



ORDER OF BUSINESS

- 1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS)**
Lisa Biglin, Health Service Manager/DON Kondinin Hospital will attend the meeting at 3:15pm
- 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 – 18 May 2016
 - 5.2 Kulin Bush Races General Meeting – 8 June 2016
- 6 MATTERS REQUIRING DECISION**
 - 6.1 List of Accounts – May 2016
 - 6.2 Financial Reports – May 2016
 - 6.3 Adoption of Fees and Charges 2016/17
 - 6.4 Adoption of Percentage & Value for Reporting of Material Variances
 - 6.5 Unbudgeted Reserve Account Transfers
 - 6.6 ICPA Request for Financial Assistance
 - 6.7 Roe Tourism Executive Officer Position 2016/17
 - 6.8 Roe Tourism – Our Towns
- 7 COMPLIANCE**
 - 7.1 Policy Manual Review
 - 7.2 Integrated Planning Framework
 - 7.3 Risk Management Report
- 8 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**
- 9 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**
- 10 DATE AND TIME OF NEXT MEETING**
- 11 CLOSURE OF MEETING**

Minutes of an Ordinary Meeting of Council held in the Council Chambers on Wednesday 22 June 2016 commencing at 3:01pm

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Lisa Biglin and Ben Dennis from Kondinin Hospital will be attending the meeting at 3.15pm.

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
MJ Ledwith	Councillor	West Ward
R Bowey	Councillor	Town Ward
G Robins	Councillor	Town Ward
R O'Brien	Councillor	Central Ward
BP Taylor	Councillor	Central Ward
L Varone	Councillor	East Ward
N Mason	Chief Executive Officer	
C Vandenberg	Deputy CEO	
N Thompson	ESO / Minutes	
L Hobson	Manager of Works	

Apologies

Nil

3. PUBLIC QUESTION TIME

Nil

4. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

5. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Shire of Kulin Ordinary Meeting – 18 May 2016

01/0616

Moved Cr Robins Seconded Cr Varone that the minutes of the Ordinary Council Meeting held on 18 May 2016 be confirmed as a true and correct record.

Carried 9/0

Kulin Bush Races General Meeting – 8 June 2016

02/0616

Moved Cr O'Brien Seconded Cr Robins that the minutes of the Kulin Bush Races General Meeting held on 8 June 2016 be confirmed as a true and correct record.

Carried 9/0

Ben Dennis and Lisa Biglin from Kondinin Hospital entered the Council Chambers at 3.14pm

Information was provided to Council on the hospitals concerns with the Doctor appointed by Jupiter Medical Services, such as:-

- New GP is unable to practise inside the hospital
- Credentialing process is underway now
- Ideally the credentialing should have occurred before she commenced at Kondinin
- Major impact on hospital services
- Management has been through use of ETS (Emergency Telehealth Service) and Narrogin Dr on call, as well as RFDS

- Dr working out of Merredin comes out monthly to see resident patients
- Possibly another two months before situation changes. There is a lack of feedback from contractor.
- Increase in patient transfers from 3 (Feb/Mar) to 21 (April/May) – pressure on volunteer ambulance officers is highly increased
- Cr Taylor asked if the problem isn't solved would it effect long term viability of the hospital. Lisa advised that no, they have some flexibility with their budget and would be sustainable.

Cr West invited Ben & Lisa to stay for afternoon tea.

Council adjourned for afternoon tea at 3.45pm

Council resumed from afternoon tea at 4:12pm

6 MATTERS REQUIRING COUNCIL DECISION

6.1 List of Accounts – May 2016

RESPONSIBLE OFFICER: DCEO

FILE REFERENCE: 12.06

AUTHOR: DCEO

STRATEGIC REFERENCE/S:

DISCLOSURE OF INTEREST: Nil

SUMMARY:

Attached are the list of accounts paid during the month of May 2016 for Council's consideration.

BACKGROUND & COMMENT:

Nil

FINANCIAL IMPLICATIONS:

Nil

STATUTORY AND PLANNING IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

Nil

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

That May payments being cheque No 337 (Trust Fund), 1857 - 1859 (Bush Races), 36587 - 36598 (Municipal), EFT No's 11296 - 11463 (Municipal), credit card payments, creditor payments, and other vouchers from the Municipal Fund totalling \$435,337.26 be passed for payment.

