordinary meeting of council
<b>Document Control</b>	Having the version control in place regarding the currency of a document is good governance
<b>Appendix 1</b>	Details the actual regulations regarding the Audit Committee's responsibilities

In summary the responsibilities of the Audit Committee under the Audit Regulations are:

1. Review the Annual Compliance Audit Return and to report the results to Council. It would appear that the CEO conducted the review in the past and presented the results directly to the Council.
2. To guide and assist the Shire regarding Part 6 of the Act (financial management) concerning matters relating to financial management, but cannot undertake those responsibilities directly attributable to the CEO.
3. To guide and assist the Shire regarding the External Audits (Annual and Interim), Performance Audits and other Special Audits.
4. To review the CEO's report Regarding the Regulation 17 Review (Risks, Internal Controls and Compliance).
5. To monitor and advise the CEO when conducting the three yearly Regulation 17 Review and the three yearly Financial Systems Management Review (previously four yearly).
6. To support the auditor to conduct an audit.
7. To oversee the implementation of any action that arises from the external audits, the Regulation 17 Review and the Financial Systems Review.
8. Perform any other function conferred by another law.

The Audit Committee is not required to assist with the Budget Review. However, it may be prudent to do so.

#### **VOTING REQUIREMENTS**

Simple

#### **AUDIT COMMITTEE'S RECOMMENDATION AND COMMITTEE DECISION – ITEM 10.4 REVIEW OF THE TERMS OF REFERENCE FOR THE AUDIT COMMITTEE**

Moved: Cr Douglas  
Seconded: Cr Young

That Council adopts the Audit Committee Terms of Reference as presented in Attachment 10.4.1.

**CARRIED 6/0**

## 10.5. IMPLEMENTATION OF RISK MANAGEMENT POLICY

<b>Proponent</b>	Acting Chief Executive Officer
<b>Owner</b>	N/A
<b>Location/Address</b>	Shire of Woodanilling
<b>Author of Report</b>	Sean Fletcher, Acting CEO
<b>Date of Meeting</b>	18 December 2018
<b>Previous Reports</b>	OCM: May 2018 re Policy 95
<b>Disclosure of any Interest</b>	Nil
<b>File Reference</b>	4.3.4
<b>Attachments</b>	Attachment 10.5.1 – Draft Policy 95 - Risk Management Policy Attachment 10.5.2 - Risk Management Governance Framework December 2018 V2 Under separate cover

### BRIEF SUMMARY

For the Council to consider the recommendation by the Audit Committee to re-implement the Shire's Risk Management Policy (Policy 95) as amended and to endorse the Governance Risk Management Framework.

### BACKGROUND

As part of the review regarding the appropriateness and effectiveness of the Shire's systems and procedures (the Reg. 17 Review), the author noted that there are some key elements regarding good governance for the Shire of Woodanilling missing. This includes a risk management policy and the underpinning Risk Management Governance Framework that provides for the Risk Assessment and Acceptance Criteria (i.e. The Measures of Consequence, the Measures of Likelihood, the Risk Matrix, the Risk Acceptance Criteria and the Existing Control Ratings).

It would appear that the Shire's Risk Management Policy was repealed at the Council meeting on 15 May 2018 as part of the review of the policy manual. The rationale was that the criteria is repeated in the Occupational Safety Health (OSH) Policy (Policy 47) and Procedures. The author can advise that the OSH requirements are different to those regarding an overall risk framework. In other words, OSH is considered a sub-set of the Risk Framework. In particular, OSH ties in with the Health Measure of Consequence under the Risk Framework.

Policy 95 – Risk Management was adopted by Council at its meeting on 16 September 2014. This was in conjunction with a range of policies to reduce the level of risk within the Shire including the:

- Alcohol and Drug Workplace Policy;
- Training and Development Policy;
- Contractor Management Policy; and
- Workplace Behaviour Policy.

Policy 47 – OSH Policy was adopted by Council on 18 February 2014.

During 2014, the former CEO conducted the development of the Risk Management Governance Framework for the Shire. This process was undertaken by Local Government Insurance Services with the current version in place from June 2014. The Risk Management Governance Framework consists of the following:

- A draft Risk Management Policy;
- Risk Management Procedures;
- Risk and Control Management;
- Reporting Requirements;
- Key Indicators;
- Risk Acceptance;
- Annual Control Assurance Plan.

At the Council meeting on 16 December 2014, the former CEO put forward an item regarding the Risk Management Governance Framework. In particular she advised on the additional tasks for the CEO regarding Regulation 17 i.e. the CEO is to review the appropriateness and effectiveness regarding the Shire's risk management, internal control and legislative compliance and that it is conducted at least once every 2 calendar years.

As part of the December 2014 report to Council the CEO recommended that Council endorse the initial Risk Assessment Matrix. This consisted of two attachments:

1. The Risk Assessment and Acceptance Criteria.
2. The November 2014 Risk Report (Risk Dashboard) i.e. the risks identified for the Shire and the progress regarding managing those risks. These are the risk themes found at Appendix C within the Risk Management Governance Framework.

However, the minutes show that Council only endorsed the November Risk Report. This is puzzling in that it indicates that Council did not sign off on the Shire's Risk Assessment and Acceptance Criteria, or in other words, its risk appetite! Further to this, the Audit Committee is required to consider the CEO's Reg. 17 Review report in the first instance and then the Committee presents it to Council for adoption.

At its meeting on 18 December 2018, the Audit Committee resolved the following:

#### **OFFICER'S RECOMMENDATION AND COMMITTEE DECISION – IMPLEMENTATION OF RISK MANAGEMENT POLICY**

Moved: Cr Douglas  
Seconded: Cr Morrell

That the Audit Committee:

1. Reviews Draft Policy 95 (**Attachment 3.3**) by 19 February 2019.
2. Familiarises itself with the Risk Management Governance Framework December 2018 V2 (**Attachment 3.5**) by 19 February 2019.

**CARRIED 6/0**

The Audit Committee at its meeting today confirmed both requirements from the above resolution in its decision.

#### **STATUTORY/LEGAL IMPLICATIONS**

##### 2.7. Role of council

(1) The council —

- (a) governs the local government's affairs; and
- (b) is responsible for the performance of the local government's functions.

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

- (a) oversee the allocation of the local government's finances and resources; and
- (b) determine the local government's policies.

Council is to ensure that it has the required policies in place that not only provide direction or guidance to the CEO, but also consistency in terms of its decision making. This means that effective policies also contribute to good governance.

#### **POLICY IMPLICATIONS**

Re-introduction of amended Policy 95 – Risk Management. Policy 88 specifies that there is a process to be followed regarding the introduction of a policy. The author's assessment is as follows:

- A benchmark review was undertaken regarding risk policies in other local governments. Most use the model in the Risk Management Governance Framework. The author amended this to reflect what was developed regarding the Risk Appetite for Woodanilling by LGIS previously;

- Costs of implementing the policy are in keeping with what the Shire is expected to do in its normal service delivery. The policy and the risk governance framework act as a clear guide to staff on how to manage risk potentials;
- Consultation is not required with the community on this matter as it is one of corporate governance.

#### **FINANCIAL IMPLICATIONS**

Nil

#### **STRATEGIC IMPLICATIONS**

#### **THEME 3: CIVIC LEADERSHIP**

#### **GOVERNANCE**

<b>CS.3</b>	<b>ENSURE QUALITY DECISION MAKING BY COUNCIL IS SUPPORTED BY GOOD POLICIES, PROCEDURES AND LEGISLATION</b>
<b>CS.5</b>	<b>ENSURE ADEQUATE STAFFING RESOURCES ARE PROVIDED TO MEET STATUTORY REQUIREMENT AND CUSTOMER EXPECTATIONS</b>
<b>GO.8</b>	<b>COUNCILLOR RESOURCING TO ENSURE HIGH LEVEL OF COMPLIANCE, ETHICS, SKILLS &amp; KNOWLEDGE</b>
<b>GO.11</b>	<b>CORPORATE RISK MANAGEMENT PLAN</b>

#### **CONSULTATION/COMMUNICATION**

The author has discussed issues in this report with the:

- The Shire President;
- The Deputy CEO;
- The Administration Services Officer.
- The Audit Committee at its meeting on 18 December 2018.

#### **COMMENT**

As advised above, former Risk Management Policy 95 was introduced on 16 September 2014 and is similar to that used by the Shire of Kojonup and some other local governments. It should be noted though, the policy used by many local governments is the one listed in the Shire's Risk Management Governance Framework. It was subsequently repealed at the Council Meeting in May 2018.

The author has now put forward a revised risk management policy as outlined in the Shire's Risk Management Governance Framework to replace the repealed Policy 95. The policy encapsulates the following:

<b>Element</b>	<b>Comment</b>
<b>Purpose</b>	The purpose or objective sets out that the Shire is committed to managing the uncertainty that may impact on what it is trying to achieve for the community
<b>Policy</b>	This is the broad statement that the Shire is committed to achieve best practice (aligned with AS/NZS ISO 31000:2009 Risk management), in the management of all risks that may affect the Shire, its customers, people, assets, functions, objectives, operations or members of the public.
<b>Definitions</b>	This section defines what is a risk i.e. the deviation from the expected – good or bad
<b>Risk Management Objectives</b>	These are the outcomes or goals that will help embed a risk management culture

<b>Risk Appetite</b>	These are the key tools or parameters used by the Shire to assess and manage risks that are likely to occur
<b>Roles, Responsibilities, Accountabilities</b>	This part of the policy sets out the role of Council, the Audit Committee and the CEO regarding managing the risk environment. Council has oversight, whilst the Audit Committee has some oversight functions, assistance functions re the Auditor and the CEO and is to action certain outcomes from audits/reviews. The CEO has a review, action and reporting function
<b>Monitor &amp; Review</b>	The flow of monitoring and reporting is set out in the Reporting Requirements section of the Risk Management Governance Framework. The CEO is to ensure at least a six month review is happening of the Shire's risks and then this should flow through to the Audit Committee culminating in the three year risk review.  The Risk Management Policy is to be reviewed every two years.

### Conclusion

It is the author's strong recommendation that the revised Policy 95 as presented in this report and as reviewed by the Audit Committee is adopted by Council. Council will need to endorse the Risk Management Governance Framework so that the CEO is able to ensure consistency across the Shire in managing its risks.

### VOTING REQUIREMENTS

Simple

#### **AUDIT COMMITTEE'S RECOMMENDATION AND COMMITTEE DECISION –ITEM 10.5 IMPLEMENTATION OF RISK MANAGEMENT POLICY**

Moved: Cr Douglas  
Seconded: Cr Trimming

That Council:

1. In accordance with section 2.7 (2)(b) of the *Local Government Act 1995* adopts revised Policy 95 (Attachment 10.5.1).
2. Endorses the Risk Management Governance Framework December 2018 V2 (Attachment 10.5.2).

**CARRIED 6/0**



**10.6. REGULATION 17 REVIEW 2018**

<b>Proponent</b>	Acting Chief Executive Officer
<b>Owner</b>	N/A
<b>Location/Address</b>	Shire of Woodanilling
<b>Author of Report</b>	Sean Fletcher, Acting CEO
<b>Date of Meeting</b>	18 December 2018
<b>Previous Reports</b>	Item 10.3 OCM: December 2014
<b>Disclosure of any Interest</b>	Nil
<b>File Reference</b>	4.3.4
<b>Attachments</b>	Attachment 10.6.1 – Risk Dashboard Attachment 10.6.2 – Reg. 17 Review - 2018

**BRIEF SUMMARY**

For Council to adopt the recommendation by the Audit Committee to accept the Regulation 17 Review (the Review) by the Acting CEO and to recommend to Council the adoption of the Action Plan based on the recommendations from the Review.

**BACKGROUND**

Under Regulation 17 of the Audit Regulations, the CEO is to review the appropriateness and effectiveness regarding the Shire's:

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

In short this review is known more colloquially as the Reg. 17 Review. Until 26 June 2018, the CEO was required to do the review at least once every 2 calendar years. The Regulations were amended at this time requiring the CEO to now do this review no less than once every three financial years.

As part of the December 2014 report to Council the CEO in effect completed the Risk Management component of the Reg 17 Review. The then CEO recommended that Council endorse the initial risk assessment matrix and the risk management assessment. Two attachments were provided:

3. The Risk Assessment and Acceptance Criteria (or Risk Appetite).
4. The November 2014 Risk Report (Risk Dashboard) i.e. the risks identified for the Shire and the progress regarding managing those risks. These are the risk themes found at Appendix C within the Risk Management Governance Framework.

However, the minutes show that Council only endorsed the November Risk Report (Risk Dashboard). This is puzzling in that it indicates Council did not sign off on the Shire's Risk Assessment and Acceptance Criteria, or in other words, its' risk appetite! Further to this, the Audit Committee is required to consider the CEO's Reg. 17 Review report in the first instance and then the Committee presents it to Council for adoption. This process was not followed as the review went straight to Council.

In addition to the above, it could be said that the then CEO met her obligations regarding the risk management requirements under the Reg.17 Review. The requirements regarding the internal controls and legislative compliance were not subsequently addressed, although some of the elements from both do occur as themes under the November 2014 Risk Report.

It should also be noted that the Reg. 17 Review did not occur in 2016 as required at that time. As the Reg. 17 Review is now required to be undertaken not less than once in every 3 financial years, it is clear that the CEO needs to undertake the Reg. 17 review, which the author has now completed and forms part of today's report below.

