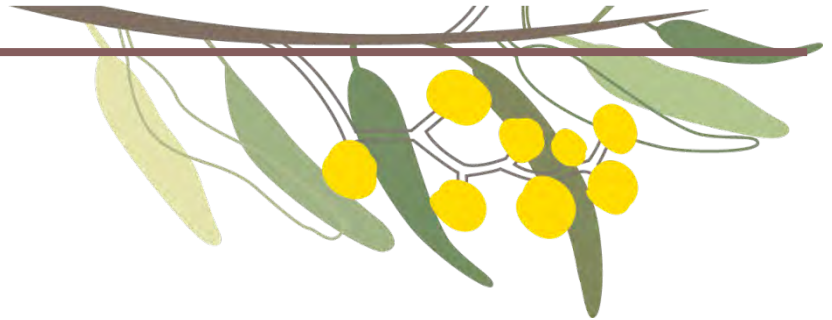


SHIRE OF WOODANILLING



ORDINARY MEETING OF COUNCIL Agenda 19 March 2019

Dear Elected Member

The next Ordinary Meeting of Council of the Shire of Woodanilling will be held on 19/03/2019 in the Council Chambers, 3316 Robinson Road, Woodanilling commencing at 4.00p.m.

SEAN FLETCHER
ACTING CHIEF EXECUTIVE OFFICER

CONTENTS

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS	2
1.1. <i>DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY</i>	2
2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE (PREVIOUSLY APPROVED)	2
3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	2
4. PUBLIC QUESTION TIME	2
5. PETITIONS / DEPUTATIONS / PRESENTATIONS	2
6. APPLICATIONS FOR LEAVE OF ABSENCE	2
7. ANNOUNCEMENTS BY SHIRE PRESIDENT AND/OR DEPUTY PRESIDENT WITHOUT DISCUSSION	2
8. CONFIRMATION OF COUNCIL MEETING MINUTES:	3
8.1. <i>ORDINARY MEETING OF COUNCIL HELD – 19 FEBRUARY 2019</i>	3
9. CONFIRMATION OF OTHER MEETING MINUTES:	3
10. OFFICER'S REPORTS	4
10.1. <i>ANNUAL MEETING OF ELECTORS – OUTCOMES FROM THE MINUTES</i>	4
10.2. <i>REGULATION 17 REVIEW 2018</i>	10
10.3. <i>BUDGET REVIEW 2018-2019</i>	15
10.4. <i>COMPLIANCE AUDIT RETURN 01/01/2018 – 31/12/2018</i>	21
10.5. <i>COMMUNITY EVENTS FUND APPLICATION – ANZAC DAY</i>	34
11. COUNCILLOR'S REPORTS ON MEETINGS ATTENDED	38
12. ELECTED MEMBERS' MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	38
13. MOTIONS WITHOUT NOTICE BY PERMISSION OF THE COUNCIL	38
13.1. <i>COUNCILLORS AND /OR OFFICERS</i>	38
14. ITEMS FOR DISCUSSION	38
14.1. <i>ITEM FOR DISCUSSION</i>	38
15. INFORMATION ITEMS	38
15.1. <i>ADOPTION OF INFORMATION REPORTS</i>	38
15.2. <i>MONTHLY FINANCIAL REPORTS – FOR THE PERIOD 01/02/2019 – 28/02/19</i>	38
15.3. <i>MONTHLY RATES REPORTS – FOR THE PERIOD ENDING 28/02/2019</i>	41
15.4. <i>SCHEDULE OF ACCOUNTS PAID FOR THE PERIOD 01/02/2019 – 28/02/2019</i>	41
15.5. <i>CORRESPONDENCE & MINUTES FOR INFORMATION</i>	48
15.6. <i>COUNCIL/COMMITTEES - STATUS REPORT</i>	49
16. CLOSURE OF MEETING	60

ORDINARY MEETING OF COUNCIL AGENDA

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

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".

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

Present:

Cr HR Thomson

Shire President

Cr T Young

Deputy Shire President

Cr D Douglas

Cr P Morrell

Cr T Brown

Cr M Trimming

Sean Fletcher

Sue Dowson

Acting CEO

Deputy CEO

Apologies:

Nil

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4. PUBLIC QUESTION TIME

5. PETITIONS / DEPUTATIONS / PRESENTATIONS

Mick Irving Department of Water and Environmental Regulation

6. APPLICATIONS FOR LEAVE OF ABSENCE

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

8. CONFIRMATION OF COUNCIL MEETING MINUTES:**8.1. ORDINARY MEETING OF COUNCIL HELD – 19 FEBRUARY 2019****COUNCIL DECISION**

That the Minutes of the Ordinary Meeting of Council held 19/02/2019 be confirmed as a true and correct record of proceedings without amendment.

9. CONFIRMATION OF OTHER MEETING MINUTES:

Nil

10. OFFICER'S REPORTS

10.1.ANNUAL MEETING OF ELECTORS – OUTCOMES FROM THE MINUTES

Proponent	Sean Fletcher, Acting CEO
Owner	N/A
Location/Address	N/A
Author of Report	Sean Fletcher, Acting CEO
Date of Meeting	19 March 2019
Previous Reports	Item 10.1 OCM 19 February 2019
Disclosure of any Interest	Nil
File Reference	4.1.27
Attachments	Minutes of Annual Meeting of Electors 2017-2018 held on 19 February 2019

BRIEF SUMMARY

Council is asked to note that there were no matters for consideration arising from the Electors' General Meeting (or the Annual Meeting of Electors) held on 19 February 2019 regarding the 2017-2018 Annual Report.

BACKGROUND

At its meeting on 19 February 2019 Council resolved to hold the Annual Meeting of Electors straight after the ordinary council meeting at 7:30PM. The CEO had issued local public notice of the meeting quite some time previously.

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995

5.27 – Electors General Meetings.

Must be held at least once every financial year, but not more than 56 days after accepting the annual report

5.29 – Convening Electors Meetings

The CEO is to convene an electors meeting by way of public notice

5.30 – Who Presides at Electors Meetings

The President is to preside at these meetings

5.31 – Procedure for Electors Meetings

The procedure (agenda) must be as per the regulations

5.32 – Minutes of Electors Minutes

The CEO is to cause minutes of the meeting to be kept and preserved

5.33 – Decisions Made at Electors Meetings

Decisions made at an Electors Meeting are to be considered at the next ordinary council meeting. If the Council makes a decision in response to a decision made at the Electors Meeting it is to record the reasons why in the minutes.

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

The Acting CEO discussed and advised on key elements of the Annual Report at the briefing session and the council meeting on 19 February 2019.

RISK MANAGEMENT

The matter of holding the annual meeting of electors to consider the annual report is one of compliance. Despite the annual report being adopted after the required due date of 31 December 2018, Council did hold the Annual meeting of Electors within the two months required if adopted after this date. So the matter is low risk and subject to improving processes on an ongoing basis. The main issue is the external impact of the auditors completing the annual financial statements within a timeframe that will assist the Shire meet its 31 December timeline in future.

COMMENT

As can be seen from the minutes there were a number of questions and statements from the community attendees that were answered by the Shire representatives at the meeting.

There were no decisions made at the meeting that requires Council consideration.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION – ITEM 10.1 ANNUAL MEETING OF ELECTORS - OUTCOMES FROM THE MINUTES

Moved Cr
Seconded Cr

That Council in accordance with 5.33 of the *Local Government Act 1995* notes there are no decisions required of Council regarding the minutes of the Annual Meeting of Electors held on 19 February 2019.

CARRIED X/X



SHIRE OF WOODANILLING



ANNUAL MEETING OF ELECTORS 2017-2018 Minutes 19 February 2019

CONTENTS

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS	2
2. RECORD OF ATTENDANCE / APOLOGIES	2
2.1. ATTENDANCE	2
2.2. APOLOGIES	2
3. CONFIRMATION OF MINUTES OF PREVIOUS ANNUAL GENERAL MEETING – 19 JUNE 2018	2
4. RECEIVING OF 2017-2018 ANNUAL REPORT	2
4.1. QUESTIONS	3
5. GENERAL BUSINESS	3
6. CLOSURE OF MEETING	3

2018 GENERAL MEETING OF ELECTORS

19 FEBRUARY 2019

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Shire President declared the Annual Meeting of Electors open at 7:34PM.

2. RECORD OF ATTENDANCE / APOLOGIES

2.1. ATTENDANCE

Cr Russel Thompson	Shire President
Cr Trevor Young	Deputy Shire President
Cr Peter Morrell	
Cr Timothy Brown	
Cr Dale Douglas	
Cr Maurice Trimming	
Mr Sean Fletcher	Acting Chief Executive Officer
Ms Sue Dowson	Deputy Chief Executive Officer
Ms Colleen Pollard	Administration Services Officer
Margaret Cook	
Ray Baxter	
Marj Winstanley	

2.2. APOLOGIES

Ray Kowald

3. CONFIRMATION OF MINUTES OF PREVIOUS ANNUAL GENERAL MEETING – 19 JUNE 2018

CONFIRMATION OF MINUTES 19 JUNE 2018

Moved: Cr Trimming
Seconded: Cr Brown

That the minutes of the Annual General Meeting for the 2016-2017 Financial Year held on 19 June 2018 be accepted.

CARRIED

4. RECEIVING OF 2017-2018 ANNUAL REPORT

The Shire President explained that the Shire is moving forward and is pleased to confirm that the new CEO will be starting on 2 April 2019. He also went on to say that money has been tight.

