

ORDER OF BUSINESS

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Minutes of an Ordinary Meeting of Council held in the Council Chambers on Wednesday 15 May 2019 commencing at 5.25pm

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Attendance

BD West	President	West Ward
RD Duckworth	Deputy President	West Ward
HT McInnes	Councillor	Town Ward
B Smoker	Councillor	West Ward
R Bowey	Councillor	Town Ward
BP Taylor	Councillor	Central Ward
MS Lucchesi	Councillor	Central Ward
L Varone	Councillor	East Ward
G Yandle	Chief Executive Officer	
C Vandenberg	Deputy Chief Executive Officer	
J Hobson	Manager of Works	
N Thompson	ESO/Minutes	

APOLOGIES

G Robins	Councillor	Town Ward
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3. PUBLIC QUESTION TIME

Nil

4. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

5. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Shire of Kulin Ordinary Meeting – 17 April 2019

01/0519

Moved Cr Taylor Seconded Cr Smoker that the minutes of the Ordinary Council Meeting held on 17 April 2019 be confirmed as a true and correct record.

Carried 8/0

CEO advised of a required change to the minutes at Item 6.3:-

Standpipe sizing at Fotheringhame, Yealering & Dandagin Rd standpipes should be 25mm not 20mm as stated under Resolution 08/0419.

Kulin Child Care Centre Management Committee Meeting – 7 May 2019

02/0519

Moved Cr Lucchesi Seconded Cr Bowey that the minutes of the Kulin Child Care Centre Management Committee held on 7 May 2019 be confirmed as a true and correct record.

Carried 8/0

6 MATTERS REQUIRING DECISION

6.1 List of Accounts – April 2019

RESPONSIBLE OFFICER: DCEO
FILE REFERENCE: 12.06
AUTHOR: DCEO
STRATEGIC REFERENCE/S: 12.01
DISCLOSURE OF INTEREST: Nil

SUMMARY:

Attached is the list of accounts paid during the month of April 2019 for Council's consideration.

BACKGROUND & COMMENT:

Nil

FINANCIAL IMPLICATIONS:

Nil

STATUTORY AND PLANNING IMPLICATIONS:

Regulation 34 of the Local Government (Financial Management) Regulations 1996 requires local governments to prepare each month a statement of financial activity reporting on the revenue and expenditure of funds for the month in question.

POLICY IMPLICATIONS:

Nil

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

That April payments being cheque no.'s 407 (Trust), 37107 – 37115; EFT No's 15112 - 15231, DD6882.1 - DD6903.4 (Municipal), credit card payments, creditor payments, payroll and other vouchers from the Municipal Fund totalling \$567,990.86 be received.

VOTING REQUIREMENTS:

Simple majority required.

03/0519

Moved Cr Smoker Seconded Cr Bowey that April payments being cheque no.'s 407 (Trust), 37107 – 37115; EFT No's 15112 - 15231, DD6882.1 - DD6903.4 (Municipal), credit card payments, creditor payments, payroll and other vouchers from the Municipal Fund totalling \$567,990.86 be received.

Carried 8/0

6.2 Financial Reports – April 2019

RESPONSIBLE OFFICER: DCEO
FILE REFERENCE: 12.01
AUTHOR: DCEO
STRATEGIC REFERENCE/S: 12.01
DISCLOSURE OF INTEREST: Nil

SUMMARY:

Attached are the financial reports for the period ending 30 April 2019.

BACKGROUND & COMMENT:

Nil

FINANCIAL IMPLICATIONS:

Nil

STATUTORY AND PLANNING IMPLICATIONS:

Regulation 34 of the Local Government (Financial Management) Regulations 1996 requires local governments to prepare each month a statement of financial activity reporting on the revenue and expenditure of funds for the month in question.

POLICY IMPLICATIONS:

Nil

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

That Council endorse the monthly financial statements for the period ending 30 April 2019.

VOTING REQUIREMENTS:

Simple majority required.

04/0519

Moved Cr McInnes Seconded Cr Taylor that Council endorse the monthly financial statements for the period ending 30 April 2019.

Carried 8/0

6.3 Adoption of Fees and Charges 2019-2020

RESPONSIBLE OFFICER: DCEO

FILE REFERENCE: 12.04

AUTHOR: DCEO

STRATEGIC REFERENCE/S:

DISCLOSURE OF INTEREST: Nil

SUMMARY:

A schedule of proposed fees & charges for the 2019/20 financial year is attached to the agenda. A hard copy will be presented to Council at the meeting.

BACKGROUND & COMMENT:

In accordance with Section 6.16 of the *Local Government Act 1995*, a Local Government may impose and recover a fee or charge for any goods or service it provides or proposes to provide. Fees and charges can be imposed or amended during the year, but only by an absolute majority decision of Council.

Significant changes made to fees charged:

- Water usage charges as per Council resolution
- Wording of the family pool season pass, change from 2 adults and 2 children to 2 adults and 2 children OR 1 adult and 3 children
- Wording for FRC memberships to be in line with the constitution (ordinary rather than adult member)
- An increase of 7.5% to private works plant rates to reflect an increase
- An increase in rental charges of \$2.50 per week across all rentals

Charges which are no longer applicable have been removed and other minor changes have been made relating to rounding.

FINANCIAL IMPLICATIONS:

The schedule of fees and charges has been reviewed with the view of maintaining revenues at the required level to meet service needs and community expectations.

STATUTORY AND PLANNING IMPLICATIONS:

Section 6.16 of the Local Government Act 1995

POLICY IMPLICATIONS:

Nil

COMMUNITY CONSULTATION:

Advertising period is for a minimum of 4 weeks.

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

1. That Council adopt and incorporate the proposed schedule of fees and charges.
2. That the proposed fees and charges take effect 1 July 2019.

VOTING REQUIREMENTS:

Absolute majority required.

05/0519

Moved Cr Duckworth Seconded Cr McInnes

1. That Council adopt and incorporate the proposed schedule of fees and charges.
2. That the proposed fees and charges take effect 1 July 2019.

Carried 7/1

6.4 Wheatbelt Secondary Freight Network – Updated Financial Contribution Allocation

RESPONSIBLE OFFICER: CEO

FILE REFERENCE:

AUTHOR: CEO

STRATEGIC REFERENCE/S: 1.2. Connected communities through a safe and efficient transport network throughout the Shire
1.2.1.2. Continue to access Black Spot funding, Roads to Recovery funding and Regional Road Group funding.
4.1.3.3. Continue to participate in Wheatbelt Development Commission and Regional Development Australia (Wheatbelt) regional projects, where applicable and subject to the availability of staff / Council and the budget.

DISCLOSURE OF INTEREST: Nil

SUMMARY:

For Council to consider support for the Wheatbelt Secondary Freight Network project by reallocation of funds from Building Better Regions Fund co-contribution to role of Lead Consultant Project Management in support of successful Regional Economic Development grant.

BACKGROUND & COMMENT:

The Wheatbelt Secondary Freight Network (WSFN) network comprises 4,400km of Local Government managed roads that connect with State and National highways to provide access for heavy vehicles into the region. These roads are intended to enable large, high productivity trucks safe and cost effective access to business.