At its meeting on 18 December 2018, the Audit Committee received the draft review and resolved the following:

**OFFICER'S RECOMMENDATION AND COMMITTEE DECISION – ITEM 10.6 REGULATION 17 REVIEW 2018**

Moved: Cr Young  
 Seconded: CR Brown

That the Audit Committee:

1. Reviews the outcomes of the Regulation 17 Review Action Plan as presented in the Conclusion to the Acting CEO's Report to the Audit Committee on 18 December 2018.
2. Completes the review of the outcomes of the Regulation 17 Review as presented in the Action Plan and submits this to Council at its meeting on 19 February 2019.

**CARRIED 6/0**

The Audit Committee met today (19 February 2019) and has put forward its recommendation for adoption.

**STATUTORY/LEGAL IMPLICATIONS**

17. CEO to review certain systems and procedures:

- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —
  - (a) risk management; and
  - (b) internal control; and
  - (c) legislative compliance.
- (2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.
- (3) The CEO is to report to the audit committee the results of that review.

Regulation 17 clearly shows that each element must be reviewed not less than once every three financial years.

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS****THEME 3: CIVIC LEADERSHIP****GOVERNANCE**

<b>CS.3</b>	<b>ENSURE QUALITY DECISION MAKING BY COUNCIL IS SUPPORTED BY GOOD POLICIES, PROCEDURES AND LEGISLATION</b>
<b>CS.5</b>	<b>ENSURE ADEQUATE STAFFING RESOURCES ARE PROVIDED TO MEET STATUTORY REQUIREMENT AND CUSTOMER EXPECTATIONS</b>
<b>GO.8</b>	<b>COUNCILLOR RESOURCING TO ENSURE HIGH LEVEL OF COMPLIANCE, ETHICS, SKILLS &amp; KNOWLEDGE</b>
<b>GO.11</b>	<b>CORPORATE RISK MANAGEMENT PLAN</b>

**CONSULTATION/COMMUNICATION**

The author has discussed issues in this report with the:

- The Shire President;
- The Deputy CEO;
- The Audit Committee Meeting 18 December 2018

### **COMMENT**

In accordance with the requirements of the Reg. 17 Review and Appendix 3 of Departmental Guideline 9, the author in conjunction with the Audit Committee has reviewed the risk management of the Shire, the internal control systems and the level of compliance.

As a result, the author has developed a framework to be used by the CEO and the Audit Committee to determine the level of improvements required regarding its financial management and enterprise wide risks. Accordingly, the Reg.17 Framework for the Shire of Woodanilling provided in Attachment 10.6.2. A summary of the key findings including the recommendations are as follows:

#### **Risk Management**

##### **Summary of Key Findings**

The Shire clearly needs to address its risks in an effective way. Critical components include the Audit Committee working effectively hand in hand with the CEO and supporting the CEO to the best of its ability including quarterly risk updating (Recommendations 1 – 4). Council needs to re-introduce a revised Risk Management Policy. The Audit Committee also needs to adopt an appropriate terms of reference so it can start to perform its functions.

Recommendation 5 is now happening as a matter of course. The Risk Dashboard that details the key organisational wide risks is attached in Attachment 10.6.1.

##### **Internal Controls**

The key internal controls for the Shire have been assessed as follows:

It can be seen regarding the Shire's internal controls, the demands to ensure a compliant and risk free environment are high (as they should be). Recommendations 6 and 10 show a transition of responsibility from the CEO to the Deputy CEO regarding the monthly reconciliations and the review and approval of the creditors' payment listings. Recommendation 7 addresses the matter of an external provider providing high level financial management support regarding the preparation of the Monthly Financial Statements and the Budget Review. Further recommendations make it clear there is a need for better information, communication and technology controls. Reconciliation lists and checklists need to be implemented regarding end of month practices and there needs to be better management around stock control. Most changes regarding in the internal controls are relatively straight forward to achieve.

##### **Legislative Compliance**

The level of compliance by the Shire requires quite a bit of work. The key issues to note are:

- Implementation of an appropriate compliance calendar (Recommendation 12). This has been a key matter highlighted in previous inquiries into local government;
- The new Strategic Plan needs to be closed out as soon as possible. The final consultation with the community can commence in February 2019;
- The Audit Committee needs to start performing its functions including meeting quarterly;
- The Management Team is to ensure it reviews and approves changes in internal procedures and the CEO implement relevant grievance processes and procedures.

### **CONCLUSION**

In all there are 19 recommendations that will form an action plan for the CEO to undertake in conjunction with the Management Team and the Audit Committee. This plan is required to be monitored by the Audit Committee in conjunction with the CEO. The Audit Committee is also to assist the CEO as required. The Action Plan is as follows:

#### **Recommendation 1:**

Items 1 (Risk Management Policy), 2 (Risk Governance Framework) and 3 (Risk Dashboard) to be implemented by 19 February 2019;

**Recommendation 2:**

- Continuity plan to be developed by 31/12/19
- ICT Strategy to be developed by 31/12/19

**Recommendation 3:**

- Risk Acceptance Criteria to be implemented by 19 February 2019
- The Compliance Calendar to be implemented by 30 June 2019
- Management Team to start using the CAR as an improvement tool
- Management Team to review industry changes at the EMT meetings
- Works Supervisor to not undertake clearing until permits received
- Other business risks to be identified by 31/12/19

**Recommendation 4:**

- Audit Committee Terms of Reference to be in place by 19 February 2019:
  - o Audit Committee to meet quarterly
  - o Risk reporting to occur quarterly
- Reg 17 Review criteria as presented to Audit Committee on 18 December 2018 and to be endorsed at the meeting on 19 February 2019

**Recommendation 5:**

- The Shire's claims for the last four years need to be identified and tracked on an ongoing basis;
- The Shire needs to look at how it can reduce its claims on an ongoing basis

**Recommendation 6:**

The Deputy CEO to review and approve the monthly reconciliations from 31 March 2019

**Recommendation 7:**

The Shire to engage high level financial management support regarding:

- Preparing the Monthly Financial Statements;
- Undertaking the Budget Review.

**Recommendation 8:**

- The Shire to implement an ICT Security Policy and Procedures by 31/12/19;
- The Deputy CEO to prepare options to secure the Shire's servers by 31 March 2019;
- The CEO to restrict folder access on the F Drive and G Drive as soon as practicable.

**Recommendation 9:**

The Management Team to develop the list of reconciliations by 31 January 2019

**Recommendation 10:**

- Monthly checklists are required to be implemented by 1 March 2019 to ensure all reconciliations are performed monthly;
- The Deputy CEO should review and authorise each payment listing instead of the CEO. This is to be phased in by 31 March 2019

**Recommendation 11:**

The Management Team to consider an appropriate stock take process for each month. This is to be in place by 31 March 2019.

**Recommendation 12:**

- The agenda template to be updated to include Risk Criteria
- Management Team to review industry changes at its management meetings

**Recommendation 13:**

- Audit Committee needs to ensure the Auditor meets timeframes and remind councillors of their compliance obligations
- CEO needs to close out IPR updates by 30 June 2019

**Recommendation 14:**

- As per Recommendation 4 Audit Committee Terms of Reference to be in place by 31 December 2018:
- Audit Committee to meet quarterly
- Risk reporting to occur quarterly
- The Management Team to sign off on new and reviewed procedures.

**Recommendation 15:**

The CEO to develop and implement by 30 June 2019:

- Grievance policy and procedure;
- Elected Member Official Conduct Complaints Procedure (in accordance with the new legislative requirements)

**Recommendation 16:**

The Shire is to include in its Annual Report a statement regarding Competitive Neutrality

**Recommendation 17:**

The Audit Committee to be advised by the CEO on the progress of:

- Matters for rectification under the 17/18 Interim Audit;
- Matters for rectification under the 17/18 Final Audit

**Recommendation 18**

The CEO to ensure that items 1 – 3 are implemented (Governance Manual, Confirmation of Items for action from the Compliance Calendar).

**Recommendation 19**

The CEO is to ensure that inductions are made available for new elected members

**VOTING REQUIREMENTS**

Simple

**COMMITTEE'S RECOMMENDATION ITEM 10.6 – REGULATION 17 REVIEW 2018**

Moved:

Seconded:

That Council:

1. Accepts the 2018 Regulation 17 Review as set out in Attachment 10.6.2.
2. In accordance with Point 1:
  - a) Adopts the Action Plan from the 2018 Regulation 17 Review.
  - b) Recognises that the Action Plan will be carried out by the CEO with assistance from the Audit Committee and the Senior Management Team.

**COUNCIL DECISION ITEM 10.6 – REGULATION 17 REVIEW 2018**

Moved: Cr Young

Seconded: Cr Brown

That this matter is adjourned until the March 2019 Ordinary Meeting of Council.

**CARRIED 6/0**

**REASON FOR NOT ACCEPTING OFFICERS RECOMMENDATION**

The reason for this adjournment is so that both the Audit Committee and Council have sufficient time to complete their examination of the Review.

### 10.7. WALGA SUBMISSION – REVIEW OF THE LOCAL GOVERNMENT ACT 1995 PHASE 2

<b>Proponent</b>	WALGA – Tony Brown and the Minister for Local Government
<b>Owner</b>	N/A
<b>Location/Address</b>	N/A
<b>Author of Report</b>	Sean Fletcher, Acting Chief Executive Officer
<b>Date of Meeting</b>	19 February 2019
<b>Previous Reports</b>	Nil
<b>Disclosure of any Interest</b>	Impartial – Mr Fletcher has a training contract with WALGA
<b>File Reference</b>	4.4.15 Record: CI737, CI738, CI739
<b>Attachments</b>	10.7.1 – WALGA and Departmental Submission 10.7.2 – WALGA Info Page 10.7.3 – WALGA Advocacy Positions 10.7.4 – Larry Graham Submission

#### BRIEF SUMMARY

That Council endorse the submission to WALGA regarding Council endorsed feedback on the review of the Local Government Act – Phase 2.

#### BACKGROUND

The Minister for Local Government commenced a review of the Local Government Act with both a community and a Local Government consultation process in 2017. WALGA conducted a comprehensive consultation process with member local governments, resulting in the adoption of policy positions on Phase 1 of the Local Government Act by State Council in December 2017 and March 2018.

The Minister for Local Government announced Phase 1 policy positions at the WALGA Annual General Meeting on 1 August 2018. The Minister for Local Government announced the consultation process for Phase 2 of the Act review in August 2018, with 11 themes arranged under the ‘Smart, Agile, Inclusive’ headings:

##### Agile

- Beneficial Enterprises
- Financial Management
- Rates

##### Smart

- Administrative Efficiencies
- Local Laws
- Council Meetings
- Interventions

##### Inclusive

- Community Engagement
- Integrated Planning and Reporting
- Complaints Management
- Elections

On 16 November 2018 an email was received from Tony Brown, Executive Manager Governance & Organisational Services requesting feedback by 1 February 2019, which subsequently changed to 22 February 2019. The author presented this information to Council at its briefing session on 20 November 2018. The Acting CEO and the Deputy CEO then attended the Department’s Phase 2 workshop for local government offers in Albany on 28 November 2018. A thankyou was received from the Department for attending the workshop and the author then emailed departmental website links to Councillors and Staff so that they can participate in the Review through the on-line surveys. On 13 December 2018, the Acting CEO discussed his thoughts with Phase 2 workshops with Wayne Scheggia – Deputy CEO at WALGA.

At its meeting on Tuesday 12 February 2019 (to which the author was an apology), the 4WDL discussed the review process where it came to light that former politician Larry Graham has made a submission to the Review and will be presented at an event hosted by the Town of Cambridge on 27 February to which all elected members have been invited. The paper has since been distributed by the Deputy President (Cr Young) to the 4WDL and a copy is attached for Council's information (Attachment 10.7.4). It was also agreed at the 4WDL meeting that the CEO's will meet at the March 4WDL meeting to discuss a submission to the Department on the Phase 2 Review.

The author then discussed the Larry Graham paper with Mr Brown from WALGA and the Deputy President on Wednesday 13 February 2019.

The author has now completed a review of the Phase 2 questions and the WALGA Advocacy Positions and has attached a response for Council's consideration.

### **STATUTORY/LEGAL IMPLICATIONS**

The *Local Government Act 1995*

Section 1.3 (2)

This Act is intended to result in —

- (a) better decision-making by local governments; and
- (b) greater community participation in the decisions and affairs of local governments; and
- (c) greater accountability of local governments to their communities; and
- (d) more efficient and effective local government.

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

Nil

### **STRATEGIC IMPLICATIONS**

#### **Theme 3**

#### **Governance**

#### **VISION**

To attract and retain quality Councillors and Staff

To have Councillors who are trained and qualified in their roles and responsibilities

#### **OBJECTIVES**

To promote continual improvement that is supported by efficient and effective governance structures and processes

To ensure community consultation is carried out in a manner that bridges the gap between what the community expect and what the Council can deliver

#### **STRATEGIES**

By ensuring legislation is used to effectively enable quality decision making

### **CONSULTATION/COMMUNICATION**

As discussed throughout this report.

### **COMMENT**

#### **Structure and Content of the Proposed Submission**

The author has compiled a submission for Council's consideration that responds to the request from WALGA to provide Council endorsed feedback by 22 February 2019 that will be used as the sector position



to the Zone meetings in February for feeding through to State Council in March 2019 and then for submission to the Department.

The submission has been crafted that takes into account the majority of the positions in the Phase 2 Departmental Discussion Papers (Left Columns) and WALGA's position on a range of Review issues (Attachment 10.7.3).

Please note that WALGA State Council current positions on changes to the Act it has pursued are highlighted in yellow boxes in the submission. The other WALGA comments are those suggestions it has also sort, or is seeking to submit based on regular discussions with the Local Government sector.