RECEIVING OF 2017-2018 ANNUAL REPORT

Moved: Cr Morrell
Seconded: Cr Trimming

That the 2017-2018 Annual Report, including the Annual Financial Statements, be received.

CARRIED

4.1. QUESTIONS

Margaret Cook commended that Acting CEO on the structure of the Report. Mr Fletcher responded that he and the previous CEO Ms Knight had compiled the Annual Report.

Ms Cook went on to comment that there is too much red in the timelines (Corporate Business Plan). The Shire President explained that this has resulted from the aspirational nature of the Strategic Community Plan and that this will be addressed in a more pragmatic fashion regarding the new plan. He concluded by saying that he appreciates the concern.

Ray Baxter asked for an explanation regarding the Transport Program on page 33 of the Annual Report. Both the Shire President and the Acting CEO explained that this is due to the impact of the WANDRRA funding and reimbursements to the Shire. Mr Fletcher explained that much of the WANDRRA funding and costs for works not completed in 2017-2018 were carried forward into 2018/2019.

Mr Fletcher then went on to explain the surplus for 2017-2018 as opposed to the expected deficit for 2018-2019. Mr Baxter thanked the Acting CEO for the clarification regarding the Shire's position (surplus/deficit).

The Shire President then closed questions regarding the 2018-2018 Annual Report.

5. GENERAL BUSINESS

The Shire President opened general business up to the floor:

5.1. QUESTIONS

Marj Winstanley raised a question regarding fire mitigation and in particular the matters she has raised at previous Annual Electors Meetings regarding Lot 217 that have not been addressed. Ms Winstanley commented:

- She first raised this matter seven years ago;
- It is DOLA land and is not sure on the suitability of mulching. Burning would not be a problem as the phascogales will move on;
- Her concern is when is the amount in there going to be reduced;
- There are logs piled up in the middle;
- There have been formalities passed to deal with the timber in this lot including a Council motion in the 2016 minutes for a firebreak to be put in.

Through the Chair, the Chief Bush Fire Control Officer (Cr Douglas) was able to advise that Lot 217 has been looked at in terms of the MAF project. The solution is to mulch what is in there. The Deputy CEO also explained that it has taken quite some time to get the appropriate flora/fauna clearances. Ms Winstanley said she is concerned regarding the piled logs in Lot 217. Cr Douglas responded that he review this matter with the CESM and the Shire re the MAF program. Ms Winstanley then went on to say that the outside works to the Old CEO's house looked bloody awful. Mr Fletcher responded that this work has been to keep the property safe.

Ray Baxter asked when the bio max unit at Salmon Gums was going to be fixed. The Deputy CEO responded that a plumber is on his way and went on to explain that one unit works well and the other doesn't. She commented further that the plumber will have this sorted by the end of the week.

Margaret Cook asked what was happening with the Robinson Rd/Great Southern Hwy intersection. Mr Fletcher advised that the Shire has received Black Spot funding approval to upgrade the intersection. This is a \$400,000 project that will occur 2019/20 – 2020/21. Ms Cook said she is concerned with the speeding that occurs through this intersection. The speed limit needs to be lowered. Mr Fletcher advised that this is a Main Roads matter and that it will not lower the speed limit from what it currently is. Others in the room commented that this was raised with Main Roads previously and that it refused to adjust the speed limit. Ms Cook then went on to say that the speed humps (rumble strips) on Robinson Rd heading west down towards the Great Southern Hwy were worn and no longer effective. The Shire responded it will look at this issue.

Ray Baxter then made a comment that his road was overgrown re the sheoaks and that a tree saw is needed. Two trucks cannot fit through there.

There being no further questions, the Shire President said thank you to the attendees for sharing the interest and coming along to the meeting. He also said thanks to the councillors and staff regarding 2017-2018.

6. CLOSURE OF MEETING

The Shire President declared the meeting closed at 8:05PM.

10.2.REGULATION 17 REVIEW 2018

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

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

This matter was adjourned (table) at the February 2019 Council meeting so that Council had more time to consider this matter. The report is presented again at today's meeting for Council's consideration.

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:

1. The Risk Assessment and Acceptance Criteria (or Risk Appetite).
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 (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 – 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

CS.3	ENSURE QUALITY DECISION MAKING BY COUNCIL IS SUPPORTED BY GOOD POLICIES, PROCEDURES AND LEGISLATION
CS.5	ENSURE ADEQUATE STAFFING RESOURCES ARE PROVIDED TO MEET STATUTORY REQUIREMENT AND CUSTOMER EXPECTATIONS
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 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:
 - Audit Committee to meet quarterly
 - 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 10.2 – REGULATION 17 REVIEW 2018

Moved: Cr X
Seconded: Cr X

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.

CARRIED X/X

10.3.BUDGET REVIEW 2018-2019

Proponent	Sean Fletcher, Acting CEO
Owner	N/A
Location/Address	N/A
Author of Report	Sean Fletcher, Acting CEO
Date of Meeting	19 March 2019
Previous Reports	Item 10.1 September 2018 – Quarterly Financial Review
Disclosure of any Interest	Nil
File Reference	17.1.3
Attachments	10.2.1 Budget Review Report 2018-2019 (Under Separate Cover)

BRIEF SUMMARY

Council in accordance with Regulation 33A of the Local Government (Financial Management) Regulations is asked to consider and adopt the Review prepared by the Acting CEO.

BACKGROUND

A local government is required between 1 January and 31 March in each financial year to carry out a review of its budget for that year. This review is mandatory compared to the quarterly review that Council has undertaken previously. Local Government has not had to do quarterly reporting for quite some time. Instead, most local governments have introduced detailed monthly financial statements. The Shire of Woodanilling has now done the same, with this new level of reporting undertaken since November 2018.

The previous budget review was conducted for the September 2018 Quarter and accepted by Council at the November 2018 Council Meeting. It should be noted that the Budget can be reviewed and adjusted at any time apart from the mandatory review.

STATUTORY/LEGAL IMPLICATIONS***Local Government (Financial Management) Regulations 1996*****33A Review of Budget**

- Must be done between 1 January and 31 March in each financial year;
- The Review must consider:
 - The Shire's performance 1 July – 31 December;
 - The Shire's financial position as at the time of the Review;
 - The outcomes forecasted in the Budget.
- The Review must be submitted to Council within 30 days of it being conducted;
- A Council by absolute majority is to decide whether to accept the Review or not (including any parts or recommendations made);
- Within 30 days after Council has made a determination, the Review must be submitted to the Department.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The Acting CEO had Moore Stephens assist him prepare the Budget Review. This has been at a cost less than \$3,000 and is accounted for within the 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 Acting CEO has provided a list of amendments at each briefing session and commented on other relevant matters in the weekly update to councillors.

RISK MANAGEMENT

The need to undertake the Budget Review is one of both compliance and financial impact. The Shire historically has complied with this requirement. The failure to undertake the review is a major consequence, but the likelihood of this happening is rare, so the overall compliance risk is low. However, the financial risk due to the changes required is major and the likelihood is almost certain – so an extreme risk. However, the risk is significantly ameliorated due to the funding strategies suggested in this report reducing the risk to low (in other words the risk is of benefit. The risk of not undertaken the amendments will have a high impact).

COMMENT

The author conducted the Budget Review between 26 February 2019 and 7 March 2019 using the financial statements to 31 December 2018. At the conclusion of the Review, the author determined that, if the Council follows the amendments proposed, the improved deficit at the September Quarter Review of (\$46,142) will be further improved to reflect a nil (or balanced) closing position.

Overview of the Budget Review Report

The Budget Review Report 2018-2019 is provided in Attachment 10.2.1. The Report is set out as follows:

Page	Subject	Comment
2	By Nature and Type	Shows the amended Budget by operating activities (grouped) e.g. amount from grants, fees, interest, materials and contracts, utilities and so on
3	By Program	This is each of the program areas (service areas) in local government. The totals for each section match those listed in the Nature and Type
4	Basis of Preparation	Confirms that the Report is compiled according to the Australian Accounting Standards
5	Summary Graphs	Shows how the Shire is tracking against the Budget and the predicted finish. Both Operating Expenses and Expenditure show that it is expected the Shire will remain on track as per the Budget. Operating Revenue may end up being under and Capital Revenue slightly over
6	Net Current Funding Position	Shows the Shire's cash position. Note that the Reserves are accounted for as a restricted position. The Liquidity Graph shows 17/18 it is 18/19
7 (23)	Notes to Net Current Funding Position	Explains the accounting policies that underpin how the Net Current Position is accounted for

8	Predicted Variances	Shows the variances that have occurred or are expected to 30 June 2019. This is explained in greater detail in the remainder of the agenda item below..
11	Budget Amendments	<p>This note shows:</p> <ul style="list-style-type: none"> • The amendments made to the Budget at the September Quarterly Review; • The proposed amendments resulting from the December Budget Review. It lists the accounts to be adjusted and by the corresponding income or expenditure. It shows a nil running balance (closing position).