The project is being driven by local government authorities with a Working Group established consisting of representatives from the following organisations:

- Wheatbelt North Regional Road Group (WN RRG)
- Wheatbelt South Regional Road Group (WS RRG)
- WA Local Government Association (WALGA)
- Regional Development Australia - Wheatbelt (RDA-W)
- Main Roads WA-Wheatbelt Region (MRWA-WR)
- Wheatbelt Development Commission (WDC)

Over the last 2 years, 42 Local Government authorities across the region have collaborated to identify priority routes and have also participated in a technical data collection process, preparation of a pre-feasibility business case and a cost benefit analysis of the planning process. The in-kind investment by local government to date is estimated to be in excess of \$750,000. The process has been an excellent example of a large number of local governments working together on a common strategic regional priority. The key undertakings of the project so far are:

1. Identification of nominated WSFN roads based upon a simple criteria developed by RRG.
2. Determination of basic project framework and minimum design standards.
3. Road condition assessment against minimum design standards.
4. High level scope of works and order of magnitude costs for upgrades required.
5. A summary of data collection and assessment across the 42 local of governments is:

	Route Length (km)	Proposed Works (km)	Proposed Length (%)	Indicative Costs (\$)
TOTAL	4,337	2,851	66	\$ 493,000,000

This initial approach was to assist the Working Group to work towards an Infrastructure Australia Stage 3/4 submission for inclusion of the WSNF project on the Infrastructure Australia Infrastructure Priority List (IPL).

The long term goal is to obtain funding support for a broadly estimated, \$500 million capital works program over 10 - 20 year timeframe to bring the network up to a fit for purpose standard for current and anticipated future needs. The group is working towards submitting an IA Stage 4 Business Case submission for the WSNF. The project development costs associated with the business case submission are estimated to be \$5M, which is in the order of 1% of the estimated capital investment.

The following provides an outline of the proposed budget and funding applications that were submitted to assist with the development and planning stages the WSNF project.

Stages	Budget and Funding Sources
Stage 1 – Strategic Planning	\$1,000,000
<ul style="list-style-type: none"> ▪ Design Criteria and Objectives ▪ Options Assessment ▪ Collated Data Review ▪ Multiple Criteria Assessment ▪ Staging Plan 	<ul style="list-style-type: none"> ▪ BBRF (\$750K) ▪ LGA co-contribution (\$250K)
Stage 2 – Detailed Planning	\$3,600,000
<ul style="list-style-type: none"> ▪ Concept Design Investigations ▪ Preliminary Design Investigations 	<ul style="list-style-type: none"> ▪ Commodity Route (\$1M) ▪ LGA in-kind
Stage 3 – IA Stage 3/4 Submission	\$400,000
<ul style="list-style-type: none"> ▪ Project Management ▪ Governance Plan ▪ Business Case Development 	<ul style="list-style-type: none"> ▪ REDS (\$100K) ▪ LGA in-kind
	\$5,000,000

Building Better Regions Fund (BBRF) Submission

The Building Better Regions Fund (BBRF) submission is only intended to contribute towards funding activities associated with Stage 1 – Strategic Planning at an estimated budget of \$1M.

Funding and the associated BBRF application can be summarised as follows:

- Budget
 - Total Cash \$1M
- Funding
 - BBRF \$750K
 - LGA cash co-contribution \$250K.

This strategic planning work will inform the strategic allocation of road capital works funding provided to LGAs in the region, the economically optimal sequence for developing the network and ensure that roads are designed and constructed to an optimal standard from a ‘whole-of-life’ asset management perspective. The detailed planning exercise is expected to achieve a net benefit in the order of \$20 million based solely on the benefits gained from freight route prioritisation.

Commodity Freight Roads Fund (CFRF)

The Commodity Freight Roads Fund submission is intended to contribute towards funding of activities associated with Stage 2 – Detailed Planning. This will specifically entail \$1M for consultants to undertake Preliminary Design Investigations. The remainder of Stage 2 is intended to be undertaken via in-kind by local governments and other funding sources currently being investigated, should they become available.

Regional Economic Development (RED) Grant

The Regional Economic Development (RED) Grants submission is intended to contribute towards funding activities associated with Stage 3 – IA Stage 3/4 Submission. This will specifically entail \$100K for a Lead Consultant to undertake project management. The remainder of Stage 3 is intended to be undertaken via in-kind by local governments and other funding sources being investigated should they become available.

Major Project Business Case Fund (MPBCF) Initiative

The Australian Government is investing \$100 billion over 10 years from 2019–20 through its rolling infrastructure plan to help manage our growing population, meet our national freight challenge and get Australians home sooner and safer. This includes \$250 million allocated to the Major Project Business Case Fund (MPBCF) initiative. Projects with clear strategic merit that has:

- Engagement in the project planning stage
- View of future priorities
- Ready to invest to enable economic activity
- Address nationally significant deficits in the transport system
- Drive economic productivity growth and liveability in cities and regions through transport infrastructure investment

The WSFR Working Group sees the \$5M sought for the Stage 4 IA submission for this regionally significant project as an ideal candidate for the MPBCF.

Roads of Strategic Importance (ROSI) Initiative

The Australian Government will invest \$4.5 billion, including \$1 billion of additional funding committed in the 2019-20 Budget, to the Roads of Strategic Importance (ROSI) initiative to help connect regional businesses to local and international markets, and better connect regional communities. ROSI has the following principles:

- Key freight corridors that connect primary agricultural areas and mining resource regions to ports and other transport hubs.
- Support communities along the corridors and provide better access for tourists and other road users.
- Characterised by narrow sections of road, low capacity bridges and deteriorating pavements.
- Constrains the productivity and efficiency of freight movements.
- Catalyse economic activity and improve access to communities and tourist attractions.

From an estimated total of \$500,000,000 in funding the Working Group sought \$125,000,000 over the next 3 years for the delivery of the first stage of capital works.

The Working Group put in separate funding submissions for each of the abovementioned funding sources for the various stages of the project. The project has been successful in obtaining funding from the following sources:

- ROSI initiative funding
 - Stage 1 Priority Works – Wheatbelt Secondary Freight Network.
 - The Australian Government has committed \$70 million towards the project.
“Upgrades will be prioritised based on linkages to state and national roads and highways and the rail network. Consideration will also be given to links to six ports and two livestock centres, as well as regional and metro grain receival sites, accessed by the producers of the Wheatbelt region.
Benefits of the project include:
 - improve road safety
 - improve freight efficiency, connectivity and travel time
 - ensure consistent Restricted Access Vehicles (RAVs) ratings across the network, which will provide improved access for agricultural and mining regions to transport hubs”
- RED Grants (Supported by the WA State Government’s Royalties for Regions Program)
 - Lead Consultant Project Coordinator – Wheatbelt Secondary Freight Network.
 - \$100,000.
“The Lead Consultant will form part of the Project Management Team and work with the member organisation Working Group.
The Lead Consultant - Project Management is an integral key to successful project delivery. The complexity and scale of this project is significant and well beyond the technical and financial capabilities of the Wheatbelt shires on an individual basis. Engaging a Lead Consultant – Project Management with the skills and expertise required to work with all technical consultants and the PMT will ensure a cohesive collaborative environment is established for optimum outputs.
The project is planned to be managed via oversight from the WSFN Steering Committee with a nominated Project Manager and the Project Management Team (PMT) representing the WSFN. Lead Consultant – Project Management will direct the work of the external technical consultants and will be the main contact for communication between the Project Management Team and external consultants.
The WSFN Project will require the specialised skills of a range of external technical consultants.