The author has also included comments regarding advice on each topic for consideration and added further columns indicating whether to support or not support the WALGA position. There is a final column for an alternative proposal or further comment.

It should be noted that one of the key issues regarding the Review which is reflected in a number of the discussion points is the need for consistency across the sector. The author would argue that this is in place across the sector at the high level i.e. ensuring that key mechanisms are in place. The author considers that each mechanism should be carried out the same in each local government is contrary to the need to locally adjust certain processes to suit the diverse communities that exist across Western Australia. However, that is not to say there are not those matters that do need the exact same approach in each situation.

The other thing to note that the Minister has commented on is the importance for legislation to take into account the need to reduce the red tape burden on local governments i.e. not to have the same level of compliance for large, medium and small local governments, as is currently the case.

It should be noted that WALGA State Council's prime position regarding the Review process is as follows:

- (a) Uphold the General Competence Principle currently embodied in the Local Government Act;
- (b) Provide for a flexible, principles-based legislative framework; and
- (c) Promote a size and scale compliance regime.

The General Competence Principle encapsulates that local governments are able to provide services and facilities as it sees fit providing it is for the good government of the people in its district and to the best of its ability. Good decision making and community planning are at the heart of this requirement regarding providing a sustainable benefit to the community in which local governments serve and support. Less compliance and flexibility are the key for local governments to adapt, be innovative and change quickly as we move forward.

The submission can be used as both the submission to WALGA and the Department.

### **Larry Graham Submission**

Mr Graham's paper provides some interesting comments. The author has left it to councillors to individually digest its content. However, some thoughts are that his comments regarding the fundamental problem confronting local government is that it lacks any constitutional basis depends on what is meant by that. It is true to say that Local Government has sort constitutional recognition at the Commonwealth level since 2008 (financial recognition at that). It was agreed by the founding fathers that Local Government would remain a creature of the newly created states. Local Government is legislated for in the WA Constitution Act 1889.

Mr Graham further goes on to state that the major reason why local government is the most dysfunctional and least accountable level of government is that most of the regulatory, Parliamentary, political and public oversight measures that operate at every other level of government are non-existent at this level. The author would have to strongly disagree with this assertion. The Local Government Act itself, its regulations and the other 400 odd acts and regulations that put a responsibility on Local Government would suggest otherwise. Then there is the Parliamentary Joint Standing Committee on Delegated Legislation that has responsibility for vetting and ultimately recommending to the Parliament the local laws that Local Government puts in place. Finally, Local Government is a public office, and so in law, is bound by all those things that bind State Government Departments and Agencies from a compliance point

of view (e.g. to have a record keeping plan in place, to follow Freedom of Information requirements, behaviour subject to scrutiny by the Standards panel, the CCC and the Public Sector Commission etc.).

### **Conclusion**

It is true to say that the extent of this review is a once in a generation opportunity for input by the sector and its communities. The author would contend that the Act in its overall form is quite sound. It just needs some key “tweaking” here and there. Ongoing training of elected members and local government officers regarding its content and usage is of the greatest benefit.

The submission in Attachment 10.7.1 can be used both for submission to WALGA and the Department.

For Council’s consideration.

### **VOTING REQUIREMENTS**

Simple

#### **OFFICER’S RECOMMENDATION AND COUNCIL DECISION - ITEM 10.7 WALGA SUBMISSION REVIEW OF THE LOCAL GOVERNMENT ACT 1995 - PHASE 2.**

Moved Cr Brown

Seconded Cr Morrell

That Council:

1. Endorses the submission Council Endorsed Feedback as amended (who can vote – no response, changing the election cycle – maintain current system) on the Review of the *Local Government Act 1995* – Phase 2 as presented in Attachment 10.7.1.
2. Authorises the Chief Executive Officer to submit to WALGA the submission in Point 1 as am.
3. Authorises the Chief Executive Officer to submit the submission in Point 1 to the Review of the Local Government Act – Phase 2. This may need further amendment once the proposed changes are considered by the 4WDL CEO’s in March 2019.

**CARRIED 6/0**

## 10.8. CEO KEY PERFORMANCE INDICATORS

<b>Proponent</b>	Sean Fletcher
<b>Owner</b>	N/A
<b>Location/Address</b>	Shire of Woodanilling
<b>Author of Report</b>	Sean Fletcher, Acting CEO
<b>Date of Meeting</b>	19 Feb 2019
<b>Previous Reports</b>	September 2018
<b>Disclosure of any Interest</b>	Direct – this matter affects the employment of the Acting CEO
<b>File Reference</b>	4.2.2
<b>Attachments</b>	10.8.1 – CEO’s KPIs December Quarter 2018

### BRIEF SUMMARY

Council is asked to accept the December Quarterly KPI Report for the CEO.

### BACKGROUND

The Council set during May 2018 a number of KPIs for the CEO to achieve.

### STATUTORY/LEGAL IMPLICATIONS

#### Section 5.38. Annual review of certain employees’ performances

The performance of each employee who is employed for a term of more than one year, including the CEO and each senior employee, is to be reviewed at least once in relation to every year of the employment.

### POLICY IMPLICATIONS

Nil

### FINANCIAL IMPLICATIONS

Nil

### STRATEGIC IMPLICATIONS

#### Theme 3

#### Governance

#### VISION

- To attract and retain quality Councillors and Staff
- To have Councillors who are trained and qualified in their roles and responsibilities

#### OBJECTIVES

- To promote continual improvement that is supported by efficient and effective governance structures and processes
- To ensure community consultation is carried out in a manner that bridges the gap between what the community expect and what the Council can deliver

#### STRATEGIES

- By ensuring legislation is used to effectively enable quality decision making

### CONSULTATION/COMMUNICATION

Council during the recruitment process conducted in November/December 2018 regarding the CEO.

### COMMENT

There are currently five themes that Council requires the CEO to achieve. Key staff (Deputy CEO, Works Supervisor) also assist with achieving these KPIs. In summary, the status of the CEO’s are as follows:

Theme	Actions	OT	M	C	D	Comment
<b>Governance &amp; Compliance</b>	7	4		3		<ul style="list-style-type: none"> <li>Key compliance requirements have been met re the review of delegations to the CEO and the review of Council policies</li> <li>The Corporate Business Plan and the Long Term Financial Plan are dependent on the completion of the new Strategic Community Plan</li> </ul>
<b>Finance &amp; Asset Management</b>	5	3		2		<ul style="list-style-type: none"> <li>The compilation of the 2017/18 Annual Financial Statements were successfully outsourced and completed;</li> <li>The backhoe has been purchased and is operating</li> <li>A whole of plant business case is drafted and will be presented to the TPW for further input and development;</li> <li>The comments by the Auditor on the Shire's ratios require further discussions</li> <li>Sourcing of grants is yet to commence</li> </ul>
<b>Works &amp; Services</b>	5	2	1	2		<ul style="list-style-type: none"> <li>The CEO has kept Council apprised of the WANDRRA project (Completed. Outstanding costs and funding in the process of receipt);</li> <li>Trialling of footpath repairs not started</li> <li>The Shire has completed 10% of its capital program. The balance should be completed by 31/03/19</li> </ul>
<b>Communications</b>	3	1		2		<ul style="list-style-type: none"> <li>The CEO keeps Council regularly informed on matters and the briefing session has been introduced;</li> <li>The Wongi now has enhanced information provided in the Staff Notes re the CEO, DCEO and Staff activities. Meet the staff section has yet to be introduced</li> </ul>
<b>Projects &amp; Programs</b>	1	1				<ul style="list-style-type: none"> <li>Some further discussion has been held with staff on the refurbishment of the Admin Office. One consideration is relocating the Works Supervisor to the Old Playgroup Room at the back of the Town Hall</li> </ul>
<b>Total</b>	<b>21</b>	<b>11</b>	<b>1</b>	<b>9</b>	<b>0</b>	Overall the CEO's KPIs are well in hand and achieving 50% in terms of overall completion. The majority of actions are underway (80%). Although the matters regarding the Strategic Community Plan are behind schedule, this process should be completed with the advent of the new CEO including the dependent plans (CBP, LTFP)

### VOTING REQUIREMENTS

Simple

### OFFICER'S RECOMMENDATION AND COUNCIL DECISION– ITEM 10.8 CEO'S KPIS DECEMBER 2018

#### QUARTERLY REVIEW

Moved Cr Young seconded Cr Morrell that Council accepts the CEO's KPI Report for December 2018 as in Attachment 10.8.1

**CARRIED 6/0**

**10.9. ROAD RESUMPTION – LOT 1430 CARTMETICUP ROAD, WOODANILLING**

<b>Proponent</b>	Kahlia Stephens
<b>Owner</b>	Cr Wise Wililoo Pty Ltd
<b>Location/Address</b>	A624 – Lot 1430 Cartmeticup Road, WA 6316
<b>Author of Report</b>	Kahlia Stephens
<b>Date of Meeting</b>	19 Feb 2019
<b>Previous Reports</b>	Nil
<b>Disclosure of any Interest</b>	Nil
<b>File Reference</b>	CR1115
<b>Attachments</b>	Map

**BRIEF SUMMARY**

Council formally resolve to close a section of Oakland road for the purpose of road widening and apply to the Geographical Names Committee to have “Oaklands Rd” be applied to the new section of road reserve going through Lot 1430 Cartmeticup.

**BACKGROUND**

Agreement was reached with CR Wise Wililoo Pty Ltd for the Shire of Woodanilling to resume approximately 3190m2 for the purpose of realigning Oakland Road.

The Realignment of the Road has now been completed and application has been made to WA Planning Commission to subdivide 1430 Cartmeticup. No conditions have been imposed by WAPC and the application is now ready for the Deposited Plan to be lodged “In order for dealings” pending the approval of the Name Change through the Geographical Names Committee.

**STATUTORY/LEGAL IMPLICATIONS**

Land Administration Regulations 1998

**POLICY IMPLICATIONS**

Nil – Individual agreements as required

**FINANCIAL IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

Nil

**CONSULTATION/COMMUNICATION**

Nil

**COMMENT**

Nil

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER’S RECOMMENDATION AND COUNCIL DECISION - ITEM 10.9 ROAD RESUMPTION – LOT 1430 CARTMETICUP ROAD, WOODANILLING**

Moved Cr Young seconded Cr Morrell that council resolve to:

- A) Close section of Lot 1430 Cartmeticup for the purpose of realigning Oakland’s road; and
- B) Apply to the Geographical Names Committee to rename the new section of road reserve to Oaklands Road.

**CARRIED 6/0**

### 10.10. CLOSING OF MEETING TO ADOPT CHIEF EXECUTIVE OFFICER'S CONTRACT – MR STEPHEN GASH

<b>Proponent</b>	Council
<b>Owner</b>	N/A
<b>Location/Address</b>	Shire of Woodanilling
<b>Author of Report</b>	Mr Sean Fletcher, Acting CEO
<b>Date of Meeting</b>	19 February 2019
<b>Previous Reports</b>	Council Meeting: 18 December 2018 Item 10.3
<b>Disclosure of any Interest</b>	Impartial – Mr Fletcher has liaised with Mr Gash regarding this matter
<b>File Reference</b>	4.2.2
<b>Attachments</b>	Nil

#### BRIEF SUMMARY

Council is requested to close this part of the meeting so that it can finalise matters regarding the contract for the CEO designate – Mr Stephen Gash.

#### BACKGROUND

At its meeting on 18 December 2018, Council appointed Mr Stephen Gash as the Shire's new CEO, effective from 2 April 2019.

#### STATUTORY/LEGAL IMPLICATIONS

##### Closing/Reopening of the Meeting to the Public

Under section 5.23(2)(a) of the Local Government Act, Council may close part of the meeting to deal with an issue regarding a matter that affects an employee. On this occasion as the matter affects the CEO designate to finalise his contract, it is only prudent that the meeting is closed to the public.

#### POLICY IMPLICATIONS

Nil

#### FINANCIAL IMPLICATIONS

Nil

#### STRATEGIC IMPLICATIONS

Nil

#### CONSULTATION/COMMUNICATION

Nil

#### COMMENT

As per the comments in the other section regarding this report.

#### VOTING REQUIREMENTS

Simple Majority – Closing and Re-opening the meeting to the public.

#### **OFFICER'S RECOMMENDATION AND COUNCIL DECISION– ITEM 10.10 ADOPT CHIEF EXECUTIVE OFFICER'S CONTRACT – MR STEPHEN GASH**

Moved: Cr Douglas

Seconded: Cr Morrell

That Council in accordance with section 5.23(2)(a) of the *Local Government Act 1995* closes the meeting to the public so that it can consider the CEO's contract offered and accepted by Mr Stephen Gash

**CARRIED 6/0**

Ms Dowson, Ms Pollard and Mr Taylor left the meeting at 5.35pm

**10.11. CLOSING OF MEETING TO ADOPT CHIEF EXECUTIVE OFFICER'S CONTRACT – MR STEPHEN GASH – CONFIDENTIAL**

<b>Proponent</b>	Council
<b>Owner</b>	N/A
<b>Location/Address</b>	Shire of Woodanilling
<b>Author of Report</b>	Mr Sean Fletcher, Acting CEO
<b>Date of Meeting</b>	19 February 2019
<b>Previous Reports</b>	Council Meeting: 18 December 2018 Item 10.3
<b>Disclosure of any Interest</b>	Impartial – Mr Fletcher has liaised with Mr Gash regarding this matter
<b>File Reference</b>	4.2.2
<b>Attachments</b>	Attachment 10.11.2.1 – CEO's Contract – Mr Stephen Gash

**OFFICER'S RECOMMENDATION AND COUNCIL DECISION– ITEM 10.11 ADOPT CHIEF EXECUTIVE OFFICER'S CONTRACT – MR STEPHEN GASH – CONFIDENTIAL**

Moved: Cr Douglas

Seconded: Cr Morrell

That Council finalises the appointment of Mr Stephen Gash in accordance with:

1. Resolution - Item 10.3 of the Council Meeting held on 18 December 2018; and
2. Section 5.36(2)(b) of the *Local Government Act 1995*:
  - a. Is satisfied with the provisions of the employment contract; *and*
  - b. Confirms the contract offered to Mr Stephen Gash as provided for in Attachment 10.9.2.1.
3. Authorises the Shire President and the Acting CEO to apply the Common Seal to the CEO's contract referred to in Point 2.