Table One – Overview of Budget Review Report**Changes since September Quarter**

The proposed and required changes to the 18/19 Budget since the September Quarter include the following (by Program):

Operating Costs

Funding Source	Item	Link to CBP	Program	\$	Other
Reduce Contribution to Recreation Reserve	Moore Stephens – Financial Management Support		Governance – Co	30 200	In place re MFS, Budget Review, 19/20 Budget
	Strategic CP Workshops		Governance – Co	2 000	Per resolution
	CEO Recruitment Costs		Governance – Ad	11 364	Per resolution
	Acting CEO Costs		Governance – Ad	21 300	
	Payment for Water - Oval		Recreation	15 935	Jan bill \$9,100
			Total	80 799	
LGIS Bonus Scheme \$21 553 – Trust Fund	SCP Perception Survey – MARKYT Scorecard		Governance – Co	5 000	Regional and Shire services survey
	Howson Management		Governance – Co	2 470	Engineering Advice
	Records Project – Part 2		Governance – Ad	5 000	Compliance
	House Cracking – Excess		Housing – Staff	1 000	Overall cost \$21,000
	Engineering Consultant		Other Property	7 500	Support for WS
			Total	20 970	

Table Two – Operating Costs

Funding Source	Item	Link to CBP	Program	\$	Other
Reduce Contribution to Building Reserve	Former CEO's House – Yard clearance and reticulation		Housing - Staff	2 900	Property made safe
			Total	2 900	
Reduce Contribution to Office Equipment Reserve	Laptop – Rates Officer New File Structure		Governance - Ad	1 000 4 000	Correct Records File Structure - compliance
			Total	5 000	
Reduce Contribution to Road Construction Reserve	Pallet Racking - Depot		Transport	1 000	Safer work environment
	Tip Coverage – Crew Wages		Community Amenities	3 500	Currently seeking Tip Attendant
	Ranger Services - Costs		Law, Order, Safety	1 700	New service
			Total	5 200	
LGIS Experience Account	Risk Management Review – Officer Responsibilities		Governance - Ad	2 250	Risk simplified Dashboard
			Total	2 250	

Table Three – Operating Costs

The proposed amendments reflect key changes that the Shire has had to address regarding the appointment of a new CEO, up-skilling of staff and improvements to the Shire's compliance regime including financial management, records management and its risk profile.

Although other works have occurred such as improvements to the CEO's house, this has been done within the existing budget allocations.

Capital Costs

Asset Class	Item	Link to CBP	Funding Source	\$	Other
Rec & Culture – Purchase Land & Buildings	Lake Queerearrup – Toilets Overrun		Proceeds From Disposal of Assets	5 017	
	Current \$70 065		Total	5 017	\$75 082
Road Construction - RRG	Cartmeticup Road Emergency Repairs		Main Roads RRG	18 455	No change is required to RRG Capital Projects total due to: <ul style="list-style-type: none"> • Reallocation of Oxley Rd Costs; • Adoption of \$29,000 increase at September 2018 Review.
	Current \$45 020		Total	18 455	\$143 000

Table Four – Capital Costs

The total increase in operating expenditure as shown in tables two and three and also summarised in Notes 4.1 and 4.2 on page 8 of the attached Budget Review. It is proposed to fund these costs as follows:

- Decrease the contribution to the Recreation Reserve by \$80 799. This will see the final position for the Recreation Reserve adjusted to \$47,180 instead of \$127 979;
- Decrease the contribution to the Building Reserve by \$2 900. This will see the final position for the Building Reserve adjusted to \$37 600 instead of \$40 500;

- Decrease the contribution to the Office Equipment Reserve by \$5 000. This will see the final position of the Office Equipment Reserve adjusted to \$18 018 instead of \$23 018;
- Decrease the contribution to the Road Construction Reserve by \$5 200. This will see the final position of the Road Construction Reserve adjusted to \$208 363 instead of \$213,563;
- Using the insurance payment savings returned to the Shire and held in the LGIS Bonus Scheme Trust Fund of \$20 970; and
- Accessing the LGIS Experience Fund that is made available to all local governments each year. The amount required is \$2 250.

The total increase in capital expenditure as shown in Table Four is \$5 017 (See Note 4.4.2 on Page 9 of the Budget Review). The Cartmesticup Road Emergency Repairs do not need to be increased, only the recognition of the proposed support funding of \$18,455 from Main Roads (Also see Note 4.3.1 on Page 9 of the Budget Review). This means there are a number of impacts to note regarding the change in Capital Costs (Income & Expenditure):

- The 18/19 Budget did not recognise the proceeds from the disposal of assets. These have now been included as follows (i.e. cash positive – Refer Note 4.3.2 on page 9 of the attached Budget Review):
 - Sale of Cement Spreader: \$5,000
 - Trade-in of Backhoe: \$31,500
- The September Quarter adopted an increase to the Regional Road Group Capital Program of \$29,000 as the changes regarding the 17/18 Cartmesticup Carryover were not listed in the Budget. However, as it transpires, an allocation was included in the Budget. What this means is:
 - The Shire already has its allocation for the Cartmesticup Emergency Repairs in place (\$9,228);
 - Only the proposed funding from Main Roads for the Cartmesticup Emergency Repairs need to be recognised.

The Shire's Reserves

The 18/19 Budget proposed that the Shire's Reserves would total \$1,030,905. However, with the amendments required under the Review process, the final state of the Shire's reserves should be:

Reserve	Balance December 2018 \$	Current Balance \$	Transfer From Reserve 17/18 \$	Closing Balance 17/18 \$	Revised Target 18/19 \$
Plant Reserve	160,362.41	323,308.31	(404,563)	160,000	566,163
Building Reserve	15,033.98	26,887.65	(25,350)	15,000	*37,600
Affordable Housing	36,542.58	54,335.83	(22,857)	36,460	59,682
Town Development	0.01	0.01	(0)	0	0
Office Equipment	5,011.33	10,935.88	(17,968)	5,000	*18,018
Recreation	0	35,520.00	(127,979)	0	*47,180
Road Construction	7,724.86	68,891.89	(205,779)	7,707	*208,363
Unspent Grants		0		107,800	0
Total	224,675.16	520,879.57	(804,497)	331,967	937,006

Table Five - State of the Reserves (*Reserves adjusted down)

It can be seen in Table Five that the new total proposed for the Shire's Reserves is \$937 006, or over 90% of what was proposed. This means that the planned contributions to the Reserves will be reduced from \$806 738 to \$708 709 (Refer Financing Activities on Page 3 of the attached Budget Review and Note 4.5.10 on page 10 of the Budget Review). In Table Five, it can also be seen that the Plant Reserve and the Affordable Housing Reserves have not been affected.

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION – ITEM 10.3 BUDGET REVIEW 2018-2019

Moved Cr

Seconded Cr

That Council in accordance with regulation 33A of the *Local Government (Financial Management) Regulations 1996* adopts the 2018-2019 Budget Review that includes:

1. The changes to the accounts listed as part of the New Amendments listed in Note 5 on page 11 of the Budget Review as follows:

Budget Adoption		Opening Surplus(Deficit)		(49,192)	(49,192)
Difference between adopted surplus estimate and actual surplus				65,009	15,817
122230	Direct Grants	10.1 Sept 2018	Operating Revenue	29,085	44,902
M999	Reinstatement of Award increases	10.1 Sept 2018	Operating Expenses	(10,000)	34,902
42040	Consulting & Relief Staff ACEO	10.1 Sept 2018	Operating Expenses	(57,600)	(22,698)
42040	Consulting & Relief Staff Recruitment Agent	10.1 Sept 2018	Operating Expenses	(13,000)	(35,698)
42000	Saving on CEO Salary	10.1 Sept 2018	Operating Expenses	12,480	(23,218)
144006	Insurance Refunds on Plant	10.1 Sept 2018	Operating Revenue	1,000	(22,218)
91221	3327 Robinson Road - rent	10.1 Sept 2018	Operating Revenue	3,900	(18,318)
113020	Insurance Premiums - actual increment	10.1 Sept 2018	Operating Expenses	(6,500)	(24,818)
141000	Private Works - culvert installation	10.1 Sept 2018	Operating Expenses	(5,000)	(29,818)
RRG55	Cartmesticup Road Widening (Carryover)	10.1 Sept 2018	Operating Expenses	10,666	(36,152)
RRG56	Cartmesticup Road reseal (Carryover)	10.1 Sept 2018	Operating Expenses	8,000	(40,152)
42070	Computer Maintenance	10.1 Sept 2018	Operating Expenses	(6,000)	(46,152)
Amended budget balance as per Council Resolution					
New amendments					
✓ 041130	Integrated Planning & Other Consultants	M&C	Operating Expenses	(40,000)	(40,000)
✓ 041210	Reimbursements	Other revenue	Operating Revenue	12,470	(27,530)
✓ 042040	Consulting & Relief Staff	M&C	Operating Expenses	(40,000)	(67,530)
✓ 042070	Computer Equipment Maintenance	M&C	Operating Expenses	(5,000)	(72,530)
✓ 042200	Reimbursements - Administration	Operating Grants	Operating Revenue	2,250	(70,280)
✓ 052000	Expenses Relating to Animal Control	M&C	Operating Expenses	(1,700)	(71,980)
✓ 091000	Maintenance 3340 Robinson Road	M&C	Operating Expenses	(2,900)	(74,880)
✓ 091210	Income 3347 Robinson Road	Fees	Operating Revenue	1,000	(73,880)
✓ 100020	Tip Maintenance Costs	Employee Costs	Operating Expenses	(3,500)	(77,380)
✓ 113010	Maintenance - Parks & Reserves	Utilities	Operating Expenses	(15,935)	(93,315)
✓ 122040	Expenses relating to the Shire Depot	M&C	Operating Expenses	(1,000)	(94,315)
✓ 122220	Grant - RRG Project	Non-Operating Grant	Capital Revenue	18,455	(75,860)
✓ 143000	Expenses Relating to Public Works Overheads	M&C	Operating Expenses	(7,500)	(83,360)
✓ 111300	Purchase Land & Buildings - CAPITAL	LAND & BUILD	Capital Expenses	(5,017)	(88,377)
✓ 007110	Transfers to Reserve	RESERVES	Capital Expenses	98,029	9,652
✓ 123400	Proceeds from Disposal of Assets	Proceeds	Capital Revenue	36,500	46,152
Amended Budget Cash Position as per Council Resolution				0	0
				298,844	(298,844)

2. Recognising that the Amended Budget Cash Position as 0.

CARRIED BY ABSOLUTE MAJORITY X/X

10.4.COMPLIANCE AUDIT RETURN 01/01/2018 – 31/12/2018

Proponent	Shire of Woodanilling
Owner	
Location/Address	
Author of Report	Sue Dowson DCEO
Date of Meeting	20 th March 2019
Previous Reports	
Disclosure of any Interest	Nil
File Reference	4.1.36
Attachments	Compliance Audit Return to 31/12/2018

BRIEF SUMMARY

To adopt the Compliance Audit Return in accordance with the Local Government (Audit) Regulations 1996.