Key areas of technical expertise identified for the project are:

- Civil Design
- Surveying
- Environmental
- Economic Assessment”

Previously 42 local governments were asked to financially contribute to the WSFN project via a budget allocation of \$6,000 which was proposed to be part of a co-contribution towards BBRF. With the unsuccessful BBRF bid, it is proposed that the \$6,000 in financial contributions from each of the 42 local governments totalling \$252,000 be allocated to combine with the RED funding of \$100,000 to become a project management pool of approximately \$350,000. This would contribute towards the overall project management requirements associated with the delivery of Stage 1 Priority Works over the course of an estimated 3 year delivery timeframe. Funding would contribute towards the following nominal requirements:

- Project Coordinator
 - Nominal \$60,000 per annum (\$180,000 across 3 years)
- Project Administration and Communications Officer.
 - Nominal \$20,000 per annum (\$60,000 across 3 years)
- Technical Consultancy Resources
 - Nominal \$100,000.

STATUTORY ENVIRONMENT:

Nil

STRATEGIC AND POLICY IMPLICATIONS:

- 1.2. Connected communities through a safe and efficient transport network throughout the Shire
 - 1.2.1.2. Continue to access Black Spot funding, Roads to Recovery funding and Regional Road Group funding.
 - 4.1.3.3. Continue to participate in Wheatbelt Development Commission and Regional Development Australia (Wheatbelt) regional projects, where applicable and subject to the availability of staff / Council and the budget.

FINANCIAL IMPLICATIONS:

Reallocation of funds from Building Better Regions Fund co-contribution to role of Lead Consultant Project Management in support of successful Regional Economic Development grant.
Inclusion in the 2019/20 budget.

COMMUNITY CONSULTATION:

Wheatbelt Secondary Freight Network Working Group - a request has been received by the Chair of the Wheatbelt South Regional Road Group (WSRRG) for confirmation of Council's consideration of reallocation of the \$6,000 towards the project management.
CEO, Garrick Yandle is a member of the WSFN Project Working Group through his role as Project Director.

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

That Council:

1. Continues to support the strategic intent of the Wheatbelt Secondary Freight Network Project; and
2. Authorises the Chief Executive Officer to prepare and sign a letter of support that endorses the re-allocation of \$6,000 in 2019/20 budget to co-fund the project management of the Wheatbelt Secondary Freight Network in combination with the WA State Government's \$100,000 of Regional Economic Development Grant funding, as part of the delivery of its Stage 1 Priority Works.

VOTING REQUIREMENTS:

Simple majority required.

06/0519

Moved Cr Bowey Seconded Cr Taylor that Council:

- 1. Continues to support the strategic intent of the Wheatbelt Secondary Freight Network Project; and**
- 2. Authorises the Chief Executive Officer to prepare and sign a letter of support that endorses the re-allocation of \$6,000 in 2019/20 budget to co-fund the project management of the Wheatbelt Secondary Freight Network in combination with the WA State Government's \$100,000 of Regional Economic Development Grant funding, as part of the delivery of its Stage 1 Priority Works.**

Carried 8/0

7 COMPLIANCE

7.1 Compliance Reporting – General Compliance April 2019

NAME OF APPLICANT: CEO
RESPONSIBLE OFFICER: CEO
FILE REFERENCE: 12.05 Compliance 12.06 – Accounting Compliance
STRATEGIC REFERENCE/S: CBP 4.1 Civic Leadership, 4.1.8 Compliance methods
AUTHOR: CEO
DISCLOSURE OF INTEREST: Nil

SUMMARY:

This report addresses General and Financial Compliance matters for April 2019. This process is not definitive, each month additional items and/or actions may be identified that are then added to the monthly checklist. Items not completed each month e.g. quarterly action - will be notations.

The report provides a guide to the compliance requirements being addressed as part of staff workloads and demonstrates the degree of internal audit being completed.

BACKGROUND & COMMENT:

The Compliance team and works staff commence the monthly compliance effort immediately after the Shire meeting each month. At that time, the Executive Support Officer will email the assigned staff member their compliance requirements for the coming month. As the month progresses, staff in conjunction with their manager, the CEO or DCEO will determine the extent of work/action needed to complete items. During Agenda week, the Compliance Team again meets to ensure the monthly report/list is reviewed and that compliance items are completed. In preparing the Agenda report, the CEO or DCEO will sign off on completed items.

Prior month items not completed previously will be reported in the following month so Council remains aware.

Outstanding January 2019

LEMAC & Shire Emergency Management Plans – Review – not yet commenced

Outstanding March 2019

Building Gutter Cleaning – Commence gutter cleaning of all Shire buildings

Review of OHS Legislation Risk Register

Outstanding April 2019

Freedom of Information Statement

Records Management Disaster Plan

FBT Return

Take Down Shade Sails at Pool

FINANCIAL IMPLICATIONS:

In terms of meeting compliance - normal administration expense. There may be items that require additional administrative effort to complete or require external assistance to resolve. In those cases, individual financial implications will be reported.

STATUTORY AND PLANNING IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

Identified as necessary – this report Nil

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

That Council receive the General & Financial Compliance Report for April 2019 and note the matters of non-compliance.

VOTING REQUIREMENTS:

Simple majority required.

7.2 Compliance Reporting – Delegations Exercised – April 2019

NAME OF APPLICANT: CEO
RESPONSIBLE OFFICER: CEO
FILE REFERENCE: 12.05 - Compliance
STRATEGIC REFERENCE/S: CBP 4.1 Civic Leadership, 4.1.8 Compliance methods
AUTHOR: CEO
DISCLOSURE OF INTEREST: Nil

SUMMARY:

To report back to Council actions performed under delegated authority for the period ending 31 March 2019.

To provide a comprehensive report listing of the delegations able to be exercised following adoption of a more substantial array of delegations in June 2017.

BACKGROUND & COMMENT:

This report is prepared for Council detailing actions performed under delegated authority by the respective officers under each of the delegation headings:

ADMINISTRATION

<u>Policy</u>	<u>Delegation</u>	<u>Officers</u>
A1	Acting Chief Executive Officer	(CEO)
A2	Agreements for Payments of Debts to Council	(CEO/DCEO)
A3	Casual Hirer's Liability	(CEO)
A4	Complaint Handling	(CEO)
A5	Fees & Charges – Discounts	(CEO/DCEO/MW/MLS/GRC)
A6	Investment of Surplus Funds	(CEO/DCEO)
A7	IT & Social Media – Use of	(CEO)
A8	Legal Advice, Representation & Cost Reimbursement	(CEO)
A9	Payments from Municipal and Trust Funds	(CEO-to numerous staff – purchase orders)
A10	Use of Common Seal	(CEO)
A11	Writing Off Debts	(CEO)
A12	Housing	(CEO)
A13	Procedure for Unpaid Rates Finance	(CEO)

GOVERNANCE

G1	Applications for Planning Consent	(CEO)
G2	Building Licences and Swimming Pools	(EHO/Building Surveyor)
G3	Cemeteries Act 1986	(CEO)
G4	Health Act 1911 Provisions	(EHO)

HUMAN RESOURCES

H1	Grievance Procedures	(CEO)
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COMMUNITY SERVICES