**CARRIED BY ABSOLUTE MAJORITY 6/0**

**SIMPLE MAJORITY**

**OFFICER'S RECOMMENDATION AND COUNCIL DECISION– ITEM 10.10 ADOPT CHIEF EXECUTIVE OFFICER'S CONTRACT – MR STEPHEN GASH – CONFIDENTIAL**

Moved: Cr Douglas

Seconded: Cr Young

That Council in accordance with section 5.23(a) of the *Local Government Act 1995* reopens the meeting to the public.

**CARRIED 6/0**

**Note: the Presiding Member is required to read out loud the resolution of Council made behind closed doors.**

Ms Dowson, Ms Pollard and Mr Taylor returned to the meeting at 5.36pm.



## 10.12. APPLICATION TO KEEP MORE THAN 2 DOGS ON PROPERTY

<b>Proponent</b>	Karryn Thompson and John Cole
<b>Owner</b>	
<b>Location/Address</b>	7 Haddleton Road, Woodanilling
<b>Author of Report</b>	Colleen Pollard ASO
<b>Date of Meeting</b>	19/02/2019
<b>Previous Reports</b>	
<b>Disclosure of any Interest</b>	Nil
<b>File Reference</b>	5.2.1 AN194
<b>Attachments</b>	Policy 85 Application

### BRIEF SUMMARY

To consider request for exemption to keep more than two (2) dogs under the Shire of Woodanilling dogs Local Law.

### BACKGROUND

- Application to keep 5 dogs on 7 Haddleton Road received 17/12/2018.
- The property is securely fenced and suitable for keeping dogs.
- No complaints have been received in the past twelve months.
- Four dog registrations are current, with an expiry date of 31/10/2019

### STATUTORY/LEGAL IMPLICATIONS

Dog Act 1976 – Shire of Woodanilling Dogs Local Law 2008

### POLICY IMPLICATIONS

Policy 85 applies

### FINANCIAL IMPLICATIONS

Nil

### STRATEGIC IMPLICATIONS

#### Theme 3

#### Law & Order

#### VISION

- Within the scope and ability of the Council, provide a safe and crime free community

#### OBJECTIVES

- To increase public awareness and empowerment of the community's role in crime prevention, animal control and fire management

#### STRATEGIES

- By the development of a Crime Prevention Plan through consultation and information sharing with the community and relevant authorities

#### GOALS

##### Short Term

LO.4 Local Laws: -Dividing Fences -Dogs-Collaboration with 4WD VROC

##### Ongoing

LO.3 Animal Control – resource sharing for dog, cat and other animal control and ranger services

### CONSULTATION/COMMUNICATION

Via direct communication with dog owners and via Wongi Newsletter.

### COMMENT

Nothing further

### VOTING REQUIREMENTS

Simple majority

**OFFICER'S RECOMMENDATION AND COUNCIL DECISION– ITEM 10.12 APPLICATION TO KEEP MORE THAN 2 DOGS ON PROPERTY**

Moved: Cr Douglas

Seconded: Cr Morrell

That Council grant an exemption pursuant to S26(3) of the *Dog Act 1976*, to the keeping of more than two dogs by K Thompson & J Cole at 7 Haddleton Road, Woodanilling, for the period 01/11/2018 expiring 31/10/2019, subject to the following conditions:

- a) This exemption applies to the dogs described in the application only – should numbers be reduced for whatever reason including natural attrition and the owner wishes to acquire more dogs then a further exemption is required by Council prior to obtaining any further dogs.
- b) Dog registrations must remain current at all times;
- c) This exemption is not an approval for a kennel establishment therefore the owners are prohibited from breeding and selling dogs under Council's Town Planning Scheme No.1.
- d) The use hereby permitted shall not cause injury to or prejudicially affect the amenity of the area by reason of the emission of odour, noise, waste product or otherwise.
- e) The exemption may be revoked or varied at any time under the *Dog Act 1976* section 26 (3.c)

**CARRIED 6/0**

## 11. COUNCILLOR'S REPORTS ON MEETINGS ATTENDED

### 11.1. COUNCILLOR'S MEETINGS ATTENDED FOR THE PERIOD – 18/12/2018 – 19/02/2019

4WDL – Cr Young 12/02/2019.

Cr Young gave a report at the council briefing session prior to today's meeting.

Great Southern Treasures (formerly Hidden Treasures) – Cr Brown attended and reported on the meeting. Caravan and Camping Show, Paid coordinator, new web site and grant funding, Healthway funding successful.

## 12. ELECTED MEMBERS' MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

## 13. MOTIONS WITHOUT NOTICE BY PERMISSION OF THE COUNCIL

### 13.1. COUNCILLORS AND /OR OFFICERS

Nil

## 14. ITEMS FOR DISCUSSION

### 14.1. ITEM FOR DISCUSSION

Nil – Refer Briefing Session

## 15. INFORMATION ITEMS

### 15.1. ADOPTION OF INFORMATION REPORTS

#### RECOMMENDATION – INFORMATION REPORT 19/02/2019

Moved Cr Morrell seconded Cr Trimming that Council endorses the information contained in the following information reports.

**CARRIED 6/0**

### 15.2. MONTHLY FINANCIAL REPORTS – FOR THE PERIOD 01/11/2018 – 31/12/2018

#### **November 2018 Monthly Financial Statements**

The November Monthly Financial Statements for November 2018 were issued to Councillors on 20 December 2018. They are provided for in Attachment 15.2.1. The main things to note are:

- Page 5 sets out the income and expenses by program and denotes whether there is a variance (material variance) using the arrows up or down (see Var. column);
- I have attached Note 13 – Explanation of the Material Variances as a separate document on the next page;
- Page 20 – Note 12 sets out the budget variations to date (in keeping with the September quarterly review). Such variations can be accounted for using this format each month.

#### **November Bank Statement**

**Summary:**

G/L Account (as at Month End)  
10015000 Municipal Cash at Bank GEN

Opening Balance	1,756,513.53
Deposits	\$140,100.20
Payments	-277,008.99
Fees	-11,853.44
Adjustments	-74,580.93
Closing Balance	1,533,170.37

The Bank Statement balances to the General Ledger

Statement No 177  
Statement Date 30/11/2018

Opening Balance	1,814,523.09
<u>Reconciled Items</u>	
Deposits	138,493.00
Payments	-331,992.88
Fees	-11,853.44
Adjustments	-73,515.93
Closing Balance	1,535,653.84
<u>Unreconciled Items</u>	
Deposits	762.20
Payments	-3,245.67
Fees	0.00
Adjustments	0.00
Unreconciled Closing Balance	-2,483.47
Total - To agree with GL	1,533,170.37

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**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY****NOTE 13****FOR THE PERIOD ENDED 30 NOVEMBER 2018****EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.

The material variance adopted by Council for the 2018-19 year is \$10,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	V	Timing/ Permanent	Explanation of Variance
	\$	%			
<b>Revenue from operating activities</b>					
General Purpose Funding - Rates	423,090	136.13%	▲	Timing	Reflects 98% of rate income received
General Purpose Funding - Other	29,942	17.20%	▲	Timing	Balance of Direct Grant. Should be Transport
Law, Order and Public Safety	42,153	43.77%	▲	Timing	First MAF Payment received early \$115,060
Housing	(10,007)	(70.18%)	▼	Timing	NRAS income allocated to grants
Community Amenities	14,307	104.55%	▲	Timing	Rubbish rates realised
Transport	(368,753)	(43.50%)	▼	Timing	Waiting on WANDRRA reimbursement
Economic Services	14,576	155.56%	▲	Timing	Contribution to Paid Parental Leave \$12,812
<b>Expenditure from operating activities</b>					
Governance	(47,907)	(42.24%)	▼	Timing	Consultants & Subscriptions monthly
Law, Order and Public Safety	81,108	60.04%	▲	Timing	MAF works delayed. Commenced 15/12/18
Housing	15,663	40.09%	▲	Timing	Maintenance works to be completed
Community Amenities	11,478	19.98%	▲	Timing	Tip costs down
Recreation and Culture	(18,825)	(30.48%)	▼	Timing	Insurance premiums allocated monthly
Transport	233,380	14.89%	▲	Timing	WANDRRA costs to be realised
Other Property and Services	(45,884)	(343.83%)	▼	Timing	PWO & POC to be allocated
<b>Investing Activities</b>					
Non-operating Grants, Subsidies and Co	(32,795)	(30.37%)	▼	Timing	Lake Queerearrup Grant to be allocated

**KEY INFORMATION****December 2018 Monthly Financial Statements**

The December Monthly Financial Statements are provided for in Attachment 15.2.2

I have attached the monthly financial statements for December in comprehensive format. The main things to note are:

- Page 5 sets out the income and expenses by program and denotes whether there is a variance (material variance) using the arrows up or down (see Var. column);
- The Closing Position (Closing Funding Surplus(Deficit)) is a Deficit of (\$46,512) adjusted down from (\$49,000) at the September 2018 Budget Review;
- Note 2 shows Cash at Bank as Total Cash of \$1,381,922 consisting of;
  - Ready Cash: \$818,991;

- Reserves of: \$520,880;
- Trust Fund of: \$ 42,061
- Note 9 on Page 17 shows the increase in the Reserves from \$224,167 to \$520,880. The Budget closing position for the Reserves is \$1,030,905;
- I have attached Note 13 – Explanation of the Material Variances as a separate document on the next page;
- Page 20 – Note 12 sets out the budget variations to date (in keeping with the September quarterly review). Such variations can be accounted for using this format each month.

**December Bank Statement**

**Summary:**

Page 4 of 4

G/L Account (as at Month End)  
10015000 Municipal Cash at Bank GEN

Statement No 178  
Statement Date 31/12/2018

Opening Balance	1,532,629.18
Deposits	\$36,717.07
Payments	-374,378.46
Fees	-9,295.29
Adjustments	-366,745.75
Closing Balance	<b>818,926.75</b>

Opening Balance	1,535,653.84
<u>Reconciled Items</u>	
Deposits	34,898.12
Payments	-369,909.56
Fees	-9,295.29
Adjustments	-366,165.75
Closing Balance	825,181.36

The Bank Statement balances to the General Ledger

<u>Unreconciled Items</u>	
Deposits	2,001.15
Payments	-8,255.76
Fees	0.00
Adjustments	0.00
Unreconciled Closing Balance	-6,254.61
Total - To agree with GL	<b>818,926.75</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY****NOTE 13****FOR THE PERIOD ENDED 31 DECEMBER 2018****EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.

The material variance adopted by Council for the 2018-19 year is \$10,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	V	Timing/ Permanent	Explanation of Variance
	\$	%			
<b>Revenue from operating activities</b>					
General Purpose Funding - Rates	(12,030)	(1.61%)		Timing	
Law, Order and Public Safety	23,212	20.08%	▲	Timing	First MAF Payment of \$115,060 still impacting
Housing	(12,553)	(73.36%)	▼	Timing	Repairs to 3347 Robinson Rd due Feb 2019
Community Amenities	12,210	74.35%	▲	Timing	Rubbish rates fully realised
Transport	(538,297)	(52.92%)	▼	Timing	Waiting on WANDRRA Calims 12 & 13
Economic Services	12,725	113.17%	▲	Timing	Income from standpipes \$5,680 > Budget
<b>Expenditure from operating activities</b>					
Law, Order and Public Safety	89,958	55.49%	▲	Timing	MAF Works delayed
Housing	17,506	37.34%	▲	Timing	Repair works to housing occur
Recreation and Culture	(26,986)	(36.41%)	▼	Timing	Rec shed costs. Allocation of PWO
Transport	400,289	21.29%	▲	Timing	General Works costs to be realised
Economic Services	(10,988)	(49.74%)	▼	Timing	Payment for use of standpipe water \$14,346
Other Property and Services	50,769	45.73%	▲	Timing	PWO & POC to be allocated
<b>Investing Activities</b>					
Non-operating Grants, Subsidies and Co	(54,394)	(41.97%)	▼	Timing	Lake Queerearrup Grant to be allocated

**KEY INFORMATION**

**15.3. MONTHLY RATES REPORTS – FOR THE PERIOD ENDING – 31/01/2019**

<b>OUTSTANDING RATES</b>	<b>31/01/2019</b>
<b>Description</b>	<b>Balance</b>
Rates	\$ 45,011.90
Legal charges	\$ 1,666.20
Penalty charges	\$ 7,151.08
Other Charges	\$ -
Instalment admin Fee	\$ 104.44
Instalment interest	\$ 77.50
Fire breaks	\$ 1,707.21
ESL Penalty	\$ 391.38
<b>Sub total</b>	<b>\$ 56,109.71</b>
Rubbish removal	\$ 3,162.89
<b>Sub total</b>	<b>\$ 3,162.89</b>
ESL	\$ 3,919.25
<b>Sub total</b>	<b>\$ 3,919.25</b>
Rates paid in advance	-\$ 7,687.92
<b>Sub total</b>	<b>-\$ 7,687.92</b>
<b>Grand total</b>	<b>\$ 55,503.93</b>