VOTING REQUIREMENTS:

Simple majority required.

03/0616

Moved Cr Ledwith Seconded Cr Robins that May payments being cheque No 337 (Trust Fund), 1857 - 1859 (Bush Races), 36587 - 36598 (Municipal), EFT No's 11296 - 11463 (Municipal), credit card payments, creditor payments, and other vouchers from the Municipal Fund totalling \$435,337.26 be passed for payment.

Carried 9/0

6.2 Financial Reports – May 2016

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

SUMMARY:

Attached are the financial reports for the period ending 31 May 2016.

BACKGROUND & COMMENT:

Nil

FINANCIAL IMPLICATIONS:

Kulin Bush Races allocations yet to be completed, last update September 2015.
Bank Reconciliations to May have been completed.

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 31 May 2016.

VOTING REQUIREMENTS:

Simple majority required.

04/0616

Moved Cr Varone Seconded Cr O'Brien that Council endorse the monthly financial statements for the period ending 31 May 2016.

Carried 9/0

6.3 Adoption of Fees and Charges 2016/17

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 2016/17 financial year 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.

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:

Nil

POLICY IMPLICATIONS:

Nil

COMMUNITY CONSULTATION:

Nil

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 2016.

VOTING REQUIREMENTS:

Absolute majority required.

05/0616

Moved Cr McInnes Seconded Cr O'Brien:-

1. That Council adopt and incorporate the proposed schedule of fees and charges.
2. That the proposed fees and charges take effect 1 July 2016.

Carried 9/0

6.4 Adoption of Percentage and Value for the Reporting of Material Variances

RESPONSIBLE OFFICER: DCEO

FILE REFERENCE: 12.01

AUTHOR: DCEO

STRATEGIC REFERENCE/S:

DISCLOSURE OF INTEREST: Nil

SUMMARY:

Financial Management Regulations that came into effect on 1 July 2005 require the adoption of a percentage or value, calculated in accordance with *Australian Accounting Standard AASB 1031 Materiality* to be used in the statements of financial activity for reporting material variances.

BACKGROUND & COMMENT:

Currently the variance reported is +/- 10% and +/- \$5,000.

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.

1. The statement is to contain the following detail:
 - a) annual budget estimates, taking into account any expenditures incurred for an additional purpose under Section 6.8(1)(b) or (c) (i.e. the revised budget);
 - b) budget estimates to the end of the month to which the statement relates;
 - c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
 - d) material variances between the comparable amounts referred to in (b) and (c) above; and
 - e) the net current assets at the end of the month to which the statement relates (ie surplus/(deficit) position.
2. The statement of financial activity is to be accompanied by:
 - a) explanation of the composition of the net current asset of the month to which the statement relates, less committed assets and restricted assets;
 - b) an explanation of each the material variance referred to in subregulation 1(d) above; and;
 - c) such other supporting information as is considered relevant by the local government.

3. The information in a statement of financial activity may be shown:
 - a) according to nature and type classification; or
 - b) by program; or
 - c) by business unit.
4. A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be:
 - a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
 - b) recorded in the minutes of the meeting at which it is presented.
5. Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the Australian Accounting Standards (AAS), to be used in statements of financial activity for reporting material variances.

POLICY IMPLICATIONS: Adoption of the proposed percentage and value will become Council policy to guide the preparation of monthly statements.

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

Report material variances of +/- 10% and +/- \$5,000, whichever is the greater, from the budget figure and report these variances by way of a supporting note to the Monthly Statement of Financial Activity for the financial year 2016/17.

VOTING REQUIREMENTS:

Simple majority required.

06/0616

Moved Cr Taylor Seconded Cr Robins that material variances of +/- 10% and +/- \$5,000, whichever is the greater, from the budget figure be reported to Council, and these variances by way of a supporting note to the Monthly Statement of Financial Activity for the financial year 2016/17.

Carried 9/0

6.5 Unbudgeted Reserve Account Transfers

NAME OF APPLICANT: DCEO

FILE REFERENCE:

STRATEGIC REFERENCE/S:

AUTHOR: Cassi-Dee Vandenberg

SUMMARY:

To transfer loan funds received to reserve accounts in order to, at a minimum, replenish the funds spent from reserves during the construction of our administration building. In addition to this it is necessary to process two other unbudgeted reserve transfers.