CS1	Bushfire Control – Shire Plant for Use of	(CEO)
CS2	Bushfire Control – Plant Use for Adjoining Shires	(CEO)
CS3	Bushfire Prohibited / Restricted Burning Periods – Changes	(Shire President/CEO)
CS4	Bushfire Training Administration	(CEO)
CS5	Cat Ownership Limit – Cat Control	(CEO)
CS6	Dog Control – Attacks	(CEO)
CS7	Dog Ownership Limit – Dog Control	(CEO)
CS8	Sea Containers Use of – Town Planning	(CEO)
CS9	Second Hand Dwellings	(CEO)
CS10	Temporary Accommodation	(CEO)
CS11	Unauthorised Structures – Building Control	(CEO)
CS12	Kulin Bush Races	(Kulin Bush Races Committee)

CS13	Freebairn Recreation Club Committee	(FRC Club Committee)
CS14	Kulin Child Care Centre Management Committee	(KCCC Mgmt. Committee)
CS15	General – Community Services Practices	(CEO)
CS20	Seed Collection	(CEO)

WORKS

W1	Gravel Supplies	(MW)
W2	Roads – Clearing	(CEO)
W3	Roads – Damage to	(MW)
W4	Roads – Roadside Markers – Management of	(MW)
W5	Stormwater Drainage	(MW)
W6	Street Trees	(CEO)
W7	Streetscape – Improvements	(CEO)
W8	Roadside Burning	(MW)
W9	Temporary Road Closures	(MW)
W10	General – Works Practices Approvals	

COMMENT:

The following details the delegations exercised within the Shire relative to the delegated authority for the month of September 2018 and are submitted to Council for information (excluding delegations under A9, Payments – refer to individual order and payment listed in Accounts paid).

A6 Investment of Surplus Funds (DCEO) – Local Government Act 1995, section 6.14

Municipal funds

Type	Rate	Deposit/(Withdrawal)
Term Deposit	1.95%	500,618
11am at Call	1.50%	(400,000)
11am at Call	1.50%	250,000
11am at Call	1.50%	150,000

STATUTORY ENVIRONMENT:

Building Act 2011
Bushfires Act 1954
Cemeteries Act 1986
Health (Asbestos) Regulations 1992;
Health (Miscellaneous Provisions) Act 1911;
Local Government Act 1995
Public Health Act 2016
Shire of Kulin TPS2
Town Planning Development Act
Town Planning Scheme
Trustees Act, Part III,
Criminal Procedure Act 2004;

FINANCIAL IMPLICATIONS:

Nil in terms of exercising delegation and reporting to Council though there may be financial implications in the case of each delegation exercised.

STATUTORY AND PLANNING IMPLICATIONS:

Sections 5.18 and 5.46 of the Local Government Act 1995

POLICY IMPLICATIONS:

There are no known policy implications relating to this report.

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

That Council receive the Delegation Exercised Report for April 2019.

VOTING REQUIREMENTS:

Simple majority required.

08/0519

Moved Cr Taylor Seconded Cr Varone that Council receive the Delegation Exercised Report for April 2019.

Carried 8/0

7.3 Register of Delegations – Review

RESPONSIBLE OFFICER: CEO
FILE REFERENCE: 04.04
AUTHOR: CEO
DISCLOSURE OF INTEREST: Nil

SUMMARY:

Council is required to review the Delegations Register on an annual basis. This document was last reviewed in June 2018.

A copy of the proposed 2019 Delegation Register for adoption by Council is attached.

BACKGROUND & COMMENT:

This Delegation Register June 2017 contained all the new delegations created as a result of the review of the Policy Manual and the development of the Administrative Procedures and Operational Guideline Manual (APOG).

One additional item have been added to the Register:-

G5 Various Acts and Local Laws - adopted at August 2018 meeting and relates to the CEO appointing 'authorised officers as required by the Shire of Kulin.

Other changes are highlighted in red and relate to:-

A5 Fees & Charges – Discounts - change to wording
A9 Payments from Municipal and Trust Funds – increase in limits from DCEO and Works Manager
C12 Kulin Bush Races – delete as no longer relevant

Each of the reviewed policies, practices or guidelines, details where the delegation is given and to whom.

FINANCIAL IMPLICATIONS:

Nil

STATUTORY AND PLANNING IMPLICATIONS:

Sections 5.18 and 5.46 of the Local Government Act 1995
Regulation 13 of the Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS:

Review of Delegations Register is required on an annual basis.

COMMUNITY CONSULTATION:

Not applicable – Council function.

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

That the Delegations Register May 2019 be adopted with the changes as highlighted.

VOTING REQUIREMENTS:

Absolute majority required.

09/0519

Moved Cr McInnes Seconded Cr Lucchesi that the Delegations Register May 2019 be adopted with the changes as highlighted.

Carried 8/0

8 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

9 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

9.1 Appointment of Dual Bushfire Control Officer – Shire of Corrigin

RESPONSIBLE OFFICER: CEO
FILE REFERENCE: 09.02 Bushfire Administration
AUTHOR: CEO
STRATEGIC REFERENCE/S: 4.8 Human Resource Excellence
DISCLOSURE OF INTEREST: Nil

SUMMARY:

Following the acceptance of the Shire of Kulin Bushfire Brigades AGM minutes at the April meeting, staff then advise surrounding Shire's of the appointments made in regard to Dual Fire Control Officers for neighbouring Shires.

During this process it was noticed that no appointment was made for the Shire of Corrigin.

BACKGROUND & COMMENT:

At the AGM held in Pingaring on 3 April 2019 the following appointments were made:

Dual Fire Control Officer Appointments

C Mullan	- Wickepin
D Kirby	- Dumbleyung
D Lewis	- Wickepin
J Bowey	- Kondinin
P Riseborough	- Kondinin, Lake Grace
E Wyatt	- Kondinin, Lake Grace
CG Varone	- Kondinin, Lake Grace
G Strother	- Kondinin, Lake Grace

The most recent appointment for the Shire of Corrigin Dual FCO was Donald Bradford.

Donald is a current FCO and the brigade contact for Kulin North. Staff have contacted Donald and he is happy to take on the Dual FCO position again for the 2019/20 fire season.

FINANCIAL IMPLICATIONS:

Nil

STATUTORY AND PLANNING IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

Nil

COMMUNITY/CONSULTATION:

Email to Donald Bradford

WORKFORCE IMPLICATIONS:

Nil

RECOMMENDATION:

That Council appoint Donald Bradford as Dual Fire Control Officer to the Shire of Corrigin for the 2019/20 fire season.

VOTING REQUIREMENTS:

Simple majority required.

10/0519

Moved Cr Duckworth Seconded Cr Smoker that Council appoint Donald Bradford as Duel Fire Control Officer to the Shire of Corrigin for the 2019/20 fire season.

Carried 8/0

10 MATTERS FOR WHICH THE MEETING IS CLOSED TO THE PUBLIC

Nil

11 DATE AND TIME OF NEXT MEETING

Wednesday 19 June 2019. Time to be confirmed.