**SUNDRY DEBTORS OUTSTANDING 90 DAYS OR GREATER**

<b>Client #</b>	<b>Details</b>	<b>Amount</b>
90502	Payroll deductions	\$190.14
32	Standpipe water	\$200.20
114	Standpipe water	\$6275.50
90374	Standpipe Water charges	\$3.85
20384	Block Slashing fees	\$621.39
79	WANDRA Funding	\$22570.11
47	Standpipe Water	\$61.87
9	Block Slashing as per firebreak notice	\$172.90
57	Planning Fee	\$939.68
36	Standpipe Water	\$19.25
	Under and overs	\$.01
	<b>Total</b>	<b>\$31054.90</b>

**TOTAL SUNDRY DEBTORS OUTSTANDING**

<b>30 Days and less</b>	<b>60 Days</b>	<b>90 days or greater</b>	<b>Total</b>
\$0	\$6659.95	\$31054.90	\$37714.85

**15.4. SCHEDULE OF ACCOUNTS PAID FOR THE PERIOD 01/01/2019 – 28/02/2019**

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
<b>EFT3579</b>	<b>07/01/19</b>	<b>Strategic Teams</b>			<b>-\$ 3,520.00</b>
	02/01/19		ACEO	\$ 3,520.00	
<b>EFT3580</b>	<b>11/01/19</b>	<b>Dwanie Cooper</b>			<b>-\$ 340.00</b>
	02/01/19		Payroll deductions	\$ 170.00	
	09/01/19		Payroll deductions	\$ 170.00	
<b>EFT3581</b>	<b>11/01/19</b>	<b>Wagin Window &amp; Carpet Cleaning</b>			<b>-\$ 1,750.10</b>
	02/01/19		Carpet & window cleaning	\$ 1,750.10	
<b>EFT3582</b>	<b>11/01/19</b>	<b>Frontline Fire &amp; Rescue</b>			<b>-\$ 964.92</b>
	06/12/18		Bushfire PPE	\$ 964.92	
<b>EFT3583</b>	<b>11/01/19</b>	<b>LGIS Risk Management</b>			<b>-\$ 2,274.80</b>
	19/12/18		RRC Program	\$ 2,274.80	
<b>EFT3584</b>	<b>11/01/19</b>	<b>The Woodanilling Tavern</b>			<b>-\$ 1,234.00</b>
	20/12/18		Staff Christmas Function	\$ 1,234.00	
<b>EFT3585</b>	<b>11/01/19</b>	<b>C &amp; S Williamson</b>			<b>-\$ 630.00</b>
	19/12/18		Cleaning contract	\$ 630.00	
<b>EFT3586</b>	<b>11/01/19</b>	<b>Sandra Williamson</b>			<b>-\$ 236.25</b>
	02/01/19		Cleaning contract	\$ 236.25	
<b>EFT3587</b>	<b>11/01/19</b>	<b>McGuffie Transport</b>			<b>-\$ 22.00</b>
	05/12/18		Freight	\$ 22.00	
<b>EFT3588</b>	<b>11/01/19</b>	<b>Kim Boulton</b>			<b>-\$ 1,650.00</b>
	04/01/19		Records review	\$ 1,650.00	
<b>EFT3589</b>	<b>11/01/19</b>	<b>Trevor James Fairhurst</b>			<b>-\$ 1,400.00</b>
	15/12/18		Rental agreement	\$ 700.00	
	29/12/18		Rental agreement	\$ 700.00	
<b>EFT3590</b>	<b>11/01/19</b>	<b>Synergy</b>			<b>-\$ 680.90</b>
	14/12/18		Loc 149 Shenton Rd	\$ 269.45	
	17/12/18		Loc 2771 Fowlers Rd	\$ 411.45	
<b>EFT3591</b>	<b>11/01/19</b>	<b>Courier Australia</b>			<b>-\$ 32.63</b>
	21/12/18		Freight	\$ 21.90	
	28/12/18		Freight	\$ 10.73	
<b>EFT3592</b>	<b>11/01/19</b>	<b>Staff Lotto</b>			<b>-\$ 90.00</b>
	02/01/19		Payroll deductions	\$ 45.00	
	26/12/18		Payroll deductions	-\$ 5.00	
	26/12/18		Payroll deductions	\$ 5.00	
	09/01/19		Payroll deductions	\$ 45.00	
<b>EFT3593</b>	<b>11/01/19</b>	<b>GSFS</b>			<b>-\$ 1,568.52</b>
	31/12/18		Fuel card purchases	\$ 1,568.52	
<b>EFT3594</b>	<b>11/01/19</b>	<b>Stewart &amp; Heaton Clothing Co</b>			<b>-\$ 2,746.32</b>
	07/12/18		Bushfire PPE	\$ 2,746.32	
<b>EFT3595</b>	<b>11/01/19</b>	<b>Ray Ford Signs</b>			<b>-\$ 174.08</b>
	21/12/18		Sign - No Campfire	\$ 174.08	
<b>EFT3596</b>	<b>11/01/19</b>	<b>PCS</b>			<b>-\$ 212.50</b>
	28/12/18		Software support	\$ 212.50	
<b>EFT3597</b>	<b>11/01/19</b>	<b>Albany Best Office Systems</b>			<b>-\$ 693.75</b>
	22/11/18		Copier contract	\$ 310.52	
	17/12/18		Copier contract	\$ 383.23	
<b>EFT3598</b>	<b>11/01/19</b>	<b>Staff Christmas Club</b>			<b>-\$ 414.00</b>
	02/01/19		Payroll deductions	\$ 207.00	
	09/01/19		Payroll deductions	\$ 207.00	
<b>EFT3599</b>	<b>11/01/19</b>	<b>RSPCA WA</b>			<b>-\$ 10.00</b>
	02/01/19		Payroll deductions	\$ 5.00	
	09/01/19		Payroll deductions	\$ 5.00	
<b>EFT3600</b>	<b>11/01/19</b>	<b>Ambrose Electrical Contracting</b>			<b>-\$ 1,187.00</b>
	20/12/18		Testing and tagging	\$ 1,187.00	



Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
<b>EFT3601</b>	<b>11/01/19</b>	<b>Strategic Teams</b>			<b>-\$ 3,520.00</b>
	07/01/19		Acting CEO	\$ 3,520.00	
<b>EFT3602</b>	<b>18/01/19</b>	<b>Dwanie Cooper</b>			<b>-\$ 170.00</b>
	16/01/19		Payroll deductions	\$ 170.00	
<b>EFT3603</b>	<b>18/01/19</b>	<b>Sandra Williamson</b>			<b>-\$ 157.50</b>
	09/01/19		Cleaning contract	\$ 157.50	
<b>EFT3604</b>	<b>18/01/19</b>	<b>QFH Multiparts</b>			<b>-\$ 659.05</b>
	14/12/18		Materials	\$ 113.87	
	17/12/18		Materials	\$ 22.00	
	17/12/18		Parts	\$ 523.18	
<b>EFT3605</b>	<b>18/01/19</b>	<b>Synergy</b>			<b>-\$ 554.60</b>
	02/01/19		Street lighting	\$ 554.60	
<b>EFT3606</b>	<b>18/01/19</b>	<b>Blights Auto Electrics</b>			<b>-\$ 95.00</b>
	13/12/18		Parts	\$ 95.00	
<b>EFT3607</b>	<b>18/01/19</b>	<b>Courier Australia</b>			<b>-\$ 31.96</b>
	11/01/19		Freight	\$ 31.96	
<b>EFT3608</b>	<b>18/01/19</b>	<b>Staff Lotto</b>			<b>-\$ 45.00</b>
	16/01/19		Payroll deductions	\$ 45.00	
<b>EFT3609</b>	<b>18/01/19</b>	<b>GSFS</b>			<b>-\$ 897.31</b>
	05/12/18		Oil	\$ 444.42	
	19/12/18		Oil	\$ 452.89	
<b>EFT3610</b>	<b>18/01/19</b>	<b>Cut-N-Cote</b>			<b>-\$ 89.84</b>
	04/12/18		Materials	\$ 53.96	
	10/12/18		Toilet seat parts	\$ 8.96	
	14/12/18		Materials	\$ 2.66	
	19/12/18		Materials	\$ 24.26	
<b>EFT3611</b>	<b>18/01/19</b>	<b>BOC Gases Australia</b>			<b>-\$ 24.42</b>
	29/12/18		Gases	\$ 24.42	
<b>EFT3612</b>	<b>18/01/19</b>	<b>Hitachi</b>			<b>-\$ 1,259.33</b>
	24/12/18		Parts	\$ 375.50	
	04/12/18		Parts	\$ 513.04	
	06/12/18		Parts	\$ 6.67	
	10/12/18		Parts	\$ 364.12	
<b>EFT3613</b>	<b>18/01/19</b>	<b>Westrac</b>			<b>-\$ 41.48</b>
	14/12/18		Parts	\$ 41.48	
<b>EFT3614</b>	<b>18/01/19</b>	<b>Staff Christmas Club</b>			<b>-\$ 207.00</b>
	16/01/19		Payroll deductions	\$ 207.00	
<b>EFT3615</b>	<b>18/01/19</b>	<b>RSPCA WA</b>			<b>-\$ 5.00</b>
	16/01/19		Payroll deductions	\$ 5.00	
<b>EFT3616</b>	<b>18/01/19</b>	<b>Wagin Mechanical Repairs</b>			<b>-\$ 232.00</b>
	14/12/18		Pump repair	\$ 232.00	
<b>EFT3617</b>	<b>18/01/19</b>	<b>Strategic Teams</b>			<b>-\$ 3,520.00</b>
	15/01/19		Acting CEO	\$ 3,520.00	
<b>EFT3618</b>	<b>25/01/19</b>	<b>DJ Marris Engineering</b>			<b>-\$ 605.00</b>
	14/01/19		Plant repairs	\$ 605.00	
<b>EFT3619</b>	<b>25/01/19</b>	<b>Dwanie Cooper</b>			<b>-\$ 170.00</b>
	23/01/19		Payroll deductions	\$ 170.00	
<b>EFT3620</b>	<b>25/01/19</b>	<b>Moore Stephens</b>			<b>-\$ 616.55</b>
	20/12/18		R2R funding assistance	\$ 616.55	
<b>EFT3621</b>	<b>25/01/19</b>	<b>Australia Day Council of WA</b>			<b>-\$ 577.50</b>
	07/01/19		Australia Day subscription	\$ 577.50	
<b>EFT3622</b>	<b>25/01/19</b>	<b>Automotive Electrical &amp; 4WD Accessories</b>			<b>-\$ 238.32</b>
	03/12/18		Parts	\$ 238.32	
<b>EFT3623</b>	<b>25/01/19</b>	<b>Filters Plus WA</b>			<b>-\$ 124.08</b>
	03/12/18		Parts	\$ 124.08	

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
<b>EFT3624</b>	<b>25/01/19</b>	<b>Bibikin Farms</b>			<b>-\$ 17,331.50</b>
	22/11/18		Gravel	\$ 17,331.50	
<b>EFT3625</b>	<b>25/01/19</b>	<b>Trevor James Fairhurst</b>			<b>-\$ 700.00</b>
	12/01/19		Rental agreement	\$ 700.00	
<b>EFT3626</b>	<b>25/01/19</b>	<b>Bunbury Honda</b>			<b>-\$ 26,162.80</b>
	22/01/19		Single cab ute	\$ 26,162.80	
<b>EFT3627</b>	<b>25/01/19</b>	<b>Chaz' Gardening Services</b>			<b>-\$ 960.00</b>
	18/01/19		Block clearing	\$ 960.00	
<b>EFT3628</b>	<b>25/01/19</b>	<b>Courier Australia</b>			<b>-\$ 10.73</b>
	18/01/19		Freight	\$ 10.73	
<b>EFT3629</b>	<b>25/01/19</b>	<b>Staff Lotto</b>			<b>-\$ 45.00</b>
	23/01/19		Payroll deductions	\$ 45.00	
<b>EFT3630</b>	<b>25/01/19</b>	<b>GSFS</b>			<b>-\$ 2,634.72</b>
	18/01/19		Bulk diesel	\$ 2,634.72	
<b>EFT3631</b>	<b>25/01/19</b>	<b>PCS</b>			<b>-\$ 680.00</b>
	17/01/19		Software support	\$ 680.00	
<b>EFT3632</b>	<b>25/01/19</b>	<b>Great Southern Toyota</b>			<b>-\$ 1,664.44</b>
	20/12/18		Clutch replacement	\$ 1,664.44	
<b>EFT3633</b>	<b>25/01/19</b>	<b>Hitachi</b>			<b>-\$ 255.99</b>
	15/01/19		Hydraulic hose	\$ 255.99	
<b>EFT3634</b>	<b>25/01/19</b>	<b>Staff Christmas Club</b>			<b>-\$ 247.00</b>
	23/01/19		Payroll deductions	\$ 247.00	
<b>EFT3635</b>	<b>25/01/19</b>	<b>RSPCA WA</b>			<b>-\$ 5.00</b>
	23/01/19		Payroll deductions	\$ 5.00	
<b>EFT3636</b>	<b>25/01/19</b>	<b>Strategic Teams</b>			<b>-\$ 3,520.00</b>
	21/01/19		Acting CEO	\$ 3,520.00	
<b>EFT3637</b>	<b>01/02/19</b>	<b>Dwanie Cooper</b>			<b>-\$ 170.00</b>
	30/01/19		Payroll deductions	\$ 170.00	
<b>EFT3638</b>	<b>01/02/19</b>	<b>Major Motors</b>			<b>-\$ 50.61</b>
	15/01/19		Parts	\$ 50.61	
<b>EFT3639</b>	<b>01/02/19</b>	<b>Sandra Williamson</b>			<b>-\$ 498.75</b>
	23/01/19		Cleaning contract	\$ 105.00	
	21/01/19		Cleaning contract	\$ 393.75	
<b>EFT3640</b>	<b>01/02/19</b>	<b>QFH Multiparts</b>			<b>-\$ 820.81</b>
	18/01/19		Materials	\$ 820.81	
<b>EFT3641</b>	<b>01/02/19</b>	<b>Austral Mercantile Collections</b>			<b>-\$ 133.50</b>
	20/12/18		Field Call	\$ 133.50	
<b>EFT3642</b>	<b>01/02/19</b>	<b>Great Southern Centre for Outdoor Recreation Excellence</b>			<b>-\$ 2,200.00</b>
	05/12/18		GS Regional Trails Master Plan	\$ 2,200.00	
<b>EFT3643</b>	<b>01/02/19</b>	<b>Wagin Jewellers &amp; Giftware</b>			<b>-\$ 30.00</b>
	15/01/19		Engraving	\$ 30.00	
<b>EFT3644</b>	<b>01/02/19</b>	<b>ATO</b>			<b>-\$ 19,409.00</b>
	31/12/18		BAS - Dec 18	\$ 19,409.00	
<b>EFT3645</b>	<b>01/02/19</b>	<b>Staff Lotto</b>			<b>-\$ 45.00</b>
	30/01/19		Payroll deductions	\$ 40.00	
	30/01/19		Payroll deductions	\$ 5.00	
<b>EFT3646</b>	<b>01/02/19</b>	<b>Shire of Katanning</b>			<b>-\$ 5,845.14</b>
	03/01/19		Contribution to CESM	\$ 5,845.14	
<b>EFT3647</b>	<b>01/02/19</b>	<b>Perth McIntosh &amp; Son</b>			<b>-\$ 143,528.00</b>
	10/12/18		Case 580ST Backhoe	\$ 143,528.00	
<b>EFT3648</b>	<b>01/02/19</b>	<b>PCS</b>			<b>-\$ 680.00</b>
	31/01/19		Software support	\$ 680.00	
<b>EFT3649</b>	<b>01/02/19</b>	<b>Great Southern Waste Disposal</b>			<b>-\$ 2,444.40</b>
	03/01/19		Rubbish removal	\$ 2,444.40	