BACKGROUND

The Compliance Audit Return process ensures that each Local Government has processes in place that allows Council to monitor how the organisation is functioning. The Compliance Audit Return is one of the tools available to assist Council with this monitoring role.

The Compliance Audit Return is to be:

- presented to Council at a meeting of the Council
- adopted by the Council; and
- the adoption recorded in the minutes of the meeting at which it is adopted.

After the Return has been presented to Council a certified copy of the Return along with the relevant Section of the Minutes and any additional information is to be submitted to the Department by 31 March 2019.

STATUTORY/LEGAL IMPLICATIONS

Local Government (Audit) Regulations 1996

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS**Theme 3****Governance****OBJECTIVES**

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

STRATEGIES

By ensuring legislation is used to effectively enable quality decision making

CONSULTATION/COMMUNICATION

Nil required

RISK MANAGEMENT

The need to undertake the Compliance Audit Return (CAR) is one of compliance. The Shire in the past has complied with this requirement within the due date. The failure to undertake the CAR is of moderate

consequence, it would mean that the Shire would be open to the risk of intervention from the Department. The likelihood of this happening is rare, so the overall compliance risk is moderate. However, if the CAR was not completed in time the measure of consequence would be High, the likelihood would be almost certain and the consequence likely giving a risk rating of High.

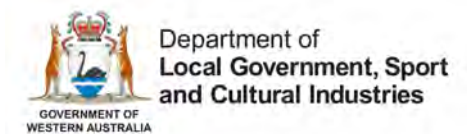
COMMENT

There where no non compliant issues

VOTING REQUIREMENTS Absolute Majority

AUDIT COMMITTEES RECOMMENDATION – ITEM COMPLIANCE AUDIT RETURN 01/01/2018 – 31/12/2018

That Council adopt the attached Statutory Compliance Audit for the period 1st January 2018 until 31 December 2018



Woodanilling - Compliance Audit Return 2018

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of section of relevant minutes.

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2018.	N/A		Sue Dowson
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2018.	N/A		Sue Dowson
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2018.	N/A		Sue Dowson
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2018.	N/A		Sue Dowson
5	s3.59(5)	Did the Council, during 2018, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A		Sue Dowson



Department of
**Local Government, Sport
and Cultural Industries**

Delegation of Power / Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	N/A		Sue Dowson
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	N/A		Sue Dowson
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	N/A		Sue Dowson
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	N/A		Sue Dowson
5	s5.18	Has Council reviewed delegations to its committees in the 2017/2018 financial year.	Yes		Sue Dowson
6	s5.42(1), 5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes		Sue Dowson
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority.	Yes	item 10.2 July 2017 Council meeting	Sue Dowson
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	Yes		Sue Dowson
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes		Sue Dowson
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	Yes	item 10.2 July 2017 Council Meeting	Sue Dowson
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes		Sue Dowson
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2017/2018 financial year.	Yes		Sue Dowson
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	Yes		Sue Dowson

Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68).	Yes		Sue Dowson
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings.	No		Sue Dowson



**Department of
Local Government, Sport
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.	Yes		Sue Dowson
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	Yes		Sue Dowson
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	Yes		Sue Dowson
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2018.	Yes		Sue Dowson
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2018.	Yes		Sue Dowson
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	Yes		Sue Dowson
9	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76	Yes		Sue Dowson
10	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28.	Yes		Sue Dowson
11	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	Yes		Sue Dowson
12	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	Yes		Sue Dowson
13	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	Yes		Sue Dowson
14	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report.	Yes		Sue Dowson



Department of
**Local Government, Sport
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
15	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee.	Yes		Sue Dowson
16	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees.	Yes		Sue Dowson

Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5)).	N/A		Sue Dowson
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property.	N/A		Sue Dowson

Finance

No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act.	Yes		Sue Dowson
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority.	N/A		Sue Dowson
3	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes		Sue Dowson
4	s7.3, 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.	Yes		Sue Dowson
5	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2018 received by the local government within 30 days of completion of the audit.	No		Sue Dowson
6	s7.9(1)	Was the Auditor's report for the financial year ended 30 June 2018 received by the local government by 31 December 2018.	No		Sue Dowson
7	S7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken by the local government, was that action undertaken.	N/A		Sue Dowson



Department of
**Local Government, Sport
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
8	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	N/A		Sue Dowson
9	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.	N/A		Sue Dowson
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	Yes		Sue Dowson
11	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	Yes		Sue Dowson
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	Yes		Sue Dowson
13	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor.	Yes		Sue Dowson
14	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor.	Yes		Sue Dowson
15	Audit Reg 17	Has the CEO reviewed the appropriateness and effectiveness of the local government's systems and procedures in accordance with regulation 17 of the Local Government (Audit) Regulations 1996.	Yes		Sue Dowson
16	Audit Reg 17	If the CEO has not undertaken a review in accordance with regulation 17 of the Local Government (Audit) Regulations 1996, is a review proposed and when.	N/A		Sue Dowson



Department of
**Local Government, Sport
and Cultural Industries**

Integrated Planning and Reporting

No	Reference	Question	Response	Comments	Respondent
1	s5.56 Admin Reg 19DA (6)	Has the local government adopted a Corporate Business Plan. If Yes, please provide adoption date of the most recent Plan in Comments. This question is optional, answer N/A if you choose not to respond.	Yes	12/08/2013	Sue Dowson
2	s5.56 Admin Reg 19DA (6)	Has the local government adopted a modification to the most recent Corporate Business Plan. If Yes, please provide adoption date in Comments. This question is optional, answer N/A if you choose not to respond.	No		Sue Dowson
3	s5.56 Admin Reg 19C (7)	Has the local government adopted a Strategic Community Plan. If Yes, please provide adoption date of the most recent Plan in Comments. This question is optional, answer N/A if you choose not to respond.	Yes	16/02/2016	Sue Dowson
4	s5.56 Admin Reg 19C (7)	Has the local government adopted a modification to the most recent Strategic Community Plan. If Yes, please provide adoption date in Comments. This question is optional, answer N/A if you choose not to respond.	No		Sue Dowson
5	S5.56	Has the local government adopted an Asset Management Plan. If Yes, in Comments please provide date of the most recent Plan, plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	Yes	16/12/2017	Sue Dowson
6	S5.56	Has the local government adopted a Long Term Financial Plan. If Yes, in Comments please provide date of the most recent Plan, plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	Yes	16/12/2017	Sue Dowson
7	S5.56	Has the local government adopted a Workforce Plan. If Yes, in Comments please provide date of the most recent Plan plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	Yes	18/08/2015	Sue Dowson



Department of
**Local Government, Sport
and Cultural Industries**

Local Government Employees

No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised.	Yes		Sue Dowson
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A.	Yes		Sue Dowson
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4).	N/A		Sue Dowson
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only).	Yes		Sue Dowson
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	N/A		Sue Dowson



Department of
**Local Government, Sport
and Cultural Industries**

Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer.	N/A		Sue Dowson
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c).	Yes		Sue Dowson
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made.	Yes		Sue Dowson
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint.	Yes		Sue Dowson
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred.	Yes		Sue Dowson
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) or (c).	Yes		Sue Dowson

Tenders for Providing Goods and Services					
No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).	Yes		Sue Dowson
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract.	Yes		Sue Dowson
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice.	Yes		Sue Dowson
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16.	Yes		Sue Dowson



**Department of
Local Government, Sport
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation.	Yes		Sue Dowson
6	F&G Reg 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16.	Yes		Sue Dowson
7	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.	Yes		Sue Dowson
8	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.	Yes		Sue Dowson
9	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17.	Yes		Sue Dowson
10	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	Yes		Sue Dowson
11	F&G Reg 21 & 22	Did the local governments's advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22.	N/A		Sue Dowson
12	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice.	N/A		Sue Dowson
13	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services.	N/A		Sue Dowson
14	F&G Reg 24	Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24.	N/A		Sue Dowson
15	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice.	N/A		Sue Dowson
16	F&G Reg 24AD(4) & 24AE	Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE.	N/A		Sue Dowson



**Department of
Local Government, Sport
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application.	N/A		Sue Dowson
18	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application, notice of the variation.	N/A		Sue Dowson
19	F&G Reg 24AH(1)	Did the local government reject the applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time specified in the invitation for applications.	N/A		Sue Dowson
20	F&G Reg 24AH(3)	In relation to the applications that were not rejected, did the local government assess which application(s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria.	N/A		Sue Dowson
21	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG.	N/A		Sue Dowson
22	F&G Reg 24AI	Did the local government send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted.	N/A		Sue Dowson
23	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government comply with the requirements of F&G Reg 24E in relation to the preparation of a regional price preference policy (only if a policy had not been previously adopted by Council).	N/A		Sue Dowson
24	F&G Reg 24F	Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy.	N/A		Sue Dowson
25	F&G Reg 11A	Does the local government have a current purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less.	Yes		Sue Dowson



I certify this Compliance Audit return has been adopted by Council at its meeting on _____

Signed Mayor / President, Woodanilling

Signed CEO, Woodanilling

10.5.COMMUNITY EVENTS FUND APPLICATION – ANZAC DAY

Proponent	CWA
Owner	
Location/Address	
Author of Report	Colleen Pollard
Date of Meeting	19/03/2019
Previous Reports	Nil
Disclosure of any Interest	Nil
File Reference	13.1.5A GP511
Attachments	Community Events Fund Application Form

BRIEF SUMMARY

To consider the application for funding of \$300 to hold an Anzac Service with morning tea for the public.