12 CLOSURE OF MEETING

There being no further business the President declared the meeting closed at 6:00pm

ORDER OF BUSINESS

- 1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS - COUNCIL CHAMBERS**
- 2 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE**
- 3 PUBLIC QUESTION TIME**
- 4 APPLICATIONS FOR LEAVE OF ABSENCE**
- 5 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**
 - 5.1 Shire of Kulin Ordinary Meeting – 17 April 2019
 - 5.2 Kulin Child Care Centre Management Committee Meeting – 7 May 2019
- 6 MATTERS REQUIRING DECISION**
 - 6.1 List of Accounts – April 2019
 - 6.2 Financial Reports – April 2019
 - 6.3 Adoption of Fees and Charges 2019-2020
 - 6.4 Wheatbelt Secondary Freight Network – Updated Financial Contribution Allocation
- 7 COMPLIANCE**
 - 7.1 Compliance Reporting - General Compliance April 2019
 - 7.2 Compliance Reporting – Delegations Exercised April 2019
 - 7.3 Register of Delegations – Review
- 8 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**
- 9 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**
 - 9.1 Appointment of Dual Bushfire Control Officer – Shire of Corrigin
- 10 MATTERS FOR WHICH THE MEETING IS CLOSED TO THE PUBLIC**
- 11 DATE AND TIME OF NEXT MEETING**
- 12 CLOSURE OF MEETING**

Minutes of an Ordinary Meeting of Council held in the Council Chambers on Wednesday 15 May 2019 commencing at 5.25pm

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Attendance

BD West	President	West Ward
RD Duckworth	Deputy President	West Ward
HT McInnes	Councillor	Town Ward
B Smoker	Councillor	West Ward
R Bowey	Councillor	Town Ward
BP Taylor	Councillor	Central Ward
MS Lucchesi	Councillor	Central Ward
L Varone	Councillor	East Ward
G Yandle	Chief Executive Officer	
C Vandenberg	Deputy Chief Executive Officer	
J Hobson	Manager of Works	
N Thompson	ESO/Minutes	

APOLOGIES

G Robins	Councillor	Town Ward
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3. PUBLIC QUESTION TIME

Nil

4. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

5. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Shire of Kulin Ordinary Meeting – 17 April 2019

01/0519

Moved Cr Taylor Seconded Cr Smoker that the minutes of the Ordinary Council Meeting held on 17 April 2019 be confirmed as a true and correct record.

Carried 8/0

CEO advised of a required change to the minutes at Item 6.3:-

Standpipe sizing at Fotheringhame, Yealering & Dandagin Rd standpipes should be 25mm not 20mm as stated under Resolution 08/0419.

Kulin Child Care Centre Management Committee Meeting – 7 May 2019

02/0519

Moved Cr Lucchesi Seconded Cr Bowey that the minutes of the Kulin Child Care Centre Management Committee held on 7 May 2019 be confirmed as a true and correct record.

Carried 8/0

6 MATTERS REQUIRING DECISION

6.1 List of Accounts – April 2019

RESPONSIBLE OFFICER: DCEO
FILE REFERENCE: 12.06
AUTHOR: DCEO
STRATEGIC REFERENCE/S: 12.01
DISCLOSURE OF INTEREST: Nil

SUMMARY:

Attached is the list of accounts paid during the month of April 2019 for Council's consideration.

BACKGROUND & COMMENT:

Nil

FINANCIAL IMPLICATIONS:

Nil

STATUTORY AND PLANNING IMPLICATIONS:

Regulation 34 of the Local Government (Financial Management) Regulations 1996 requires local governments to prepare each month a statement of financial activity reporting on the revenue and expenditure of funds for the month in question.

POLICY IMPLICATIONS:

Nil

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

That April payments being cheque no.'s 407 (Trust), 37107 – 37115; EFT No's 15112 - 15231, DD6882.1 - DD6903.4 (Municipal), credit card payments, creditor payments, payroll and other vouchers from the Municipal Fund totalling \$567,990.86 be received.

VOTING REQUIREMENTS:

Simple majority required.

03/0519

Moved Cr Smoker Seconded Cr Bowey that April payments being cheque no.'s 407 (Trust), 37107 – 37115; EFT No's 15112 - 15231, DD6882.1 - DD6903.4 (Municipal), credit card payments, creditor payments, payroll and other vouchers from the Municipal Fund totalling \$567,990.86 be received.

Carried 8/0

6.2 Financial Reports – April 2019

RESPONSIBLE OFFICER: DCEO
FILE REFERENCE: 12.01
AUTHOR: DCEO
STRATEGIC REFERENCE/S: 12.01
DISCLOSURE OF INTEREST: Nil

SUMMARY:

Attached are the financial reports for the period ending 30 April 2019.

BACKGROUND & COMMENT:

Nil

FINANCIAL IMPLICATIONS:

Nil

STATUTORY AND PLANNING IMPLICATIONS:

Regulation 34 of the Local Government (Financial Management) Regulations 1996 requires local governments to prepare each month a statement of financial activity reporting on the revenue and expenditure of funds for the month in question.

POLICY IMPLICATIONS:

Nil

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

OFFICER’S RECOMMENDATION:

That Council endorse the monthly financial statements for the period ending 30 April 2019.

VOTING REQUIREMENTS:

Simple majority required.

04/0519
Moved Cr McInnes Seconded Cr Taylor that Council endorse the monthly financial statements for the period ending 30 April 2019.

Carried 8/0

6.3 Adoption of Fees and Charges 2019-2020

RESPONSIBLE OFFICER: DCEO

FILE REFERENCE: 12.04

AUTHOR: DCEO

STRATEGIC REFERENCE/S:

DISCLOSURE OF INTEREST: Nil

SUMMARY:

A schedule of proposed fees & charges for the 2019/20 financial year is attached to the agenda. A hard copy will be presented to Council at the meeting.

BACKGROUND & COMMENT:

In accordance with Section 6.16 of the *Local Government Act 1995*, a Local Government may impose and recover a fee or charge for any goods or service it provides or proposes to provide. Fees and charges can be imposed or amended during the year, but only by an absolute majority decision of Council.

Significant changes made to fees charged:

- Water usage charges as per Council resolution
- Wording of the family pool season pass, change from 2 adults and 2 children to 2 adults and 2 children OR 1 adult and 3 children
- Wording for FRC memberships to be in line with the constitution (ordinary rather than adult member)
- An increase of 7.5% to private works plant rates to reflect an increase
- An increase in rental charges of \$2.50 per week across all rentals

Charges which are no longer applicable have been removed and other minor changes have been made relating to rounding.

FINANCIAL IMPLICATIONS:

The schedule of fees and charges has been reviewed with the view of maintaining revenues at the required level to meet service needs and community expectations.

STATUTORY AND PLANNING IMPLICATIONS:

Section 6.16 of the Local Government Act 1995

POLICY IMPLICATIONS:

Nil

COMMUNITY CONSULTATION:

Advertising period is for a minimum of 4 weeks.

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

1. That Council adopt and incorporate the proposed schedule of fees and charges.
2. That the proposed fees and charges take effect 1 July 2019.

VOTING REQUIREMENTS:

Absolute majority required.

05/0519

Moved Cr Duckworth Seconded Cr McInnes

1. That Council adopt and incorporate the proposed schedule of fees and charges.
2. That the proposed fees and charges take effect 1 July 2019.

Carried 7/1

6.4 Wheatbelt Secondary Freight Network – Updated Financial Contribution Allocation

RESPONSIBLE OFFICER: CEO

FILE REFERENCE:

AUTHOR: CEO

STRATEGIC REFERENCE/S: 1.2. Connected communities through a safe and efficient transport network throughout the Shire
1.2.1.2. Continue to access Black Spot funding, Roads to Recovery funding and Regional Road Group funding.
4.1.3.3. Continue to participate in Wheatbelt Development Commission and Regional Development Australia (Wheatbelt) regional projects, where applicable and subject to the availability of staff / Council and the budget.

DISCLOSURE OF INTEREST: Nil

SUMMARY:

For Council to consider support for the Wheatbelt Secondary Freight Network project by reallocation of funds from Building Better Regions Fund co-contribution to role of Lead Consultant Project Management in support of successful Regional Economic Development grant.