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
<b>EFT3650</b>	<b>01/02/19</b>	<b>Staff Christmas Club</b>			<b>-\$ 247.00</b>
	30/01/19		Payroll deductions	\$ 227.00	
	30/01/19		Payroll deductions	\$ 20.00	
<b>EFT3651</b>	<b>01/02/19</b>	<b>RSPCA WA</b>			<b>-\$ 5.00</b>
	30/01/19		Payroll deductions	\$ 5.00	
<b>EFT3652</b>	<b>01/02/19</b>	<b>Ambrose Electrical Contracting</b>			<b>-\$ 352.30</b>
	10/01/19		Electrical repairs	\$ 205.80	
	10/01/19		Repairs	\$ 146.50	
<b>EFT3653</b>	<b>01/02/19</b>	<b>Strategic Teams</b>			<b>-\$ 3,520.00</b>
	29/01/19		Acting CEO	\$ 3,520.00	
<b>EFT3654</b>	<b>08/02/19</b>	<b>DJ Marris Engineering</b>			<b>-\$ 473.00</b>
	01/02/19		Parts	\$ 473.00	
<b>EFT3655</b>	<b>08/02/19</b>	<b>Katanning Cherry Picker</b>			<b>-\$ 11,440.00</b>
	18/01/19		Tree removal	\$ 11,440.00	
<b>EFT3656</b>	<b>08/02/19</b>	<b>Dwanie Cooper</b>			<b>-\$ 170.00</b>
	06/02/19		Payroll deductions	\$ 170.00	
<b>EFT3657</b>	<b>08/02/19</b>	<b>Lush Fire &amp; Planning</b>			<b>-\$ 500.50</b>
	01/02/19		Planing services	\$ 500.50	
<b>EFT3658</b>	<b>08/02/19</b>	<b>The Woodanilling Tavern</b>			<b>-\$ 215.00</b>
	18/01/19		Accom & meals	\$ 215.00	
<b>EFT3659</b>	<b>08/02/19</b>	<b>Hi-Tec Oil Traders</b>			<b>-\$ 3,204.30</b>
	24/01/19		Materials	\$ 3,204.30	
<b>EFT3660</b>	<b>08/02/19</b>	<b>Coalcliff Plant Hire &amp; Civil Contracting</b>			<b>-\$ 63,981.73</b>
	30/11/18		WANDRRA Storm Damage	\$ 63,981.73	
<b>EFT3661</b>	<b>08/02/19</b>	<b>Hempfield Small Motors</b>			<b>-\$ 75.00</b>
	18/12/18		Blades	\$ 75.00	
<b>EFT3662</b>	<b>08/02/19</b>	<b>McGuffie Transport</b>			<b>-\$ 41.80</b>
	03/10/18		Freight	\$ 41.80	
<b>EFT3663</b>	<b>08/02/19</b>	<b>Trevor James Fairhurst</b>			<b>-\$ 350.00</b>
	26/01/19		Rental agreement	\$ 350.00	
<b>EFT3664</b>	<b>08/02/19</b>	<b>Office of the Auditor General</b>			<b>-\$ 30,800.00</b>
	11/01/19		Audit fees	\$ 30,800.00	
<b>EFT3665</b>	<b>08/02/19</b>	<b>Katanning Stock &amp; Trading</b>			<b>-\$ 112.00</b>
	31/01/19		Materials	\$ 112.00	
<b>EFT3666</b>	<b>08/02/19</b>	<b>Woodanilling Store</b>			<b>-\$ 213.95</b>
	30/01/19		Groceries & fuel	\$ 213.95	
<b>EFT3667</b>	<b>08/02/19</b>	<b>Courier Australia</b>			<b>-\$ 40.38</b>
	01/02/19		Freight	\$ 40.38	
<b>EFT3668</b>	<b>08/02/19</b>	<b>Shire of Wagin</b>			<b>-\$ 165.00</b>
	19/12/18		4WDL Executive Officer	\$ 165.00	
<b>EFT3669</b>	<b>08/02/19</b>	<b>Staff Lotto</b>			<b>-\$ 45.00</b>
	06/02/19		Payroll deductions	\$ 45.00	
<b>EFT3670</b>	<b>08/02/19</b>	<b>GSFS</b>			<b>-\$ 604.75</b>
	25/01/19		Materials	\$ 585.50	
	16/01/19		Fuel cards	\$ 11.00	
	16/01/19		Fuel cards	\$ 8.25	
<b>EFT3671</b>	<b>08/02/19</b>	<b>Cutting Edges Equipment Parts</b>			<b>-\$ 165.00</b>
	28/09/18		Grader blades	-\$ 1,045.00	
	24/01/19		Grader blades	\$ 1,210.00	
<b>EFT3672</b>	<b>08/02/19</b>	<b>Katanning McIntosh &amp; Son</b>			<b>-\$ 277.06</b>
	23/01/19		Air con repairs	\$ 277.06	
<b>EFT3673</b>	<b>08/02/19</b>	<b>Halanson Earthmoving</b>			<b>-\$ 14,333.00</b>
	31/08/18		Invoice 1316 overpaid	-\$ 588.50	
	08/01/19		WANDRRA Storm Damage	\$ 14,921.50	
<b>EFT3674</b>	<b>08/02/19</b>	<b>Katanning Hardware</b>			<b>-\$ 783.00</b>

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
	15/01/19		Gas exchange	\$ 783.00	
<b>EFT3675</b>	<b>08/02/19</b>	<b>Albany Best Office Systems</b>			<b>-\$ 352.67</b>
	29/01/19		Copier contract	\$ 352.67	
<b>EFT3676</b>	<b>08/02/19</b>	<b>Staff Christmas Club</b>			<b>-\$ 247.00</b>
	06/02/19		Payroll deductions	\$ 247.00	
<b>EFT3677</b>	<b>08/02/19</b>	<b>RSPCA WA</b>			<b>-\$ 5.00</b>
	06/02/19		Payroll deductions	\$ 5.00	
<b>EFT3678</b>	<b>08/02/19</b>	<b>Strategic Teams</b>			<b>-\$ 3,520.00</b>
	04/02/19		Acting CEO	\$ 3,520.00	
<b>DD2306.1</b>	<b>02/01/19</b>	<b>Katanning Water Corporation</b>			<b>-\$ 4,401.59</b>
	11/12/18		Standpipe GS Hwy	\$ 345.91	
	11/12/18		Standpipe Burt Rd	\$ 4,055.68	
<b>DD2327.1</b>	<b>09/01/19</b>	<b>Katanning Water Corporation</b>			<b>-\$ 2,902.71</b>
	17/12/18		Administration Building	\$ 129.23	
	17/12/18		Sports oval	\$ 2,768.41	
	17/12/18		Centenary Park	\$ 5.07	
<b>DD2327.2</b>	<b>04/01/19</b>	<b>Katanning Water Corporation</b>			<b>-\$ 892.52</b>
	17/12/18		3/3 Cardigan St	\$ 43.10	
	17/12/18		4/3 Cardigan St	\$ 43.10	
	17/12/18		Salmon Gum Biomax	\$ 270.86	
	17/12/18		2/8 Cardigan St	\$ 84.08	
	17/12/18		1/8 Cardigan St	\$ 69.83	
	17/12/18		3/8 Cardigan St	\$ 73.39	
	17/12/18		3340 Robinson Rd	\$ 94.78	
	17/12/18		3347 Robinson Rd	\$ 44.88	
	17/12/18		3327 Robinson Rd	\$ 82.30	
	17/12/18		1/3 Cardigan St	\$ 43.10	
	17/12/18		2/3 Cardigan St	\$ 43.10	
<b>DD2331.1</b>	<b>02/01/19</b>	<b>WA Super</b>			<b>-\$ 562.92</b>
	02/01/19		Superannuation contributions	\$ 464.94	
	02/01/19		Payroll deductions	\$ 24.77	
	02/01/19		Payroll deductions	\$ 73.21	
<b>DD2331.2</b>	<b>02/01/19</b>	<b>MLC Nominees</b>			<b>-\$ 28.49</b>
	02/01/19		Payroll deductions	\$ 12.39	
	02/01/19		Superannuation contributions	\$ 16.10	
<b>DD2331.3</b>	<b>02/01/19</b>	<b>Colonial First State</b>			<b>-\$ 202.51</b>
	02/01/19		Payroll deductions	\$ 48.22	
	02/01/19		Superannuation contributions	\$ 154.29	
<b>DD2331.4</b>	<b>02/01/19</b>	<b>Australian Superannuation</b>			<b>-\$ 546.06</b>
	02/01/19		Payroll deductions	\$ 70.71	
	02/01/19		Payroll deductions	\$ 10.00	
	02/01/19		Superannuation contributions	\$ 465.35	
<b>DD2331.5</b>	<b>02/01/19</b>	<b>Hesta</b>			<b>-\$ 489.65</b>
	02/01/19		Payroll deductions	\$ 69.36	
	02/01/19		Payroll deductions	\$ 47.22	
	02/01/19		Superannuation contributions	\$ 373.07	
<b>DD2331.6</b>	<b>02/01/19</b>	<b>MLC Navigator Retirement Plan</b>			<b>-\$ 71.69</b>
	02/01/19		Payroll deductions	\$ 45.06	
	02/01/19		Superannuation contributions	\$ 26.63	
<b>DD2331.7</b>	<b>02/01/19</b>	<b>Colonial Select Personnel Super</b>			<b>-\$ 85.54</b>
	02/01/19		Superannuation contributions	\$ 85.54	
<b>DD2339.1</b>	<b>09/01/19</b>	<b>WA Super</b>			<b>-\$ 573.61</b>
	09/01/19		Superannuation contributions	\$ 475.63	
	09/01/19		Payroll deductions	\$ 24.77	
	09/01/19		Payroll deductions	\$ 73.21	
<b>DD2339.2</b>	<b>09/01/19</b>	<b>MLC Nominees</b>			<b>-\$ 75.56</b>