BACKGROUND

Not for profit community groups can apply for funding for events which contribute to social and community welfare, economic, environmental, health, education or cultural areas.

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995

POLICY IMPLICATIONS

Policy 83

FINANCIAL IMPLICATIONS

\$780.00 remaining for Community Event Funding for 2018-19 financial year.

STRATEGIC IMPLICATIONS**Medium Term**

CW.1 Develop Community Initiative Programs to ensure active community participation and volunteering.

Theme 1**Community Well-being****VISION**

- To deliver a quality of life to our residents that is based upon sound environmentally sustainable principles and is socially productive & growing

OBJECTIVES

- To support the delivery of programs and initiatives that foster community spirit and harmony
- To ensure that our community is accessible for people with disabilities, their families and carers

(Woodanilling Disability Access Inclusion Plan 2010)

STRATEGIES

- By supporting community projects that have direct benefit to the well-being of our community – example Woody on Display
- Disability Access and Inclusion Plan (DAIP) – Advocate to local businesses and tourist venues the requirements for, and benefits flowing from, the provision of accessible venues

CONSULTATION/COMMUNICATION

CWA President

RISK ASSESSMENT

Risk assessment is a Financial Impact that is (1) Insignificant being less than \$5,000.00. The measures of likelihood are rare and consequence is insignificant giving it a risk rating of low.

COMMENT

The application received meets the requirements of the funding guidelines.

VOTING REQUIREMENTS

Absolute majority

OFFICER'S RECOMMENDATION – ITEM 10.4 COMMUNITY EVENTS FUND APPLICATION – ANZAC DAY

Moved Cr seconded Cr.... that Council approved the allocation of a grant of \$300 for the Anzac Day service.

CARRIED BY AN ABSOLUTE MAJORITY /

SHIRE OF WOODANILLING - COMMUNITY EVENTS FUND APPLICATION FORM



Contact Information

Name of Organising Body/
Group

C. W. A.

Address

ROBINSON RD EAST

City

WOODANILLING

Post Code

6316

Contact Person

MARJ. WINSTANLEY

Title
(President/Secretary/etc)

PRESIDENT

Phone Number

0428 844586

E-Mail Address

marjwin2@gmail.com

Organization Information

Is the organising body
Incorporated?

☒ Yes
☐ No

Year Established

Is the organising body registered
for GST?

☐ Yes
☐ No

ABN:

75087 227562

Proposal Request

Name of Event/Project

ANZAC DAY

Total Event Budget (incl GST)

\$300

Requested Amount (Incl GST)

\$200

How will the event benefit the Woodanilling Community?

ANZAC SERVICE

Please list the items on which the requested amount will be spent.
(supply quotes if necessary)

MORNING TEA CATERING

Risk Management
(Include details of public liability insurance cover the organising body has, plus any risk management actions for the event)

Type of Request

Date of Event

25/4/19

Is this an annual event?

☒ Yes
☐ No

Are you requesting funding on an annual basis?

☐ Yes
☐ No

How will you promote the event?

WONGI, FACEBOOK, WEBSITE, POSTERS

Community Strategic Plan
(indicate how your request fits within the Shire of Woodanilling's Community Strategic Plan)

Email Form

11. COUNCILLOR'S REPORTS ON MEETINGS ATTENDED

Nil

12. ELECTED MEMBERS' MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**13. MOTIONS WITHOUT NOTICE BY PERMISSION OF THE COUNCIL****13.1. COUNCILLORS AND /OR OFFICERS****14. ITEMS FOR DISCUSSION****14.1. ITEM FOR DISCUSSION****15. INFORMATION ITEMS****15.1. ADOPTION OF INFORMATION REPORTS****RECOMMENDATION – INFORMATION REPORT 19/03/2019**

That Council endorses the information contained in the following information reports.

15.2. MONTHLY FINANCIAL REPORTS – FOR THE PERIOD 01/02/2019 – 28/02/19**January 2019 Monthly Financial Statements**

The January Monthly Financial Statements are provided for in Attachment 15.2.1. The main things to note are:

- Page 5 sets out the income and expenses by program (area of service) and denotes whether there is a variance (material variance) using the arrows up or down (see Var. column). This balances with the Nature and Type Statement on Page 7;
- The Cash at Bank at the end of January is \$630,156 (Note 2, Page 10);
- I have attached Note 13 (Page 21) – Explanation of the Material Variances as a separate document on the next page of this agenda item;
- 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. This will change with the adoption of the December Budget Review

January 2019 Variances

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY					NOTE 13
FOR THE PERIOD ENDED 31 JANUARY 2019					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
	\$	%			
Revenue from operating activities					
General Purpose Funding - Other	(40,037)	(16.42%)	▼	Timing	Financial Assistance Grants 19/02/19
Education and Welfare	(13,401)	(24.99%)	▼	Timing	Aged Unit - Rents. Now on track
Housing	(15,055)	(75.41%)	▼	Timing	LGIS Repair Work Refund to occur
Transport	(592,036)	(45.62%)	▼	Timing	WANDRRRA Claims
Economic Services	10,978	83.69%	▲	Timing	Standpipe Income is up by \$5,680
Other Property and Services	15,517	88.70%	▲	Timing	Diesel Fuel Rebate up
Expenditure from operating activities					
Law, Order and Public Safety	89,674	47.41%	▲	Timing	MAF2 Works
Education and Welfare	11,081	44.19%	▲	Timing	Depreciation to occur
Housing	17,495	31.98%	▲	Timing	Works ahead of Schedule Staff Housing
Recreation and Culture	(27,767)	(32.11%)	▼	Timing	Upgrades to Lake Q to be capitalised
Transport	611,217	26.52%	▲	Timing	WANDRRRA Claims
Economic Services	(10,042)	(38.96%)	▼	Timing	Fees owed re Standpipes
Other Property and Services	(10,344)	(55.37%)	▼	Timing	Leave allocations
Investing Activities					
Non-operating Grants, Subsidies and Co	(75,993)	(50.26%)	▼	Timing	RRG Funds to be claimed
Capital Acquisitions	(67,857)	(18.16%)	▼	Timing	Backhoe Not Recognised
KEY INFORMATION					

January 2019 Bank Statement

Bank Statement

Summary:

GL Account (as at Month End)
10015000 Municipal Cash at Bank GEN

Opening Balance	\$18,531.40
Deposits	\$173,976.84
Payments	-283,461.76
Fees	-14,093.34
Adjustments	-64,796.80
Closing Balance	\$30,156.34

The Bank Statement balances to the General Ledger

Statement No. 179
Statement Date 31/01/2019

Page 4 of 4

Opening Balance	\$25,181.36
<u>Reconciled Items</u>	
Deposits	173,607.69
Payments	-103,994.77
Fees	-14,093.34
Adjustments	-63,881.66
Closing Balance	\$16,629.14
<u>Unreconciled Items</u>	
Deposits	1,645.30
Payments	-188,118.10
Fees	0.00
Adjustments	0.00
Unreconciled Closing Balance	-186,472.80
Total - To agree with GL	\$30,156.34

ENTERED

By Sophie Marinoni at 2:14 pm, Feb 28, 2019

REVIEWED

By Sean Fletcher at 3:46 pm, Feb 28, 2019

APPROVED

By Sean Fletcher at 3:47 pm, Feb 28, 2019

15.3.MONTHLY RATES REPORTS – FOR THE PERIOD ENDING 28/02/2019

OUTSTANDING RATES	28/02/2019
Description	Balance
Rates	\$ 41,946.43
Legal charges	\$ 1,666.20
Penalty charges	\$ 7,339.04
Other Charges	\$ -
Instalment admin Fee	\$ 79.02
Instalment interest	\$ 47.50
Fire breaks	\$ 1,707.21
ESL Penalty	\$ 427.03
Sub total	\$ 53,212.43
Rubbish removal	\$ 3,050.00
Sub total	\$ 3,050.00
ESL	\$ 3,907.31
Sub total	\$ 3,907.31
Rates paid in advance	-\$ 8,276.01
Sub total	-\$ 8,276.01
Grand total	\$ 51,893.73

SUNDRY DEBTORS OUTSTANDING 90 DAYS OR GREATER

CLIENT #	DETAILS	AMOUNT
20384	Block Slashing fees	\$786.39
79	WANDRA Funding	\$22570.11
47	Standpipe Water	\$47.52
114	WANDRAA standpipe Water	\$12757.85
9	Block Slashing as per firebreak notice	\$172.90
57	Planning Fee	\$939.68
	Under and overs	\$0.01
	Total	\$37274.46