BACKGROUND & COMMENT:

The Wheatbelt Secondary Freight Network (WSFN) network comprises 4,400km of Local Government managed roads that connect with State and National highways to provide access for heavy vehicles into the region. These roads are intended to enable large, high productivity trucks safe and cost effective access to business.

The project is being driven by local government authorities with a Working Group established consisting of representatives from the following organisations:

- Wheatbelt North Regional Road Group (WN RRG)
- Wheatbelt South Regional Road Group (WS RRG)
- WA Local Government Association (WALGA)
- Regional Development Australia - Wheatbelt (RDA-W)
- Main Roads WA-Wheatbelt Region (MRWA-WR)
- Wheatbelt Development Commission (WDC)

Over the last 2 years, 42 Local Government authorities across the region have collaborated to identify priority routes and have also participated in a technical data collection process, preparation of a pre-feasibility business case and a cost benefit analysis of the planning process. The in-kind investment by local government to date is estimated to be in excess of \$750,000. The process has been an excellent example of a large number of local governments working together on a common strategic regional priority. The key undertakings of the project so far are:

1. Identification of nominated WSFN roads based upon a simple criteria developed by RRG.
2. Determination of basic project framework and minimum design standards.
3. Road condition assessment against minimum design standards.
4. High level scope of works and order of magnitude costs for upgrades required.
5. A summary of data collection and assessment across the 42 local of governments is:

	Route Length (km)	Proposed Works (km)	Proposed Length (%)	Indicative Costs (\$)
TOTAL	4,337	2,851	66	\$ 493,000,000

This initial approach was to assist the Working Group to work towards an Infrastructure Australia Stage 3/4 submission for inclusion of the WSNF project on the Infrastructure Australia Infrastructure Priority List (IPL).

The long term goal is to obtain funding support for a broadly estimated, \$500 million capital works program over 10 - 20 year timeframe to bring the network up to a fit for purpose standard for current and anticipated future needs. The group is working towards submitting an IA Stage 4 Business Case submission for the WSNF. The project development costs associated with the business case submission are estimated to be \$5M, which is in the order of 1% of the estimated capital investment.

The following provides an outline of the proposed budget and funding applications that were submitted to assist with the development and planning stages the WSNF project.

Stages	Budget and Funding Sources
Stage 1 – Strategic Planning	\$1,000,000
<ul style="list-style-type: none"> ▪ Design Criteria and Objectives ▪ Options Assessment ▪ Collated Data Review ▪ Multiple Criteria Assessment ▪ Staging Plan 	<ul style="list-style-type: none"> ▪ BBRF (\$750K) ▪ LGA co-contribution (\$250K)
Stage 2 – Detailed Planning	\$3,600,000
<ul style="list-style-type: none"> ▪ Concept Design Investigations ▪ Preliminary Design Investigations 	<ul style="list-style-type: none"> ▪ Commodity Route (\$1M) ▪ LGA in-kind
Stage 3 – IA Stage 3/4 Submission	\$400,000
<ul style="list-style-type: none"> ▪ Project Management ▪ Governance Plan ▪ Business Case Development 	<ul style="list-style-type: none"> ▪ REDS (\$100K) ▪ LGA in-kind
	\$5,000,000

Building Better Regions Fund (BBRF) Submission

The Building Better Regions Fund (BBRF) submission is only intended to contribute towards funding activities associated with Stage 1 – Strategic Planning at an estimated budget of \$1M.

Funding and the associated BBRF application can be summarised as follows:

- Budget
 - Total Cash \$1M
- Funding
 - BBRF \$750K
 - LGA cash co-contribution \$250K.

This strategic planning work will inform the strategic allocation of road capital works funding provided to LGAs in the region, the economically optimal sequence for developing the network and ensure that roads are designed and constructed to an optimal standard from a ‘whole-of-life’ asset management perspective. The detailed planning exercise is expected to achieve a net benefit in the order of \$20 million based solely on the benefits gained from freight route prioritisation.

Commodity Freight Roads Fund (CFRF)

The Commodity Freight Roads Fund submission is intended to contribute towards funding of activities associated with Stage 2 – Detailed Planning. This will specifically entail \$1M for consultants to undertake Preliminary Design Investigations. The remainder of Stage 2 is intended to be undertaken via in-kind by local governments and other funding sources currently being investigated, should they become available.

Regional Economic Development (RED) Grant

The Regional Economic Development (RED) Grants submission is intended to contribute towards funding activities associated with Stage 3 – IA Stage 3/4 Submission. This will specifically entail \$100K for a Lead Consultant to undertake project management. The remainder of Stage 3 is intended to be undertaken via in-kind by local governments and other funding sources being investigated should they become available.

Major Project Business Case Fund (MPBCF) Initiative

The Australian Government is investing \$100 billion over 10 years from 2019–20 through its rolling infrastructure plan to help manage our growing population, meet our national freight challenge and get Australians home sooner and safer. This includes \$250 million allocated to the Major Project Business Case Fund (MPBCF) initiative. Projects with clear strategic merit that has:

- Engagement in the project planning stage
- View of future priorities
- Ready to invest to enable economic activity
- Address nationally significant deficits in the transport system
- Drive economic productivity growth and liveability in cities and regions through transport infrastructure investment

The WSFR Working Group sees the \$5M sought for the Stage 4 IA submission for this regionally significant project as an ideal candidate for the MPBCF.

Roads of Strategic Importance (ROSI) Initiative

The Australian Government will invest \$4.5 billion, including \$1 billion of additional funding committed in the 2019-20 Budget, to the Roads of Strategic Importance (ROSI) initiative to help connect regional businesses to local and international markets, and better connect regional communities. ROSI has the following principles:

- Key freight corridors that connect primary agricultural areas and mining resource regions to ports and other transport hubs.
- Support communities along the corridors and provide better access for tourists and other road users.
- Characterised by narrow sections of road, low capacity bridges and deteriorating pavements.
- Constrains the productivity and efficiency of freight movements.
- Catalyse economic activity and improve access to communities and tourist attractions.

From an estimated total of \$500,000,000 in funding the Working Group sought \$125,000,000 over the next 3 years for the delivery of the first stage of capital works.

The Working Group put in separate funding submissions for each of the abovementioned funding sources for the various stages of the project. The project has been successful in obtaining funding from the following sources:

- ROSI initiative funding
 - Stage 1 Priority Works – Wheatbelt Secondary Freight Network.
 - The Australian Government has committed \$70 million towards the project.
“Upgrades will be prioritised based on linkages to state and national roads and highways and the rail network. Consideration will also be given to links to six ports and two livestock centres, as well as regional and metro grain receival sites, accessed by the producers of the Wheatbelt region.
Benefits of the project include:
 - improve road safety
 - improve freight efficiency, connectivity and travel time
 - ensure consistent Restricted Access Vehicles (RAVs) ratings across the network, which will provide improved access for agricultural and mining regions to transport hubs”
- RED Grants (Supported by the WA State Government’s Royalties for Regions Program)
 - Lead Consultant Project Coordinator – Wheatbelt Secondary Freight Network.
 - \$100,000.
“The Lead Consultant will form part of the Project Management Team and work with the member organisation Working Group.
The Lead Consultant - Project Management is an integral key to successful project delivery. The complexity and scale of this project is significant and well beyond the technical and financial capabilities of the Wheatbelt shires on an individual basis. Engaging a Lead Consultant – Project Management with the skills and expertise required to work with all technical consultants and the PMT will ensure a cohesive collaborative environment is established for optimum outputs.
The project is planned to be managed via oversight from the WSFN Steering Committee with a nominated Project Manager and the Project Management Team (PMT) representing the WSFN. Lead Consultant – Project Management will direct the work of the external technical consultants and will be the main contact for communication between the Project Management Team and external consultants.
The WSFN Project will require the specialised skills of a range of external technical consultants.