BACKGROUND & COMMENT:

The budgeted loan for the construction of the administration building was approved and credited to our bank account in June 2016. To restrict these funds for future capital purchases, such as construction of staff housing, I believe we need to transfer a majority of these funds in to our reserve funds.

Suggested Transfers:

Building Reserve	\$ 1,000,000
Plant Reserve	\$ 200,000
Administration Equipment Reserve	\$ 70,000

In addition to this, in order to cash back our long service leave and annual leave accruals, further funds should be transferred to the leave reserve.

Suggested Transfers:

Leave Reserve	\$ 100,000
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Throughout the year the Kulin Netball Club made a contribution to Council towards the resurfacing of the recreation centre courts. This contribution also needs to be added to our reserve funds.

Suggested Transfers:

Court Resurfacing Reserve	\$ 2,000
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The funds will be placed on deposit with Bendigo Bank earning interest of approximately 2%.

FINANCIAL IMPLICATIONS:

These transfers will allow us to draw from these funds in future years rather than fund our operating budget if they remain in our carried forward surplus.

STATUTORY AND TOWN PLANNING IMPLICATIONS:

Nil

RECOMMENDATION:

That Council approve the transfer of \$1,372,000 to the Reserve Fund prior to the end of the financial year.

VOTING REQUIREMENTS:

Absolute majority required.

07/0616
Moved Cr Taylor Seconded Cr O'Brien that Council approve the transfer of \$1,372,000 to the Reserve Fund prior to the end of the financial year.
Carried 9/0

6.6 ICPA – Request for Financial Support

NAME OF APPLICANT: CEO
RESPONSIBLE OFFICER: CEO
FILE REFERENCE: 24.01
AUTHOR: CEO
STRATEGIC REFERENCE/S:
DISCLOSURE OF INTEREST: Nil

SUMMARY:

The Isolated Children's and Parents' Association have written to Council to advise of the upcoming Federal Annual Conference being held in Perth in August 2016. They are seeking sponsorship of between \$500 - \$1000, to assist with conference expenses, with the aim of keeping registration costs to a minimum to encourage members to attend.

BACKGROUND & COMMENT:

The ICPA is a not for profit organisation dedicated to representing rural people to ensure they have access to an equal and appropriate education. At the December meeting, Council agreed to donate \$500 towards their State Conference which was held in March this year.

The group advised that all sponsorship will be fully acknowledged and there is the opportunity to display posters or provide literature promoting the Kulin area, during the conference.

FINANCIAL IMPLICATIONS:

Any allocation would need to be included in the 2016/17 budget deliberations.

STATUTORY AND TOWN PLANNING IMPLICATIONS:

Nil

RECOMMENDATION:

For Council consideration.

VOTING REQUIREMENTS:

Simple majority required.

08/0616

Moved Cr Duckworth Seconded Cr Bowey that Council donate \$500 to the ICPA's Federal Annual Conference to be held in Perth in August.

Carried 9/0

Kate Bishop, CRC Manager, entered the Council Chambers at 4.53pm

6.7 Roe Tourism Executive Officer Position 2016/17

NAME OF APPLICANT: Kate Bishop

FILE REFERENCE: 08.07

STRATEGIC REFERENCE/S: 2.2.1 Support and promote a collaborative Shire wide approach to heritage, our stories and tourism. *Continue to support the objectives of Roe Tourism, Central Wheatbelt and local tourism businesses and services*
4.1 Continue to participate in sub regional and regional groups to gain efficiencies and productivity.

AUTHOR: Kate Bishop

SUMMARY:

Mikaela Knill has been appointed as Executive Officer for Roe Tourism Association for a trail 12 month term. Roe Tourism has requested the 7 Shires make a once off contribution of around \$2,500 to fund this position. After the trial period the funding options will need to be looked at again.

I intend on working closely with Mikaela to set up the association so that it increases its membership base to pay for Mikaela's position and Mikaela will be applying for grants and sponsorship to fund marketing and promotional activities. If successful the Shire of Kulin won't be required to make any extra contributions to Roe Tourism as it will be a sustainable and viable organisation. Three other Shires including the Shire of Kondinin have so far endorsed the position. As yet Mikaela Knill hasn't started but she is very keen to commence.