TOTAL SUNDRY DEBTORS OUTSTANDING

30 DAYS AND LESS	60 DAYS	90 DAYS OR GREATER	TOTAL
\$507.97	\$0.00	\$37274.46	\$37782.43

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

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
EFT3637	01/02/19	Dwanie Cooper			-\$ 170.00
	30/01/19		Payroll deductions	\$ 170.00	
EFT3638	01/02/19	Major Motors			-\$ 50.61
	15/01/19		Parts	\$ 50.61	
EFT3639	01/02/19	Sandra Williamson			-\$ 498.75
	23/01/19		Cleaning contract	\$ 105.00	
	21/01/19		Cleaning contract	\$ 393.75	
EFT3640	01/02/19	QFH Multiparts			-\$ 820.81
	18/01/19		Materials	\$ 820.81	
EFT3641	01/02/19	Austral Mercantile Collections			-\$ 133.50
	20/12/18		Field Call	\$ 133.50	
EFT3642	01/02/19	Great Southern Centre for Outdoor Recreation Excellence			-\$ 2,200.00
	05/12/18		GS Regional Trails Master Plan	\$ 2,200.00	
EFT3643	01/02/19	Wagin Jewellers & Giftware			-\$ 30.00
	15/01/19		Engraving	\$ 30.00	
EFT3644	01/02/19	ATO			-\$ 19,409.00
	31/12/18		BAS - Dec 18	\$ 19,409.00	
EFT3645	01/02/19	Staff Lotto			-\$ 45.00
	30/01/19		Payroll deductions	\$ 40.00	
	30/01/19		Payroll deductions	\$ 5.00	
EFT3646	01/02/19	Shire of Katanning			-\$ 5,845.14
	03/01/19		Contribution to CESM	\$ 5,845.14	
EFT3647	01/02/19	Perth McIntosh & Son			-\$143,528.00
	10/12/18		Case 580ST Backhoe	\$143,528.00	
EFT3648	01/02/19	PCS			-\$ 680.00
	31/01/19		Software support	\$ 680.00	
EFT3649	01/02/19	Great Southern Waste Disposal			-\$ 2,444.40
	03/01/19		Rubbish removal	\$ 2,444.40	
EFT3650	01/02/19	Staff Christmas Club			-\$ 247.00
	30/01/19		Payroll deductions	\$ 227.00	
	30/01/19		Payroll deductions	\$ 20.00	
EFT3651	01/02/19	RSPCA WA			-\$ 5.00
	30/01/19		Payroll deductions	\$ 5.00	
EFT3652	01/02/19	Ambrose Electrical Contracting			-\$ 352.30
	10/01/19		Electrical repairs	\$ 205.80	
	10/01/19		Repairs	\$ 146.50	
EFT3653	01/02/19	Strategic Teams			-\$ 3,520.00
	29/01/19		Acting CEO	\$ 3,520.00	
EFT3654	08/02/19	DJ Marris Engineering			-\$ 473.00
	01/02/19		Parts	\$ 473.00	
EFT3655	08/02/19	Katanning Cherry Picker			-\$ 11,440.00
	18/01/19		Tree removal	\$ 11,440.00	
EFT3656	08/02/19	Dwanie Cooper			-\$ 170.00
	06/02/19		Payroll deductions	\$ 170.00	
EFT3657	08/02/19	Lush Fire & Planning			-\$ 500.50
	01/02/19		Planing services	\$ 500.50	
EFT3658	08/02/19	The Woodanilling Tavern			-\$ 215.00
	18/01/19		Accom & meals	\$ 215.00	

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
EFT3659	08/02/19	Hi-Tec Oil Traders			-\$ 3,204.30
	24/01/19		Materials	\$ 3,204.30	
EFT3660	08/02/19	Coalcliff Plant Hire & Civil Contracting			-\$ 63,981.73
	30/11/18		WANDRRA Storm Damage	\$ 63,981.73	
EFT3661	08/02/19	Hempfield Small Motors			-\$ 75.00
	18/12/18		Blades	\$ 75.00	
EFT3662	08/02/19	McGuffie Transport			-\$ 41.80
	03/10/18		Freight	\$ 41.80	
EFT3663	08/02/19	Trevor James Fairhurst			-\$ 350.00
	26/01/19		Rental agreement	\$ 350.00	
EFT3664	08/02/19	Office of the Auditor General			-\$ 30,800.00
	11/01/19		Audit fees	\$ 30,800.00	
EFT3665	08/02/19	Katanning Stock & Trading			-\$ 112.00
	31/01/19		Materials	\$ 112.00	
EFT3666	08/02/19	Woodanilling Store			-\$ 213.95
	30/01/19		Groceries & fuel	\$ 213.95	
EFT3667	08/02/19	Courier Australia			-\$ 40.38
	01/02/19		Freight	\$ 40.38	
EFT3668	08/02/19	Shire of Wagin			-\$ 165.00
	19/12/18		4WDL Executive Officer	\$ 165.00	
EFT3669	08/02/19	Staff Lotto			-\$ 45.00
	06/02/19		Payroll deductions	\$ 45.00	
EFT3670	08/02/19	Great Southern Fuel Supplies			-\$ 604.75
	25/01/19		Materials	\$ 585.50	
	16/01/19		Fuel cards	\$ 11.00	
	16/01/19		Fuel cards	\$ 8.25	
EFT3671	08/02/19	Cutting Edges Equipment Parts			-\$ 165.00
	28/09/18		Grader blades	-\$ 1,045.00	
	24/01/19		Grader blades	\$ 1,210.00	
EFT3672	08/02/19	Katanning McIntosh & Son			-\$ 277.06
	23/01/19		Air con repairs	\$ 277.06	
EFT3673	08/02/19	Halanson Earthmoving			-\$ 14,333.00
	31/08/18		Invoice 1316 overpaid	-\$ 588.50	
	08/01/19		WANDRRA Storm Damage	\$ 14,921.50	
EFT3674	08/02/19	Katanning Hardware			-\$ 783.00
	15/01/19		Gas exchange	\$ 783.00	
EFT3675	08/02/19	Albany Best Office Systems			-\$ 352.67
	29/01/19		Copier contract	\$ 352.67	
EFT3676	08/02/19	Staff Christmas Club			-\$ 247.00
	06/02/19		Payroll deductions	\$ 247.00	
EFT3677	08/02/19	RSPCA WA			-\$ 5.00
	06/02/19		Payroll deductions	\$ 5.00	
EFT3678	08/02/19	Strategic Teams			-\$ 3,520.00
	04/02/19		Acting CEO	\$ 3,520.00	
EFT3679	15/02/19	Dwanie Cooper			-\$ 170.00
	13/02/19		Payroll deductions	\$ 170.00	
EFT3680	15/02/19	Hudson Sewage Services			-\$ 472.41
	28/08/18		Maintenance agreement	\$ 233.75	
	04/02/19		Quarterly Biomax service	\$ 238.66	
EFT3681	15/02/19	Sandra Williamson			-\$ 420.00

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
	04/02/19		Cleaning contract	\$ 420.00	
EFT3682	15/02/19	McGuffie Transport			-\$ 164.45
	18/01/19		Freight	\$ 164.45	
EFT3683	15/02/19	Trevor James Fairhurst			-\$ 350.00
	26/01/19		Rental agreement	\$ 350.00	
EFT3684	15/02/19	Katanning Stock & Trading			-\$ 260.00
	28/01/19		Toilet door	\$ 260.00	
EFT3685	15/02/19	Woodanilling Store			-\$ 200.00
	23/01/19		Stamps	\$ 200.00	
EFT3686	15/02/19	Courier Australia			-\$ 64.53
	08/02/19		Freight	\$ 64.53	
EFT3687	15/02/19	Staff Lotto			-\$ 45.00
	13/02/19		Payroll deductions	\$ 45.00	
EFT3688	15/02/19	Great Southern Fuel Supplies			-\$ 953.27
	15/01/19		Materials	\$ 170.91	
	31/01/19		Fuel card purchases	\$ 782.36	
EFT3689	15/02/19	BOC Gases Australia			-\$ 24.42
	29/01/19		Gases	\$ 24.42	
EFT3690	15/02/19	Lotex Filter Cleaning Service			-\$ 182.52
	21/01/19		Filter cleaning	\$ 182.52	
EFT3691	15/02/19	Winc			-\$ 316.79
	01/02/19		Stationary	\$ 316.79	
EFT3692	15/02/19	Staff Christmas Club			-\$ 247.00
	13/02/19		Payroll deductions	\$ 247.00	
EFT3693	15/02/19	RSPCA WA			-\$ 5.00
	13/02/19		Payroll deductions	\$ 5.00	
EFT3694	15/02/19	Strategic Teams			-\$ 3,520.00
	11/02/19		Acting CEO	\$ 3,520.00	
EFT3695	15/02/19	Officeworks			-\$ 328.08
	23/01/19		Stationary	\$ 328.08	
EFT3696	18/02/19	Kim Boulton			-\$ 5,060.00
	30/01/19		Records review	\$ 3,300.00	
	31/01/19		Implementation of Key Words	\$ 1,760.00	
EFT3697	22/02/19	Sheridan's			-\$ 171.61
	11/02/19		Engraving	\$ 171.61	
EFT3698	22/02/19	Dwanie Cooper			-\$ 170.00
	20/02/19		Payroll deductions	\$ 170.00	
EFT3699	22/02/19	Major Motors			-\$ 47.32
	06/02/19		Parts	\$ 47.32	
EFT3700	22/02/19	Garden Retic Services			-\$ 2,928.00
	02/02/19		Retic install	\$ 2,728.00	
	02/02/19		Retic repairs	\$ 200.00	
EFT3701	22/02/19	Sandra Williamson			-\$ 157.50
	10/02/19		Cleaning contract	\$ 157.50	
EFT3702	22/02/19	QFH Multiparts			-\$ 13.45
	12/12/18		Materials	\$ 13.45	
EFT3703	22/02/19	Brenton Norrie			-\$ 1,365.00
	12/02/19		House repairs	\$ 1,365.00	
EFT3704	22/02/19	Modus Australia			-\$ 24,139.50
	25/01/19		Toilet building	\$ 24,139.50	
EFT3705	22/02/19	Trevor James Fairhurst			-\$ 700.00
	09/02/19		Rental agreement	\$ 700.00	