Key areas of technical expertise identified for the project are:

- Civil Design
- Surveying
- Environmental
- Economic Assessment”

Previously 42 local governments were asked to financially contribute to the WSFN project via a budget allocation of \$6,000 which was proposed to be part of a co-contribution towards BBRF. With the unsuccessful BBRF bid, it is proposed that the \$6,000 in financial contributions from each of the 42 local governments totalling \$252,000 be allocated to combine with the RED funding of \$100,000 to become a project management pool of approximately \$350,000. This would contribute towards the overall project management requirements associated with the delivery of Stage 1 Priority Works over the course of an estimated 3 year delivery timeframe. Funding would contribute towards the following nominal requirements:

- Project Coordinator
 - Nominal \$60,000 per annum (\$180,000 across 3 years)
- Project Administration and Communications Officer.
 - Nominal \$20,000 per annum (\$60,000 across 3 years)
- Technical Consultancy Resources
 - Nominal \$100,000.

STATUTORY ENVIRONMENT:

Nil

STRATEGIC AND POLICY IMPLICATIONS:

- 1.2. Connected communities through a safe and efficient transport network throughout the Shire
 - 1.2.1.2. Continue to access Black Spot funding, Roads to Recovery funding and Regional Road Group funding.
 - 4.1.3.3. Continue to participate in Wheatbelt Development Commission and Regional Development Australia (Wheatbelt) regional projects, where applicable and subject to the availability of staff / Council and the budget.

FINANCIAL IMPLICATIONS:

Reallocation of funds from Building Better Regions Fund co-contribution to role of Lead Consultant Project Management in support of successful Regional Economic Development grant.
Inclusion in the 2019/20 budget.

COMMUNITY CONSULTATION:

Wheatbelt Secondary Freight Network Working Group - a request has been received by the Chair of the Wheatbelt South Regional Road Group (WSRRG) for confirmation of Council's consideration of reallocation of the \$6,000 towards the project management.
CEO, Garrick Yandle is a member of the WSFN Project Working Group through his role as Project Director.

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

That Council:

1. Continues to support the strategic intent of the Wheatbelt Secondary Freight Network Project; and
2. Authorises the Chief Executive Officer to prepare and sign a letter of support that endorses the re-allocation of \$6,000 in 2019/20 budget to co-fund the project management of the Wheatbelt Secondary Freight Network in combination with the WA State Government's \$100,000 of Regional Economic Development Grant funding, as part of the delivery of its Stage 1 Priority Works.

VOTING REQUIREMENTS:

Simple majority required.

06/0519

Moved Cr Bowey Seconded Cr Taylor that Council:

- 1. Continues to support the strategic intent of the Wheatbelt Secondary Freight Network Project; and**
- 2. Authorises the Chief Executive Officer to prepare and sign a letter of support that endorses the re-allocation of \$6,000 in 2019/20 budget to co-fund the project management of the Wheatbelt Secondary Freight Network in combination with the WA State Government's \$100,000 of Regional Economic Development Grant funding, as part of the delivery of its Stage 1 Priority Works.**

Carried 8/0

7 COMPLIANCE

7.1 Compliance Reporting – General Compliance April 2019

NAME OF APPLICANT: CEO
RESPONSIBLE OFFICER: CEO
FILE REFERENCE: 12.05 Compliance 12.06 – Accounting Compliance
STRATEGIC REFERENCE/S: CBP 4.1 Civic Leadership, 4.1.8 Compliance methods
AUTHOR: CEO
DISCLOSURE OF INTEREST: Nil

SUMMARY:

This report addresses General and Financial Compliance matters for April 2019. This process is not definitive, each month additional items and/or actions may be identified that are then added to the monthly checklist. Items not completed each month e.g. quarterly action - will be notations.

The report provides a guide to the compliance requirements being addressed as part of staff workloads and demonstrates the degree of internal audit being completed.

BACKGROUND & COMMENT:

The Compliance team and works staff commence the monthly compliance effort immediately after the Shire meeting each month. At that time, the Executive Support Officer will email the assigned staff member their compliance requirements for the coming month. As the month progresses, staff in conjunction with their manager, the CEO or DCEO will determine the extent of work/action needed to complete items. During Agenda week, the Compliance Team again meets to ensure the monthly report/list is reviewed and that compliance items are completed. In preparing the Agenda report, the CEO or DCEO will sign off on completed items.

Prior month items not completed previously will be reported in the following month so Council remains aware.

Outstanding January 2019

LEMAC & Shire Emergency Management Plans – Review – not yet commenced

Outstanding March 2019

Building Gutter Cleaning – Commence gutter cleaning of all Shire buildings

Review of OHS Legislation Risk Register

Outstanding April 2019

Freedom of Information Statement

Records Management Disaster Plan

FBT Return

Take Down Shade Sails at Pool

FINANCIAL IMPLICATIONS:

In terms of meeting compliance - normal administration expense. There may be items that require additional administrative effort to complete or require external assistance to resolve. In those cases, individual financial implications will be reported.

STATUTORY AND PLANNING IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

Identified as necessary – this report Nil

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

That Council receive the General & Financial Compliance Report for April 2019 and note the matters of non-compliance.

VOTING REQUIREMENTS:

Simple majority required.

7.2 Compliance Reporting – Delegations Exercised – April 2019

NAME OF APPLICANT: CEO
RESPONSIBLE OFFICER: CEO
FILE REFERENCE: 12.05 - Compliance
STRATEGIC REFERENCE/S: CBP 4.1 Civic Leadership, 4.1.8 Compliance methods
AUTHOR: CEO
DISCLOSURE OF INTEREST: Nil

SUMMARY:

To report back to Council actions performed under delegated authority for the period ending 31 March 2019.

To provide a comprehensive report listing of the delegations able to be exercised following adoption of a more substantial array of delegations in June 2017.