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
	09/01/19		Payroll deductions	\$ 12.39	
	09/01/19		Superannuation contributions	\$ 63.17	
<b>DD2339.3</b>	<b>09/01/19</b>	<b>Colonial First State</b>			<b>-\$ 202.51</b>
	09/01/19		Payroll deductions	\$ 48.22	
	09/01/19		Superannuation contributions	\$ 154.29	
<b>DD2339.4</b>	<b>09/01/19</b>	<b>Australian Superannuation</b>			<b>-\$ 546.06</b>
	09/01/19		Payroll deductions	\$ 70.71	
	09/01/19		Payroll deductions	\$ 10.00	
	09/01/19		Superannuation contributions	\$ 465.35	
<b>DD2339.5</b>	<b>09/01/19</b>	<b>Hesta</b>			<b>-\$ 489.65</b>
	09/01/19		Payroll deductions	\$ 69.36	
	09/01/19		Payroll deductions	\$ 47.22	
	09/01/19		Superannuation contributions	\$ 373.07	
<b>DD2339.6</b>	<b>09/01/19</b>	<b>MLC Navigator Retirement Plan</b>			<b>-\$ 169.26</b>
	09/01/19		Payroll deductions	\$ 53.10	
	09/01/19		Superannuation contributions	\$ 116.16	
<b>DD2339.7</b>	<b>09/01/19</b>	<b>Colonial Select Personnel Super</b>			<b>-\$ 85.54</b>
	09/01/19		Superannuation contributions	\$ 85.54	
<b>DD2348.1</b>	<b>16/01/19</b>	<b>WA Super</b>			<b>-\$ 562.92</b>
	16/01/19		Superannuation contributions	\$ 464.94	
	16/01/19		Payroll deductions	\$ 24.77	
	16/01/19		Payroll deductions	\$ 73.21	
<b>DD2348.2</b>	<b>16/01/19</b>	<b>MLC Nominees</b>			<b>-\$ 52.02</b>
	16/01/19		Payroll deductions	\$ 12.39	
	16/01/19		Superannuation contributions	\$ 39.63	
<b>DD2348.3</b>	<b>16/01/19</b>	<b>Colonial First State</b>			<b>-\$ 202.51</b>
	16/01/19		Payroll deductions	\$ 48.22	
	16/01/19		Superannuation contributions	\$ 154.29	
<b>DD2348.4</b>	<b>16/01/19</b>	<b>Australian Superannuation</b>			<b>-\$ 546.06</b>
	16/01/19		Payroll deductions	\$ 70.71	
	16/01/19		Payroll deductions	\$ 10.00	
	16/01/19		Superannuation contributions	\$ 465.35	
<b>DD2348.5</b>	<b>16/01/19</b>	<b>Hesta</b>			<b>-\$ 489.65</b>
	16/01/19		Payroll deductions	\$ 69.36	
	16/01/19		Payroll deductions	\$ 47.22	
	16/01/19		Superannuation contributions	\$ 373.07	
<b>DD2348.6</b>	<b>16/01/19</b>	<b>MLC Navigator Retirement Plan</b>			<b>-\$ 173.79</b>
	16/01/19		Payroll deductions	\$ 70.80	
	16/01/19		Superannuation contributions	\$ 102.99	
<b>DD2348.7</b>	<b>16/01/19</b>	<b>Colonial Select Personnel Super</b>			<b>-\$ 85.54</b>
	16/01/19		Superannuation contributions	\$ 85.54	
<b>DD2355.1</b>	<b>20/01/19</b>	<b>SkyMesh</b>			<b>-\$ 125.00</b>
	20/01/19		Internet contract	\$ 125.00	
<b>DD2355.2</b>	<b>30/01/19</b>	<b>Telstra</b>			<b>-\$ 253.52</b>
	15/01/19		Landline charges	\$ 253.52	
<b>DD2358.1</b>	<b>23/01/19</b>	<b>WA Super</b>			<b>-\$ 562.92</b>
	23/01/19		Superannuation contributions	\$ 464.94	
	23/01/19		Payroll deductions	\$ 24.77	
	23/01/19		Payroll deductions	\$ 73.21	
<b>DD2358.2</b>	<b>23/01/19</b>	<b>MLC Nominees</b>			<b>-\$ 52.02</b>
	23/01/19		Payroll deductions	\$ 12.39	
	23/01/19		Superannuation contributions	\$ 39.63	
<b>DD2358.3</b>	<b>23/01/19</b>	<b>Colonial First State</b>			<b>-\$ 202.51</b>
	23/01/19		Payroll deductions	\$ 48.22	
	23/01/19		Superannuation contributions	\$ 154.29	
<b>DD2358.4</b>	<b>23/01/19</b>	<b>Australian Superannuation</b>			<b>-\$ 546.06</b>

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
	23/01/19		Payroll deductions	\$ 70.71	
	23/01/19		Payroll deductions	\$ 10.00	
	23/01/19		Superannuation contributions	\$ 465.35	
<b>DD2358.5</b>	<b>23/01/19</b>	<b>Hesta</b>			<b>-\$ 489.65</b>
	23/01/19		Payroll deductions	\$ 69.36	
	23/01/19		Payroll deductions	\$ 47.22	
	23/01/19		Superannuation contributions	\$ 373.07	
<b>DD2358.6</b>	<b>23/01/19</b>	<b>MLC Navigator Retirement Plan</b>			<b>-\$ 173.79</b>
	23/01/19		Payroll deductions	\$ 70.80	
	23/01/19		Superannuation contributions	\$ 102.99	
<b>DD2358.7</b>	<b>23/01/19</b>	<b>Colonial Select Personnel Super</b>			<b>-\$ 85.54</b>
	23/01/19		Superannuation contributions	\$ 85.54	
<b>DD2359.1</b>	<b>16/01/19</b>	<b>Telstra</b>			<b>-\$ 395.35</b>
	25/12/18		Mobile charges	\$ 395.35	
<b>DD2365.1</b>	<b>30/01/19</b>	<b>WA Super</b>			<b>-\$ 255.42</b>
	30/01/19		Superannuation contributions	\$ 230.65	
	30/01/19		Payroll deductions	\$ 24.77	
<b>DD2365.2</b>	<b>30/01/19</b>	<b>MLC Nominees</b>			<b>-\$ 52.02</b>
	30/01/19		Payroll deductions	\$ 12.39	
	30/01/19		Superannuation contributions	\$ 39.63	
<b>DD2365.3</b>	<b>30/01/19</b>	<b>Colonial First State</b>			<b>-\$ 202.51</b>
	30/01/19		Payroll deductions	\$ 48.22	
	30/01/19		Superannuation contributions	\$ 154.29	
<b>DD2365.4</b>	<b>30/01/19</b>	<b>Australian Superannuation</b>			<b>-\$ 616.05</b>
	30/01/19		Payroll deductions	\$ 70.71	
	30/01/19		Payroll deductions	\$ 10.00	
	30/01/19		Superannuation contributions	\$ 535.34	
<b>DD2365.5</b>	<b>30/01/19</b>	<b>Hesta</b>			<b>-\$ 489.65</b>
	30/01/19		Payroll deductions	\$ 69.36	
	30/01/19		Payroll deductions	\$ 47.22	
	30/01/19		Superannuation contributions	\$ 373.07	
<b>DD2365.6</b>	<b>30/01/19</b>	<b>MLC Navigator Retirement Plan</b>			<b>-\$ 173.79</b>
	30/01/19		Payroll deductions	\$ 70.80	
	30/01/19		Superannuation contributions	\$ 102.99	
<b>DD2365.7</b>	<b>30/01/19</b>	<b>Colonial Select Personnel Super</b>			<b>-\$ 85.54</b>
	30/01/19		Superannuation contributions	\$ 85.54	
<b>DD2367.1</b>	<b>30/01/19</b>	<b>WA Super</b>			<b>-\$ 307.50</b>
	30/01/19		Superannuation contributions	\$ 234.29	
	30/01/19		Payroll deductions	\$ 73.21	
<b>DD2372.1</b>	<b>05/01/19</b>	<b>NAB - Credit Card</b>			<b>-\$ 757.88</b>
	05/12/18		Catering	\$ 33.99	
	10/12/18		Farewell Gift CEO	\$ 499.00	
	13/12/18		Fuel	\$ 84.00	
	17/12/18		Fuel	\$ 81.89	
	27/12/18		Fuel	\$ 50.00	
	28/12/18		Card fee	\$ 9.00	
<b>DD2372.2</b>	<b>05/02/19</b>	<b>NAB - Credit Card</b>			<b>-\$ 509.30</b>
	02/01/19		Fuel	\$ 35.38	
	10/01/19		Meal	\$ 44.40	
	21/01/19		Meal	\$ 49.00	
	21/01/19		Meal	\$ 65.00	
	24/01/19		Vehicle plate change	\$ 26.85	
	25/01/19		Catering	\$ 279.67	
	29/01/19		Card fee	\$ 9.00	
<b>DD2375.1</b>	<b>05/02/19</b>	<b>NAB - Credit Card</b>			<b>-\$ 74.97</b>
	02/01/19		Acrobat Pro subscription	\$ 43.98	

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
	07/01/19		74313199006	\$ 21.99	
	29/01/19		Card fee	\$ 9.00	
<b>DD2375.2</b>	<b>05/01/19</b>	<b>NAB - Credit Card</b>			<b>-\$ 74.97</b>
	03/12/18		Acrobat Pro subscription	\$ 43.98	
	07/12/18		Acrobat Pro subscription	\$ 21.99	
	28/12/18		Card fee	\$ 9.00	
<b>DD2377.1</b>	<b>06/02/19</b>	<b>WA Super</b>			<b>-\$ 562.92</b>
	06/02/19		Superannuation contributions	\$ 464.94	
	06/02/19		Payroll deductions	\$ 24.77	
	06/02/19		Payroll deductions	\$ 73.21	
<b>DD2377.2</b>	<b>06/02/19</b>	<b>MLC Nominees</b>			<b>-\$ 28.49</b>
	06/02/19		Payroll deductions	\$ 12.39	
	06/02/19		Superannuation contributions	\$ 16.10	
<b>DD2377.3</b>	<b>06/02/19</b>	<b>Colonial First State</b>			<b>-\$ 202.51</b>
	06/02/19		Payroll deductions	\$ 48.22	
	06/02/19		Superannuation contributions	\$ 154.29	
<b>DD2377.4</b>	<b>06/02/19</b>	<b>Australian Superannuation</b>			<b>-\$ 616.05</b>
	06/02/19		Payroll deductions	\$ 70.71	
	06/02/19		Payroll deductions	\$ 10.00	
	06/02/19		Superannuation contributions	\$ 535.34	
<b>DD2377.5</b>	<b>06/02/19</b>	<b>Hesta</b>			<b>-\$ 381.04</b>
	06/02/19		Payroll deductions	\$ 69.36	
	06/02/19		Superannuation contributions	\$ 311.68	
<b>DD2377.6</b>	<b>06/02/19</b>	<b>MLC Navigator Retirement Plan</b>			<b>-\$ 173.79</b>
	06/02/19		Payroll deductions	\$ 70.80	
	06/02/19		Superannuation contributions	\$ 102.99	
<b>DD2377.7</b>	<b>06/02/19</b>	<b>Colonial Select Personnel Super</b>			<b>-\$ 85.54</b>
	06/02/19		Superannuation contributions	\$ 85.54	
				<b>Total</b>	<b>-\$424,959.20</b>

**15.5. WWLZ INFORMATION REPORT – FOR THE PERIOD 13/11/2018 – 06/12/2018****GLOSSARY**

- NLP - National Landcare Programme  
SWCC - South West Catchments Council  
SCNRM - South Coast Natural Resource Management  
GWL - Gondwana Link

**MANAGEMENT COMMITTEE MEETING**

Last Meeting: 12 Dec 2018

Next Meeting: 13 Feb 2019

**LANDCARE COORDINATION FUNDING 2018 / 2019**

- SWCC Pollinator Project - \$38,892
- SWCC Pollinator Project mammal surveys \$2400
- State NRM – Revitalising Reserves in Wagin - \$15,101
- State NRM – Restoring Mt Latham - \$10,600
- SCNRM – West Australia Rabbit Control & Awareness Project - \$11,187.58
- State NRM Capability Grant - \$120,000
- State NRM Community Grant – Wagin Lake Fauna Hotspot & Birdhide - \$19,271

**STRATEGIC PLANNING**

- Current constitution under review and changes based on new committee structure.
- If time permits within project, look at a Business Plan or Strategic Plan for WWLZ

**CATCHMENT/COMMUNITY DEVELOPMENT****EVENTS**

- Woolarama – Looking into either a stall or have Phoebe Phascogale at event.
- 23/24<sup>th</sup> March Woodanilling Foxshoot
- 6/7<sup>th</sup> April (TBC) Wagin Foxshoot

**CURRENT/ONGOING PROJECTS:****STATE NRM – CAPABILITY GRANT – STRONGER LANDSCAPES FOR THE FUTURE IN WAGIN & WOODANILLING - \$120,000**

- Admin tasks completed
- Events completed
- Project concludes this month

**STATE NRM – REVITALISING RESERVES IN WAGIN - \$15,101**

- Weed works ongoing when NRM Officer available for field work.
- Signage design under way .

**STATE NRM – RESTORING MT LATHAM - \$10,600**

- Monitoring still to be completed early 2019

**SCNRM – WEST AUSTRALIA RABBIT CONTROL & AWARENESS PROGRAM - \$11,187.58**

- One publication remaining for on ground targets

**SWCC – POLLINATOR PROJECT**

- Further insect monitoring by SWCC in Feb
- Second mammal survey to be completed in Autumn.
- Landholder to begin fencing program in this quarter

**LOCAL ABORIGINAL CONSULTATION**

- No new activities



**APPLICATION SUBMITTED**

- State NRM Grant Large submitted, approx. \$153,000 – fencing, revegetation, pig research (further reports of sightings, tracks etc) and bridal creeper – **UNSUCCESSFUL**
- State NRM Grants Large cooperative grant (Shire of Kent, Katanning Landcare, Dumbleyung Landcare, Kojonup Landcare, Gillamii, North Stirlings Pallinup NRM) - \$93,303 – Agricultural project - Soil degradation recovery – Regenerative agriculture potential across shires – water ways protection strategies. - **UNSUCCESSFUL**
- State NRM Grants Small – approx. \$19 000 - Wagin Lake improvements – Bird hide, car park, educational signage. – **APPROVED**
- Smart Farms Small Grants –\$83,000 - Improving pasture productivity across degraded soils in the Wagin Woodanilling Landcare Zone through peer experience. - PENDING

**APPLICATIONS UNDERWAY**

- Community Grants Hub – Invasive species project through Shire of Wagin.