BACKGROUND & COMMENT:

Roe Tourism lacks Governance leadership as the structure is set up as a collaboration of the 7 Shires. Requirements such as meeting minute taking, setting agendas, providing a point of contact for advertising, sourcing memberships and putting together a marketing strategy is holding Roe Tourism back from developing into the Tourism Association it could be.

In the past community members from the shires have volunteered to take up office bearer type positions. As the committee knows volunteers of the quality are getting harder and harder to come by. Any marketing projects that the association takes on often has to be headed by a local shire delegate (usually a CRC or CDO) in the Shire of Kulin's case Gen Whisson provided a lot of leadership and direction to the association during the making of pathways to wave rock YouTube clip.

With the appointment of an executive office, local shire employees would not have to be burdened with extra work to see the association flourish, it would become a lot more efficient and productive.

In the past the Shire of Kulin has made a provision of \$2500 towards the Central Wheatbelt Visitor Centre but it was decided that this year they would not continue with this. Technically the money is still budgeted for therefore the surplus funds year could be put towards to appointment of an executive officer.

I believe we need to support this organisation to become more efficient and productive because there is a lot of potential for tourism to continue to develop in the Eastern Wheatbelt. This is a once off request and there will be no future expectations for the Shire of Kulin to commit to.

FINANCIAL IMPLICATIONS:

- *\$2,500 for 2016/17 Executive Officer position – once off trial (utilising the funds budgeted for Central Wheatbelt originally)
- \$2,500 for 2017 Roe Tourism Association – to be invoiced in November 2016
- Provision of \$1700 – \$2000 made for 2017/18 budget if trial is successful and funds needed

**The more Shires come on board the less this cost will be.*

STATUTORY AND TOWN PLANNING IMPLICATIONS:

Nil

RECOMMENDATION:

That Council support the appointment of a Roe Tourism Executive Officer and contribute \$2,500 (previously budgeted for Central Wheatbelt Visitors Centre) this financial year, to assist the position to get off the ground.

VOTING REQUIREMENTS:

Simple majority required.

09/0616

Moved Cr McInnes Seconded Cr Robins that Council support the appointment of a Roe Tourism Executive Officer and contribute \$2,500 (previously budgeted for Central Wheatbelt Visitors Centre) this financial year, to assist the position to get off the ground.

Carried 9/0

6.8 Roe Tourism – Our Towns

NAME OF APPLICANT: Kate Bishop

FILE REFERENCE: 08.07

STRATEGIC REFERENCE/S: 2.2.1 Support and promote a collaborative Shire wide approach to heritage, our stories and tourism. *Continue to support the objectives of Roe Tourism, Central Wheatbelt and local tourism businesses and services*
4.1 Continue to participate in sub regional and regional groups to gain efficiencies and productivity.

AUTHOR: Kate Bishop

SUMMARY:

I have recently had a phone call from the film producer of Our Towns, who is really keen to feature the Wheatbelt in a WHOLE episode in the upcoming series due to air in November. Information is as follows:-

- To be broadcast throughout the state via Channel 7 (metro) and GWN Prime (regional) from November this year.
- Series' major aim is to promote why people should visit, live, play, work, study and invest in the towns/cities of Western Australia.
- The project will be produced by VISAGE Productions – a WA based production company who will be utilizing the skills of a WA based production team for this series.
- The program is built from a successful model that has been in production in Western Australia over three previous series' and more recently via a Queensland focussed series, which has just completed airing.
- The 10 episode, 30 minute program will be packaged as an entertaining and informative look at some of the regional towns and cities (and near Perth metro towns) that have made their mark in WA, towns that have gathered plenty of history over the years, as well as looking at what the towns have planned for the future.
- Each of the 10 weekly episodes will focus on a particular town/city, and the surrounding region. Feature stories will cover subjects relating to tourism, regional and economic development and industry and commercial growth, stories built around 'positive' community relationships and partnerships. The content is endless, as long as it's a positive story.
- The program will feature the many companies and organisations that are helping the area move forward, for the betterment of themselves and for the community, and provides an ideal opportunity for the town and business operators in the region to feature their product to an extensive audience.
- Each participant will also have unlimited access to the final edited story, as well as the raw footage, which can be further promoted through other promotional mediums such as television commercials, websites and social media (conditions apply).