BACKGROUND & COMMENT:

This report is prepared for Council detailing actions performed under delegated authority by the respective officers under each of the delegation headings:

ADMINISTRATION

<u>Policy</u>	<u>Delegation</u>	<u>Officers</u>
A1	Acting Chief Executive Officer	(CEO)
A2	Agreements for Payments of Debts to Council	(CEO/DCEO)
A3	Casual Hirer's Liability	(CEO)
A4	Complaint Handling	(CEO)
A5	Fees & Charges – Discounts	(CEO/DCEO/MW/MLS/CRC)
A6	Investment of Surplus Funds	(CEO/DCEO)
A7	IT & Social Media – Use of	(CEO)
A8	Legal Advice, Representation & Cost Reimbursement	(CEO)
A9	Payments from Municipal and Trust Funds	(CEO-to numerous staff – purchase orders)
A10	Use of Common Seal	(CEO)
A11	Writing Off Debts	(CEO)
A12	Housing	(CEO)
A13	Procedure for Unpaid Rates Finance	(CEO)

GOVERNANCE

G1	Applications for Planning Consent	(CEO)
G2	Building Licences and Swimming Pools	(EHO/Building Surveyor)
G3	Cemeteries Act 1986	(CEO)
G4	Health Act 1911 Provisions	(EHO)

HUMAN RESOURCES

H1	Grievance Procedures	(CEO)
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COMMUNITY SERVICES

CS1	Bushfire Control – Shire Plant for Use of	(CEO)
CS2	Bushfire Control – Plant Use for Adjoining Shires	(CEO)
CS3	Bushfire Prohibited / Restricted Burning Periods – Changes	(Shire President/CEO)
CS4	Bushfire Training Administration	(CEO)
CS5	Cat Ownership Limit – Cat Control	(CEO)
CS6	Dog Control – Attacks	(CEO)
CS7	Dog Ownership Limit – Dog Control	(CEO)
CS8	Sea Containers Use of – Town Planning	(CEO)
CS9	Second Hand Dwellings	(CEO)
CS10	Temporary Accommodation	(CEO)
CS11	Unauthorised Structures – Building Control	(CEO)
CS12	Kulin Bush Races	(Kulin Bush Races Committee)

CS13	Freebairn Recreation Club Committee	(FRC Club Committee)
CS14	Kulin Child Care Centre Management Committee	(KCCC Mgmt. Committee)
CS15	General – Community Services Practices	(CEO)
CS20	Seed Collection	(CEO)

WORKS

W1	Gravel Supplies	(MW)
W2	Roads – Clearing	(CEO)
W3	Roads – Damage to	(MW)
W4	Roads – Roadside Markers – Management of	(MW)
W5	Stormwater Drainage	(MW)
W6	Street Trees	(CEO)
W7	Streetscape – Improvements	(CEO)
W8	Roadside Burning	(MW)
W9	Temporary Road Closures	(MW)
W10	General – Works Practices Approvals	

COMMENT:

The following details the delegations exercised within the Shire relative to the delegated authority for the month of September 2018 and are submitted to Council for information (excluding delegations under A9, Payments – refer to individual order and payment listed in Accounts paid).

A6 Investment of Surplus Funds (DCEO) – Local Government Act 1995, section 6.14

Municipal funds

Type	Rate	Deposit/(Withdrawal)
Term Deposit	1.95%	500,618
11am at Call	1.50%	(400,000)
11am at Call	1.50%	250,000
11am at Call	1.50%	150,000

STATUTORY ENVIRONMENT:

Building Act 2011
Bushfires Act 1954
Cemeteries Act 1986
Health (Asbestos) Regulations 1992;
Health (Miscellaneous Provisions) Act 1911;
Local Government Act 1995
Public Health Act 2016
Shire of Kulin TPS2
Town Planning Development Act
Town Planning Scheme
Trustees Act, Part III,
Criminal Procedure Act 2004;

FINANCIAL IMPLICATIONS:

Nil in terms of exercising delegation and reporting to Council though there may be financial implications in the case of each delegation exercised.

STATUTORY AND PLANNING IMPLICATIONS:

Sections 5.18 and 5.46 of the Local Government Act 1995

POLICY IMPLICATIONS:

There are no known policy implications relating to this report.

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

That Council receive the Delegation Exercised Report for April 2019.

VOTING REQUIREMENTS:

Simple majority required.

08/0519

Moved Cr Taylor Seconded Cr Varone that Council receive the Delegation Exercised Report for April 2019.

Carried 8/0

7.3 Register of Delegations – Review

RESPONSIBLE OFFICER: CEO
FILE REFERENCE: 04.04
AUTHOR: CEO
DISCLOSURE OF INTEREST: Nil

SUMMARY:

Council is required to review the Delegations Register on an annual basis. This document was last reviewed in June 2018.

A copy of the proposed 2019 Delegation Register for adoption by Council is attached.

BACKGROUND & COMMENT:

This Delegation Register June 2017 contained all the new delegations created as a result of the review of the Policy Manual and the development of the Administrative Procedures and Operational Guideline Manual (APOG).

One additional item have been added to the Register:-

G5 Various Acts and Local Laws - adopted at August 2018 meeting and relates to the CEO appointing 'authorised officers as required by the Shire of Kulin.

Other changes are highlighted in red and relate to:-

A5 Fees & Charges – Discounts - change to wording
A9 Payments from Municipal and Trust Funds – increase in limits from DCEO and Works Manager
C12 Kulin Bush Races – delete as no longer relevant

Each of the reviewed policies, practices or guidelines, details where the delegation is given and to whom.

FINANCIAL IMPLICATIONS:

Nil

STATUTORY AND PLANNING IMPLICATIONS:

Sections 5.18 and 5.46 of the Local Government Act 1995
Regulation 13 of the Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS:

Review of Delegations Register is required on an annual basis.

COMMUNITY CONSULTATION:

Not applicable – Council function.

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

That the Delegations Register May 2019 be adopted with the changes as highlighted.

VOTING REQUIREMENTS:

Absolute majority required.

09/0519

Moved Cr McInnes Seconded Cr Lucchesi that the Delegations Register May 2019 be adopted with the changes as highlighted.

Carried 8/0

8 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

9 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

9.1 Appointment of Dual Bushfire Control Officer – Shire of Corrigin

RESPONSIBLE OFFICER: CEO
FILE REFERENCE: 09.02 Bushfire Administration
AUTHOR: CEO
STRATEGIC REFERENCE/S: 4.8 Human Resource Excellence
DISCLOSURE OF INTEREST: Nil

SUMMARY:

Following the acceptance of the Shire of Kulin Bushfire Brigades AGM minutes at the April meeting, staff then advise surrounding Shire's of the appointments made in regard to Dual Fire Control Officers for neighbouring Shires.

During this process it was noticed that no appointment was made for the Shire of Corrigin.

BACKGROUND & COMMENT:

At the AGM held in Pingaring on 3 April 2019 the following appointments were made:

Dual Fire Control Officer Appointments

C Mullan	- Wickepin
D Kirby	- Dumbleyung
D Lewis	- Wickepin
J Bowey	- Kondinin
P Riseborough	- Kondinin, Lake Grace
E Wyatt	- Kondinin, Lake Grace
CG Varone	- Kondinin, Lake Grace
G Strother	- Kondinin, Lake Grace

The most recent appointment for the Shire of Corrigin Dual FCO was Donald Bradford.

Donald is a current FCO and the brigade contact for Kulin North. Staff have contacted Donald and he is happy to take on the Dual FCO position again for the 2019/20 fire season.

FINANCIAL IMPLICATIONS:

Nil

STATUTORY AND PLANNING IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

Nil

COMMUNITY/CONSULTATION:

Email to Donald Bradford

WORKFORCE IMPLICATIONS:

Nil

RECOMMENDATION:

That Council appoint Donald Bradford as Dual Fire Control Officer to the Shire of Corrigin for the 2019/20 fire season.

VOTING REQUIREMENTS:

Simple majority required.

10/0519

Moved Cr Duckworth Seconded Cr Smoker that Council appoint Donald Bradford as Duel Fire Control Officer to the Shire of Corrigin for the 2019/20 fire season.

Carried 8/0

10 MATTERS FOR WHICH THE MEETING IS CLOSED TO THE PUBLIC

Nil

11 DATE AND TIME OF NEXT MEETING

Wednesday 19 June 2019. Time to be confirmed.

12 CLOSURE OF MEETING

There being no further business the President declared the meeting closed at 6:00pm