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
EFT3706	22/02/19	Katanning Stock & Trading			-\$ 66.10
	07/02/19		Materials	\$ 66.10	
EFT3707	22/02/19	Blights Auto Electrics			-\$ 27.50
	30/01/19		Parts	\$ 27.50	
EFT3708	22/02/19	Staff Lotto			-\$ 45.00
	20/02/19		Payroll deductions	\$ 45.00	
EFT3709	22/02/19	Great Southern Fuel Supplies			-\$ 5,431.36
	13/02/19		Bulk diesel	\$ 5,431.36	
EFT3710	22/02/19	Edwards Motors			-\$ 46.20
	24/01/19		Parts	\$ 46.20	
EFT3711	22/02/19	Cut-N-Cote			-\$ 91.65
	15/01/19		Materials	\$ 39.95	
	30/01/19		Materials	\$ 51.70	
EFT3712	22/02/19	Katanning Furnishings			-\$ 524.00
	07/02/19		Blinds	\$ 524.00	
EFT3713	22/02/19	Beaurepaires Wagin			-\$ 94.26
	25/01/19		Tyres	\$ 94.26	
EFT3714	22/02/19	Perth McIntosh & Son			-\$ 301.72
	29/01/19		Parts	\$ 301.72	
EFT3715	22/02/19	Winc			-\$ 1,097.04
	13/11/18		Stationery	\$ 548.52	
	11/02/19		Stationery	\$ 548.52	
EFT3716	22/02/19	PCS			-\$ 255.00
	08/02/19		Software support	\$ 255.00	
EFT3717	22/02/19	Grahams Small Motor Centre			-\$ 18.00
	08/02/19		Parts	\$ 18.00	
EFT3718	22/02/19	Staff Christmas Club			-\$ 247.00
	20/02/19		Payroll deductions	\$ 247.00	
EFT3719	22/02/19	RSPCA WA			-\$ 5.00
	20/02/19		Payroll deductions	\$ 5.00	
EFT3720	22/02/19	Strategic Teams			-\$ 3,520.00
	19/02/19		Acting CEO	\$ 3,520.00	
EFT3721	22/02/19	Officeworks			-\$ 219.00
	24/01/19		Projector screen	\$ 219.00	
DD2372.2	05/02/19	NAB - Credit Card			-\$ 509.30
	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	
DD2375.1	05/02/19	NAB - Credit Card			-\$ 74.97
	02/01/19		Acrobat Pro subscription	\$ 43.98	
	07/01/19		Acrobat Pro subscription	\$ 21.99	
	29/01/19		Card fee	\$ 9.00	
DD2377.1	06/02/19	WA Super			-\$ 562.92
	06/02/19		Super contributions	\$ 464.94	
	06/02/19		Payroll deductions	\$ 24.77	
	06/02/19		Payroll deductions	\$ 73.21	
DD2377.2	06/02/19	MLC Nominees			-\$ 28.49
	06/02/19		Payroll deductions	\$ 12.39	

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
	06/02/19		Super contributions	\$ 16.10	
DD2377.3	06/02/19	Colonial First State			-\$ 202.51
	06/02/19		Payroll deductions	\$ 48.22	
	06/02/19		Super contributions	\$ 154.29	
DD2377.4	06/02/19	Australian Super			-\$ 616.05
	06/02/19		Payroll deductions	\$ 70.71	
	06/02/19		Payroll deductions	\$ 10.00	
	06/02/19		Super contributions	\$ 535.34	
DD2377.5	06/02/19	Hesta			-\$ 381.04
	06/02/19		Payroll deductions	\$ 69.36	
	06/02/19		Super contributions	\$ 311.68	
DD2377.6	06/02/19	MLC Navigator Retirement Plan			-\$ 173.79
	06/02/19		Payroll deductions	\$ 70.80	
	06/02/19		Super contributions	\$ 102.99	
DD2377.7	06/02/19	Colonial Select Personnel Super			-\$ 85.54
	06/02/19		Super contributions	\$ 85.54	
DD2385.1	13/02/19	WA Super			-\$ 575.13
	13/02/19		Super contributions	\$ 477.15	
	13/02/19		Payroll deductions	\$ 24.77	
	13/02/19		Payroll deductions	\$ 73.21	
DD2385.2	13/02/19	MLC Nominees			-\$ 75.56
	13/02/19		Payroll deductions	\$ 12.39	
	13/02/19		Super contributions	\$ 63.17	
DD2385.3	13/02/19	Colonial First State			-\$ 202.51
	13/02/19		Payroll deductions	\$ 48.22	
	13/02/19		Super contributions	\$ 154.29	
DD2385.4	13/02/19	Australian Super			-\$ 564.48
	13/02/19		Payroll deductions	\$ 70.71	
	13/02/19		Payroll deductions	\$ 10.00	
	13/02/19		Super contributions	\$ 483.77	
DD2385.5	13/02/19	Hesta			-\$ 381.04
	13/02/19		Payroll deductions	\$ 69.36	
	13/02/19		Super contributions	\$ 311.68	
DD2385.6	13/02/19	MLC Navigator Retirement Plan			-\$ 173.79
	13/02/19		Payroll deductions	\$ 70.80	
	13/02/19		Super contributions	\$ 102.99	
DD2385.7	13/02/19	Colonial Select Personnel Super			-\$ 85.54
	13/02/19		Super contributions	\$ 85.54	
DD2386.1	13/02/19	Telstra			-\$ 530.65
	25/01/19		Mobile charges	\$ 530.65	
DD2390.2	25/02/19	Water Corporation			-\$ 523.06
	08/02/19		3340 Robinson Rd	\$ 107.62	
	08/02/19		3347 Robinson Rd	\$ 173.46	
	08/02/19		3327 Robinson Rd	\$ 200.29	
	08/02/19		13 Cardigan St	\$ 41.69	
DD2390.3	22/02/19	Water Corporation			-\$ 9,071.54
	08/02/19		Sports oval	\$ 9,071.54	
DD2394.2	25/02/19	Water Corporation			-\$ 959.79

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
	08/02/19		3/8 Cardigan St	\$ 111.19	
	08/02/19		1/3 Cardigan St	\$ 41.69	
	08/02/19		2/3 Cardigan St	\$ 41.69	
	08/02/19		3/3 Cardigan St	\$ 41.69	
	08/02/19		4/3 Cardigan St	\$ 41.69	
	08/02/19		Salmon Gum Biomax	\$ 486.49	
	08/02/19		2/8 Cardigan St	\$ 118.02	
	08/02/19		1/8 Cardigan St	\$ 77.33	
DD2396.1	20/02/19	WA Super			-\$ 562.92
	20/02/19		Super contributions	\$ 464.94	
	20/02/19		Payroll deductions	\$ 24.77	
	20/02/19		Payroll deductions	\$ 73.21	
DD2396.2	20/02/19	MLC Nominees			-\$ 74.14
	20/02/19		Payroll deductions	\$ 17.65	
	20/02/19		Super contributions	\$ 56.49	
DD2396.3	20/02/19	Colonial First State			-\$ 202.51
	20/02/19		Payroll deductions	\$ 48.22	
	20/02/19		Super contributions	\$ 154.29	
DD2396.4	20/02/19	Australian Super			-\$ 635.22
	20/02/19		Payroll deductions	\$ 70.71	
	20/02/19		Payroll deductions	\$ 10.00	
	20/02/19		Super contributions	\$ 554.51	
DD2396.5	20/02/19	Hesta			-\$ 381.04
	20/02/19		Payroll deductions	\$ 69.36	
	20/02/19		Super contributions	\$ 311.68	
DD2396.6	20/02/19	MLC Navigator Retirement Plan			-\$ 173.79
	20/02/19		Payroll deductions	\$ 70.80	
	20/02/19		Super contributions	\$ 102.99	
DD2396.7	20/02/19	Colonial Select Personnel Super			-\$ 85.54
	20/02/19		Super contributions	\$ 85.54	
DD2400.1	20/02/19	SkyMesh			-\$ 125.00
	20/02/19		Internet contract	\$ 125.00	
DD2403.1	27/02/19	WA Super			-\$ 562.92
	27/02/19		Super contributions	\$ 464.94	
	27/02/19		Payroll deductions	\$ 24.77	
	27/02/19		Payroll deductions	\$ 73.21	
DD2403.2	27/02/19	MLC Nominees			-\$ 1,223.97
	27/02/19		Payroll deductions	\$ 291.42	
	27/02/19		Super contributions	\$ 932.55	
DD2403.3	27/02/19	Colonial First State			-\$ 202.51
	27/02/19		Payroll deductions	\$ 48.22	
	27/02/19		Super contributions	\$ 154.29	
DD2403.4	27/02/19	Australian Super			-\$ 492.03
	27/02/19		Payroll deductions	\$ 70.71	
	27/02/19		Payroll deductions	\$ 10.00	
	27/02/19		Super contributions	\$ 411.32	
DD2403.5	27/02/19	Hesta			-\$ 381.04
	27/02/19		Payroll deductions	\$ 69.36	
	27/02/19		Super contributions	\$ 311.68	