BACKGROUND & COMMENT:

Apparently, of the four previous WA series' we haven't had a Wheatbelt presence and Visage is keen to try and have the region involved this time, and keen on how we could bring this together as a 'drive-trail' storyline.

The target for each episode is to raise \$40,000 ex GST. A joint-collaboration between the Shires involved has been received positively. The 30 minute episode ends up being 22 minutes after commercials breaks, which, after opening and closing graphics, commercial break play-offs and Presenter links throughout the region, ends up being 20 minutes of designated-region content.

State-wide coverage on Channel 7 and GWN, social media coverage, four ready-made segmented stories (four segments per episode) with an option to edit together as one package as part of the overall cost, as well as access to the raw footage, including drone footage (conditions apply), the cost would be expensive, so this is a great investment considering what you receive for \$40,000. This entire episode would be a stand-alone 'Pathways to Wave Rock' feature and we could edit the package together so we can on-use as a video promotion (20 minutes duration).

The company has a proven history in producing quality TV footage, they have provided letters of endorsement and a company profile.

FINANCIAL IMPLICATIONS:

If all the Shires are on board \$5,714.00 to be included in next year's budget considerations.

STATUTORY AND TOWN PLANNING IMPLICATIONS:

Nil

RECOMMENDATION:

That Council endorse the production of a Pathways to Wave Rock Our Towns episode and that an amount of \$5,174 be included in tourism and area promotion of the 201/17 budget to cover associated costs.

VOTING REQUIREMENTS:

Simple majority required.

Resolved that Council are supportive of the Pathways to Wave Rock Our Towns episode and after further investigation by the CRC Manager, Council make an allocation in the 2016/17 budget.

7 COMPLIANCE

7.1 Review of Policy Manual

NAME OF APPLICANT: CEO
RESPONSIBLE OFFICER: CEO
FILE REFERENCE: 04.04
AUTHOR: CEO
STRATEGIC REFERENCE/S:
DISCLOSURE OF INTEREST: Nil

SUMMARY:

Council is required to review the Policy Manual on an annual basis. The policy manual was last reviewed at the June 2015 Council Meeting. Copies were sent out to Councillors earlier and a hard copy will be available at the meeting for the review.

BACKGROUND & COMMENT:

Nil

FINANCIAL IMPLICATIONS:

Nil

STATUTORY AND PLANNING IMPLICATIONS:

Review of the Policy Manual is required on an annual basis.

POLICY IMPLICATIONS:

Nil, unless some changes are proposed by Council.

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

That the Policy Manual be adopted with any changes agreed on at the meeting.

VOTING REQUIREMENTS:

Simple majority required.

10/0616

Moved Cr Robins Seconded Cr Taylor that the Policy Manual be adopted with the changes as highlighted in red in the draft copy of the Policy Manual and Attachments.

Carried 9/0

7.2 Integrated Planning Framework

NAME OF APPLICANT: CEO
RESPONSIBLE OFFICER: CEO
FILE REFERENCE: 04.06
STRATEGIC REFERENCE/S: Community Strategic Plan and Corporate Business Plan – Civic Leadership – CL4.1.1 a; CEO KRA 3.5
AUTHOR: CEO
DISCLOSURE OF INTEREST: Nil

SUMMARY:

The need to complete the review of the Shire of Kulin's Integrated Plans in accordance with the Local Government (Administration) Regulations 1996 is immediate, prior to the 30 June 2016. Previous resolutions requiring the CEO to undertake a review of the Shire's Integrated Plans commencing November 2015, were delayed until the new appointment.

BACKGROUND & COMMENT:

Integrated planning and reporting gives local governments a framework for establishing local priorities as a way of linking this information into operational functions particularly in terms of Budget setting, but particularly as part of an assessment and review process for the new CEO. It provides immediate instruction on the longer term aims and culture of the organisation, and positions thinking in terms of constraints and opportunities. As part of the introductory process – the documents have been reviewed.