**15.6. CORRESPONDENCE & MINUTES FOR INFORMATION**

Nil

### 15.7. COUNCIL/COMMITTEES - STATUS REPORT

Date	Agenda Item No	File Ref ID	Heading	Motion	Up-date	Completed Date & Ref
19/12/2017	5.2		Gravel Reserve – River Road	<p>Council that it directs the CEO to:</p> <ol style="list-style-type: none"> <li>1) Commission a Road Safety Audit (RSA) on the intersection of River Road and Link Road;</li> <li>2) Ensure that traffic counts are carried out to support the RSA; and</li> <li>3) Undertake gravel sampling in the area to confirm the quantities and quality of the gravel source.</li> </ol>	<p>1) <i>Road Safety Audit – Pending</i></p> <p>2) <i>Work Supervisor has not completed road counts.</i></p> <p>3) <i>Work Supervisor concluded that the quality of the gravel is not up to standard. Gravel has been used from this site previously but was found unacceptable for use.</i></p> <p><b>20/11/18</b> No further action at this point in time</p> <p><b>18/12/18</b></p> <ul style="list-style-type: none"> <li>• No further action at this point in time</li> <li>• Matter referred by ACEO to Consultant Engineer</li> </ul> <p><b>19/02/19</b> NFA</p>	
15/05/2018	10.2	12.1.15	Closing Thoroughfares to Vehicles	Refers this matter to the Transport Plant and Works Committee to undertake a full audit of roads requiring conditional closure pursuant to S3.50 of the Local Government Act.	<p>TPW dealing with this matter</p> <p><b>18/12/18</b></p> <ul style="list-style-type: none"> <li>• No further action at this point in time</li> </ul> <p><b>19/02/19</b> NFA</p>	
16/10/2018	10.5	10.3.1	Town Planning Scheme No 1 Review	1. That Council instructs the CEO to advise the Western Australian Planning Commission that the current Town Planning Scheme is considered to be operating satisfactorily given the low level of development within the municipality. The preparation of a new Planning Scheme is not considered to be warranted especially as Council has prepared Amendment No 3 to the Scheme	<p><b>20/11/18</b> The Shire's consultant planner has submitted the review report regarding TPS No1 to the Department of Planning Lands and Heritage on 7 November 2018</p> <p><b>18/12/18</b></p>	<p><a href="#">BA380</a>, <a href="#">BA381</a></p>

Date	Agenda Item No	File Ref ID	Heading	Motion	Up-date	Completed Date & Ref
				<p>to update the Scheme Text to reflect the Deemed Provisions. A further omnibus amendment can be prepared to bring the Scheme Text into closer alignment with the Model Scheme Text.</p> <p>2. That Council instructs the CEO to advise the Western Australian Planning Commission that it recognises the need for a Local Planning Strategy for the municipality and that the previous Scheme Explanatory Report is not adequate.</p> <p>3. That Council resolve pursuant to Regulation 11(1) prepare a Local Planning Strategy for the whole of the municipality.</p> <p>4. That the CEO prepare a separate report be presented to Council on the process, issues, timing and cost for the preparation of the Local Planning Strategy.</p>	<p>NFA</p> <p><b>19/02/19</b></p> <p>Consultant Planner has advised that Amendment 3 has not been signed off by DPLH as yet.</p>	
16/10/2018	10.6	10.3.1	TPS1 Amendment 3 Deemed Provisions	<p>That Council, in pursuance of Section 75 of the Planning and Development Act 2005:</p> <p>a) Resolves to amend the above local planning scheme by:</p> <ul style="list-style-type: none"> <li>• Deleting provisions that have been superseded by the deemed provisions in Schedule 2 of the Regulations; and inserting new and amended provisions to reflect the application and reference to the deemed provisions.</li> <li>• Inserting Schedule A Supplemental Provisions;</li> <li>• Correcting and updating references and terminology in accordance with the provisions of the Planning and Development Act 2005; and</li> <li>• Renumbering the remaining Scheme provisions and Schedules sequentially and updating any cross referencing to the new clause numbers as required.</li> </ul> <p>b) Resolve, pursuant to the Regulation 35(2) of the Planning and Development (Local Planning Schemes) Regulations 2015 (the Regulations), that Amendment 3 is a basic amendment in accordance with r.34(c) of the Regulations as it proposes to amend the Scheme text to delete provisions that have been superseded by the deemed provisions in Schedule 2 of the Regulations;</p>	<p><b>20/11/18</b></p> <p>Amendment 3 signed by the CEO, ACEO (7/11/18) and Shire President (9/11/18) and submitted to the Department of Planning Lands and Heritage on 12 November 2018</p> <p><b>18/12/18</b></p> <p>NFA</p> <p><b>19/02/19</b></p> <p>Consultant Planner has advised that Amendment 3 has not been signed off by DPLH as yet.</p>	<p><a href="#">BA380</a>, <a href="#">BA381</a></p>

Date	Agenda Item No	File Ref ID	Heading	Motion	Up-date	Completed Date & Ref
				<p>c) That in accordance with Section 81 of the Planning and Development Act 2005, the Amendment shall be referred to the Environmental Protection Authority for examination and assessment.</p> <p>d) That pursuant to Section 75 of the Planning and Development Act 2005 and Regulation 17 Council resolves to adopt Amendment No 2 for final approval.</p> <p>e) That Amendment 3 be submitted to the Western Australian Planning Commission pursuant to Regulation 58.</p>		
18/12/2018	10.2	NO140	Shared Chief Executive Officer – Shire of Wagin	<p>1. Authorises the Acting Chief Executive Officer to respond in writing to the Shire of Wagin's offer for discussions regarding the possibility of a Shared Chief Executive Officer as follows:</p> <p>a. Council thanks the Shire of Wagin for its offer for a discussion regarding the possibilities of a Shared Chief Executive Officer.</p> <p>b. Council is committed to completing the recruitment process for a new Chief Executive Officer at the Shire of Woodanilling and believes it will be in a position to make an appointment at its meeting on 18 December 2018.</p> <p>c. Council is willing to hold broad ranging discussions with the Shire of Wagin regarding the possibilities of a Shared Chief Executive Officer for the following reasons:</p> <ul style="list-style-type: none"> <li>• In the event that the current appointment process proves unsatisfactory;</li> <li>• It is always prudent to discuss the future of local government and the benefits of what alternative arrangements could bring to the respective communities regarding such benefits.</li> </ul> <p>2. Under section 5.23(2) of the Local Government Act 1995 re-opens the meeting to the public.</p>	<p><b>19/02/19</b></p> <ul style="list-style-type: none"> <li>• Shire President has spoken to Wagin Shire President;</li> <li>• ACEO has yet to issue written response</li> </ul>	28/02/19
18/12/2018	10.3	4.2.2	Appointment of Chief Executive Officer	<p>1. In accordance with section of 5.36 of the Local Government Act 1995, approves the offer of employment made to Mr Stephen Gash and appoints him as the Shire's Chief Executive Officer.</p>	<p><b>19/02/19</b></p> <p>Mr Gash has signed his contract of employment and this is presented for approving and sealing at today's Council meeting</p>	

Date	Agenda Item No	File Ref ID	Heading	Motion	Up-date	Completed Date & Ref
				<p>2. Authorises the President and Deputy President to conclude the contract negotiations with Mr Gash including agreeing on:</p> <ol style="list-style-type: none"> <li>a. The final Total Reward Package;</li> <li>b. Entering into discussions regarding the initial performance criteria;</li> <li>c. Choice and use of house as the CEO's residence, pertinent usage of the car and other tools of trade;</li> <li>d. A five year contract with the start date being Tuesday 2 April 2019 and an expiry date of 1 April 2024;</li> </ol> <p>3. Arrange other matters that may be relevant including, but not limited to, an appropriate handover period with Mr Fletcher and associated matters.</p>		
18/12/2018	10.4	4.1.9	Australia Day Community Citizenship Awards	<p>Active Citizenship Award for a community group or event – The Woodanilling Community Christmas Tree Sports Star of the Year Award Under 25 – Shaun Shackley</p> <p>Active Citizenship award over 25 –Bev and Kelvin Crosby</p>	<p><b>19/02/19</b> Awards presented by the Shire President at the Australia Day Breakfast</p>	
18/12/2018	10.5	4.3.4	Exit Interview – Review of the 2017-18 Annual Financial Statement	<ol style="list-style-type: none"> <li>1. Acknowledges the Audit Committee has held the exit interview regarding the audit of the Shire's 2017/2018 Annual Financial Statements.</li> <li>2. Adopts the recommendations from the exit interview as follows: <ol style="list-style-type: none"> <li>a. To adopt the signed off 2017/2018 Annual Financial Statements once received from the Office of the Auditor General via the Shire's appointed Auditor (Lincolns);</li> <li>b. That under Regulation 16 of the Local Government (Audit) Regulations 1996, in conjunction with the CEO, Council is satisfied for the Audit Committee to: <ul style="list-style-type: none"> <li>• Oversee the required actions from the Auditor's Report;</li> <li>• Prepare the necessary report addressing the matters concerned;</li> <li>• Present the prepared report to Council so that a copy may then be forwarded to the Minister.</li> </ul> </li> </ol> </li> </ol>	<p><b>19/02/19</b> Signed off financials are presented in today's item regarding the adoption of the Shire's 2017-18 Annual Report</p>	

Date	Agenda Item No	File Ref ID	Heading	Motion	Up-date	Completed Date & Ref
18/12/18	10.6	4.1.15	Council Meeting Dates 2019	<p>1. Ordinary Council Meetings be scheduled for the third Tuesday of each month for 2019 commencing at 4.00pm with the following exception.</p> <ul style="list-style-type: none"> <li>• No scheduled meeting to be held in January.</li> </ul> <p>2. The following dates be approved for the 2019 year for Council Meetings</p> <ul style="list-style-type: none"> <li>• 19 February 2019</li> <li>• 19 March 2019</li> <li>• 16 April 2019</li> <li>• 21 May 2019</li> <li>• 18 June 2019</li> <li>• 16 July 2019</li> <li>• 20 August 2019</li> <li>• 17 September 2019</li> <li>• 15 October 2019</li> <li>• 19 November 2019</li> <li>• 16 December 2019</li> </ul> <p>3. Local public notice be given of the approved Council meeting dates for 2019.</p>	19/02/19 Implemented	
18/12/18	10.7		Town Planning Application – Proposed Shed 14 Withnell Road	<p>1. The development hereby approved shall occur generally in accordance with the plans and specifications submitted with the application and these shall not be altered or modified without the prior written approval of the Council.</p> <p>2. Any use, additions to and further intensification of any part of the building or land (not the subject of this consent) shall be subject to a further development application and consent for that use.</p> <p>3. The building hereby permitted shall only be used for purposes incidental to the residential or rural use of the property and shall not be used for any commercial or industrial purpose.</p> <p>4. The site shall be so ordered and maintained as not to prejudicially affect the amenity of the locality by reason of appearance.</p>	19/02/19 Approval issued	
18/12/18	10.8		Town Planning Application – Proposed Dwelling Lot 367 Burt Road	<p>1. This approval shall expire if the development hereby permitted is not completed within two years of the date hereof, or within any extension of that time</p>	19/02/19 Approval issued	

Date	Agenda Item No	File Ref ID	Heading	Motion	Up-date	Completed Date & Ref
				<p>which, upon written application (made before or within 21 days after the expiry of the approval) to the Council, is granted by it in writing.</p> <p>2. Prior to the commencement of the development hereby approved, a plan must be submitted showing the location, dimensions and proposed external material of the dwelling. An endorsed copy of this plan shall form part of the approval.</p> <p>3. The applicant shall acknowledge that in the event of the railway crossing ever being closed that Council has no statutory obligation to construct an access to the property and this would be at the owner's cost.</p> <p>4. Compliance with the relevant Health Regulations to the satisfaction of the Environmental Health Officer.</p> <p>5. Compliance with the relevant Building Regulations to the satisfaction of the Building Surveyor.</p> <p>6. The installation and connection of a rain water tank of minimum capacity of 92,000 litres prior to occupancy of the dwelling.</p> <p>7. The site being maintained to ensure that the dwelling complies with the assigned BAL rating.</p>		
18/12/18	10.9	5.1.1	Street Addressing Lot 1227 Fowlers Road	Council approve the allocation of 311 Fowlers road to Lot 1227 Fowlers road.	<b>19/02/19</b> Advice to be issued	
18/12/18	10.10	A526	Write Off – Rates Debt	Council authorise to write off \$2342.15 on debtor 90498. Consisting of; Legal Fees \$270.00 Block Slashing \$1126.00 Interest incurred \$946.15	<b>19/02/19</b> Completed	
18/12/18	10.11		Infrastructure Briefing Report	<p>1) Council receive the attached infrastructure briefing report</p> <p>2) That Council requests the chief executive officer to finalise the infrastructure plan and draft an action plan for councils ENDORSEMENT including the following additions:</p>	<b>19/02/19</b> Changes discussed with consultant engineer	



Date	Agenda Item No	File Ref ID	Heading	Motion	Up-date	Completed Date & Ref
				a. Recognising and including the importance of State Initiative Funding. b. Clarifying the site distances regarding Table 5.3 (The Jarvis Table) as some of these seemed quite long in terms of their suitability for the Woodanilling District.		
18/12/18	10.12		Draft 10 Year Plant Replacement Program	Council receive the DRAFT 10 year plant replacement program and request the chief executive officer present this program to the transport and plant committee to discussions.	<b>19/02/19</b> The Program will be presented to the TPW later in February 2019	

### Legend

Status	Flag
Not Started	Roadblock Occurred
Monitor	In Progress
Completed	
Deferred	

### 16. CLOSURE OF MEETING

Meeting closed at 5.56pm