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
DD2403.6	27/02/19	MLC Navigator Retirement Plan			-\$ 173.79
	27/02/19		Payroll deductions	\$ 70.80	
	27/02/19		Super contributions	\$ 102.99	
DD2403.7	27/02/19	Colonial Select Personnel Super			-\$ 85.54
	27/02/19		Super contributions	\$ 85.54	
				Total	-\$387,698.99

15.5.CORRESPONDENCE & MINUTES FOR INFORMATION

Nil

15.6.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"> 1) Commission a Road Safety Audit (RSA) on the intersection of River Road and Link Road; 2) Ensure that traffic counts are carried out to support the RSA; and 3) Undertake gravel sampling in the area to confirm the quantities and quality of the gravel source. 	<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>20/11/18 No further action at this point in time</p> <p>18/12/18</p> <ul style="list-style-type: none"> • No further action at this point in time • Matter referred by ACEO to Consultant Engineer <p>19/02/19 NFA</p> <p>19/03/19 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>18/12/18</p> <ul style="list-style-type: none"> • No further action at this point in time <p>19/02/19 NFA</p> <p>19/03/19 NFA</p>	

Date	Agenda Item No	File Ref ID	Heading	Motion	Up-date	Completed Date & Ref
16/10/2018	10.5	10.3.1	Town Planning Scheme No 1 Review	<p>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 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>20/11/18 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>18/12/18 NFA</p> <p>19/02/19 Consultant Planner has advised that Amendment 3 has not been signed off by DPLH as yet.</p> <p>19/03/19 No change</p>	BA380 , BA381
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"> Deleting provisions that have been superseded by the deemed provisions in Schedule 2 of the Regulations; and inserting new and amended 	<p>20/11/18 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>18/12/18 NFA</p>	BA380 , BA381

Date	Agenda Item No	File Ref ID	Heading	Motion	Up-date	Completed Date & Ref
				<p>provisions to reflect the application and reference to the deemed provisions.</p> <ul style="list-style-type: none"> • Inserting Schedule A Supplemental Provisions; • Correcting and updating references and terminology in accordance with the provisions of the Planning and Development Act 2005; and • Renumbering the remaining Scheme provisions and Schedules sequentially and updating any cross referencing to the new clause numbers as required. <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>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>	<p>19/02/19 Consultant Planner has advised that Amendment 3 has not been signed off by DPLH as yet.</p> <p>19/03/19 No change</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</p>	<p>19/02/19</p> <ul style="list-style-type: none"> • Shire President has spoken to Wagin Shire President; 	28/02/19

Date	Agenda Item No	File Ref ID	Heading	Motion	Up-date	Completed Date & Ref
				<p>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"> In the event that the current appointment process proves unsatisfactory; 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. <p>2. Under section 5.23(2) of the Local Government Act 1995 re-opens the meeting to the public.</p>	<ul style="list-style-type: none"> ACEO has yet to issue written response 19/03/19 Letter sent X 	
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>2. Authorises the President and Deputy President to conclude the contract negotiations with Mr Gash including agreeing on:</p>	<p>19/02/19 Mr Gash has signed his contract of employment and this is presented for approving and sealing at today's Council meeting 19/03/19 Contract signed and sealed 19/03/19</p>	2/04/19

Date	Agenda Item No	File Ref ID	Heading	Motion	Up-date	Completed Date & Ref
				a. The final Total Reward Package; b. Entering into discussions regarding the initial performance criteria; c. Choice and use of house as the CEO's residence, pertinent usage of the car and other tools of trade; d. A five year contract with the start date being Tuesday 2 April 2019 and an expiry date of 1 April 2024; 3. Arrange other matters that may be relevant including, but not limited to, an appropriate handover period with Mr Fletcher and associated matters.		
18/12/2018	10.5	4.3.4	Exit Interview – Review of the 2017-18 Annual Financial Statement	1. Acknowledges the Audit Committee has held the exit interview regarding the audit of the Shire's 2017/2018 Annual Financial Statements. 2. 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: <ul style="list-style-type: none"> Oversee the required actions from the Auditor's Report; Prepare the necessary report addressing the matters concerned; 	19/02/19 Signed off financials are presented in today's item regarding the adoption of the Shire's 2017-18 Annual Report 19/03/19 DCEO has yet to finish submitting the Report to the Department	

Date	Agenda Item No	File Ref ID	Heading	Motion	Up-date	Completed Date & Ref
				<ul style="list-style-type: none"> Present the prepared report to Council so that a copy may then be forwarded to the Minister. 		
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.	19/02/19 Advice to be issued 19/03/19 Advice to be issued 11/03/2019 Emailed Landgate copy of minutes to request allocation of 311 Fowlers road.	
18/12/18	10.11		Infrastructure Briefing Report	1) Council receive the attached infrastructure briefing report 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: 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.	19/02/19 Changes discussed with consultant engineer 19/03/19 Updated Report to be submitted to TPW	
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.	19/02/19 The Program will be presented to the TPW later in February 2019 19/03/19 Program submitted to TPW 15/03/19	
19/02/19	10.1	4.3.4	Adoption of 2017/2018 Annual Report	That Council under section 5.54 of the <i>Local Government Act 1995</i> accepts the Shire's 2017/2018 Annual Report in Attachment 10.1.1 that also includes:	19/03/19 <ul style="list-style-type: none"> Annual Report was adopted 19/02/19; 	19/02/19

Date	Agenda Item No	File Ref ID	Heading	Motion	Up-date	Completed Date & Ref
				<ul style="list-style-type: none"> The 2017/2018 Annual Financial Statements; and The Auditor's Report (Audit Opinion) compiled in accordance with Section 7.9 of the <i>Local Government Act 1995</i>. <p>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.</p>	<ul style="list-style-type: none"> Annual meeting of Electors was held 19/02/19 	
19/02/19	10.2	4.1.39A	Update Regarding Integrated Planning	<p>That Council:</p> <ol style="list-style-type: none"> 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). Endorse the Catalyse MARKYT Scorecard Survey of the Woodanilling District as in Attachment 10.2.1. 	<p>19/03/19</p> <ul style="list-style-type: none"> Update was accepted by Council; Catalyse MARKYT Scorecard issued from 7/03/19 	
19/02/19	10.3	4.1.39A	Corporate Business Plan – December 2018 Quarterly Update	That Council accept the quarterly review of the Shire's Corporate Business Plan for the December 2018 Quarter as in Attachment 10.3.1.	<p>19/03/19</p> <p>Quarterly Report accepted 19/02/19</p>	
19/02/19	10.4	4.3.4	Review of Terms of Reference for the Audit Committee	That Council adopts the Audit Committee Terms of Reference as presented in Attachment 10.4.1.	<p>19/03/19</p> <p>Terms of Reference adopted 19/02/19</p>	

Date	Agenda Item No	File Ref ID	Heading	Motion	Up-date	Completed Date & Ref
19/02/19	10.5	4.3.4	Implementation of Risk Management Policy	That Council: <ol style="list-style-type: none"> 1. In accordance with section 2.7 (2)(b) of the <i>Local Government Act 1995</i> adopts revised Policy 95 (Attachment 10.5.1). 2. Endorses the Risk Management Governance Framework December 2018 V2 (Attachment 10.5.2). 	19/02/19 Risk Management Policy implemented	
19/02/19	10.6	4.3.4	Regulation 17 Review 2018	That this matter is adjourned until the March 2019 Ordinary Meeting of Council. The reason for this adjournment is so that both the Audit Committee and Council have sufficient time to complete their examination of the Review.	19/03/19 Matter to be resolved at today's meeting	
19/02/19	10.7	4.4.15	WALGA Submission Review of the Local Government Act – Phase 2	That Council: <ol style="list-style-type: none"> 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 <i>Local Government Act 1995</i> – 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. 	19/03/19 Review submitted to WALGA 22/02/19	<u>22/02/19</u>

Date	Agenda Item No	File Ref ID	Heading	Motion	Up-date	Completed Date & Ref
19/02/19	10.8	4.2.2	CEO's KPIs December 2018	That Council accepts the CEO's KPI Report for December 2018 as in Attachment 10.8.1	19/03/19 Update to KPIs accepted	
19/02/19	10.9	CR1115	Road Resumption - Lot 1430 Cartmeticup Road Woodanilling	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.	19/03/19 Yet to be actioned A) Section has been closed B) Email sent to Geographical Names Committee requesting road name change.	
19/02/19	10.11	4.2.2	Adoption of CEO's Contract	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 <i>Local Government Act 1995</i> : a. Is satisfied with the provisions of the employment contract; <i>and</i> 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.	19/03/19 Contract signed and sealed 19/02/19	
10.12	10.12	5.2.1	Application to Keep More Than Two Dogs on Property	That Council grant an exemption pursuant to S26(3) of the <i>Dog Act 1976</i> , 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:	19/03/19 To be actioned	26/02/2019 AN194

Date	Agenda Item No	File Ref ID	Heading	Motion	Up-date	Completed Date & Ref
				<p>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.</p> <p>b) Dog registrations must remain current at all times;</p> <p>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.</p> <p>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.</p> <p>e) The exemption may be revoked or varied at any time under the <i>Dog Act 1976</i> section 26 (3.c)</p>		

Legend

Status	Flag
Not Started	Roadblock Occurred
Monitor	In Progress
Completed	
Deferred	

16. CLOSURE OF MEETING