The Integrated Planning Framework (IPF) and Guidelines have been developed as part of the State Government's Local Government Reform Program. They reflect a nationally consistent approach to integrated planning as expressed by the Council of Australian Governments' Local Government Planning Ministers' Council. The Local Government (Administration) Regulations 1996 have been amended to require each local government to adopt a Strategic Community Plan and a Corporate Business Plan:

- 1) Strategic Community Plan – read and reviewed.
 - 10 year plan
 - Provides the long term view informed by community aspirations
- 2) Corporate Business Plan – read and reviewed – initial comment and changes indicated
 - 4 year plan
 - Activates SCP
 - Integrates other plans
 - Reviewed annually

Supporting and informing the above components are strategies such as:

- 1) Long Term Financial Plan – read and reviewed with assumptions translating to Budget 2016-2017
 - 10 year plan
 - Sustainable financial management
- 2) Asset Management Plan – read and reviewed – no changes – flow through to Budget 2016-2017.
 - 10 year plan
 - Management of local government's assets

- 3) Workforce Plan – read and reviewed- no immediate changes
- 4 year plan
 - Workforce requirements to deliver CBP

The review of the Shire of Kulin Strategic Community Plan 2013-2023, the Kulin Corporate Business Plan, the Workforce Development Plan, Asset Management Plan and Long Term Financial plan provide no major variances at this point that require a redirection of resources or energies toward new directions. The high degree of alignment and interconnectedness of all Strategic Planning Documents within the Shire's Strategic Planning framework has been maintained.

FINANCIAL IMPLICATIONS:

Without major changes to the documents only financial implications like grant funding and loans as part of an annual income and expense issue for the Budget are expected to vary the plan. These financial implications have been considered as part of the 2016/2017 Budget deliberations and will be included in the adoption of the 2016/2017 Budget.

STATUTORY AND PLANNING IMPLICATIONS:

Local Government (Administration) Regulations 1996

Part 5 – Annual reports and planning

19C. Strategic community plans, requirements for (Act s. 5.56)

- (1) A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.
- (3) A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.
- (4) A local government is to review the current strategic community plan for its district at least once every 4 years.
- (5) In making or reviewing a strategic community plan, a local government is to have regard to —
 - (a) the capacity of its current resources and the anticipated capacity of its future resources; and
 - (b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and
 - (c) demographic trends.
- (6) Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.
- (7) A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.
*Absolute majority required.
- (8) If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.
- (9) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.
- (10) A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.

19CA. Information about modifications to certain plans to be included (Act s. 5.53(2)(i))

- (1) This regulation has effect for the purposes of section 5.53(2)(i).
- (2) If a modification is made during a financial year to a local government's strategic community plan, the annual report of the local government for the financial year is to contain information about that modification.
- (3) If a significant modification is made during a financial year to a local government's corporate business plan, the annual report of the local government for the financial year is to contain information about that significant modification.

19DA. Corporate business plans, requirements for (Act s. 5.56)

- (1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.

- (3) A corporate business plan for a district is to —
- (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
 - (b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
 - (c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.
- (4) A local government is to review the current corporate business plan for its district every year.
- (5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.
- (6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.
- *Absolute majority required.
- (7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

The adoption of the Shire of Kulin Corporate Business Plan 15/16 – 18/19 complies with this requirement.

POLICY IMPLICATIONS:

Each of the various reports refer to Policy adoptions e.g. Strategic Community Plan 2013-2023 refers to Community Engagement Policy, Asset Management Plan 2013 refers to Asset Management Policy. CEO KRA 1.4 requires CEO to review policies and associated documentation within 6 months and those adoptions will be left until then.

COMMUNITY CONSULTATION:

The adopted Strategic Community Plan requires Council to report formally every year to the community about its progress towards identified strategies. It is intended that the Annual Report for the annual electors meeting will be the vehicle used to report progress towards the plan.

WORKFORCE IMPLICATIONS:

As part of the CEO Key Result Area (KRA) performance assessment – additional work incorporating strategic reviews will be reported to Council in the coming 6 months. There may be some issues arising that will require amendment to the documents and plans by the 2017-2018 Budget.

OFFICER'S RECOMMENDATION:

That Council:

1. Adopt the reviewed Shire of Kulin Corporate Business Plan 2016/17 - 2018/19 for the purposes of informing the preparation of the 2016/2017 Annual Budget.
2. Adopt the review of the Strategic Community Plan 2013-2023 and associated information contained in the Workforce Development Plan 2013, Asset Management Plan 2013 and 10 Year Financial Plan with regards the integration of all Strategic Planning Documents within the Shire's Strategic Planning framework.
3. Note Integrated Planning Review Documents (as attached).
4. Request the CEO to undertake a review of the Shire's Integrated Plans commencing November 2016.

VOTING REQUIREMENT:

Absolute Majority

11/0616

Moved Cr Taylor Seconded Cr Robins that Council:

1. **Adopt the reviewed Shire of Kulin Corporate Business Plan 2016/17 - 2018/19 for the purposes of informing the preparation of the 2016/2017 Annual Budget.**
2. **Adopt the review of the Strategic Community Plan 2013-2023 and associated information contained in the Workforce Development Plan 2013, Asset Management Plan 2013 and 10 Year Financial Plan with regards the integration of all Strategic Planning Documents within the Shire's Strategic Planning framework.**
3. **Note Integrated Planning Review Documents (as attached).**
4. **Request the CEO to undertake a review of the Shire's Integrated Plans commencing November 2016.**

Carried 9/0

12/0616

Moved Cr Duckworth Seconded Cr Robins that the Ordinary Meeting be adjourned and that Council now meet as the Audit Committee.

Carried 9/0

7.3 Risk Management Report

RESPONSIBLE OFFICER: CEO
FILE REFERENCE: 04.04
STRATEGIC REFERENCE/S: Corporate Business Plan, Civic Leadership 4.1.1 a; CEO KRA 3.3 Financial Management, 3.5 Integrated Planning
AUTHOR: CEO
DISCLOSURE OF INTEREST: Nil

SUMMARY:

Continuance of the review by the Audit Committee of the Council's risk profile required to be completed by the 30 June 2016. Once an established set of strategic and operational risks are created, staff will work to minimise or eliminate. The attached reports have been reworked to detail strategic risks and operational risks rated high under the adopted reporting framework first considered by Council at the June 2015 meeting.

BACKGROUND & COMMENT:

The Audit Committee currently meets quarterly to consider strategic and operational risks including financial and non-financial systems, compliance with legislation, regulations, policies and best practice.

Recommendation actions are developed and agreed with management for follow-up to ensure that they are implemented as agreed.

The Shire has already adopted a Risk Management Framework that includes matrixes that allows for the assessment of identified risk.

FINANCIAL IMPLICATIONS:

Allocation was made in the 2015/2016 annual budget for the internal audit and risk function although the report will now be provided in-house, additional budgeting should not be required.

STATUTORY AND PLANNING IMPLICATIONS:

The Local Government (Audit) Regulations 1996 detail the requirements for local government authorities in relation to the audit committee functions. The Department of Local Government amended the Audit Regulations inserting regulation 17, review of certain systems and procedures by a CEO. The amendments are detailed as follows:

Regulation 17 – CEO to review certain systems and procedures

A new regulation 17 has been inserted and states as follows:

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 controls; and*
 - (c) legislative compliance.**
- (2) The review may relate to any or all of the matters referred to in sub regulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.*
- (3) The CEO is to report to the audit committee the results of that review.*

POLICY IMPLICATIONS:

Risk Management Policy outlining the Shire's commitment and approach to managing risks requires adoption and that will flow as part of the policy manual review currently being undertaken.

STRATEGIC IMPLICATIONS:

A Council's internal control environment includes the following components:

- Structure of the organisation
- Culture of the organisation
- Knowledge, skills and experience of employees
- Processes employed by the organisation to conduct business.

The Chief Executive Officer plays a key role in the establishment and development an effective internal control environment, as it ultimately sets the operational tone of the Council, and should reflect the ethics, integrity and values espoused by the Council.

An effective and transparent internal control environment would focus on the following key areas:

- Integrity and ethical values
- Management's philosophy and operating style
- Organisation structure
- Performance measures
- Policies and procedures
- Human resources policy
- Internal Audit function
- The Audit Committee.

The role of the audit committee is to govern the integrity of the entity's financial information, systems of internal control, and the legal and ethical conduct of management and employees.

As required by the CEO KRA's, review of the current status of risk is to be completed early in the CEO's tenure – so that Council can remain confident that identified risks will make their way toward remedial action plans.

COMMUNITY CONSULTATION:

Chief Executive Officer

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

That the Council:-

1. Audit Committee recommend the adoption of the Shire of Kulin's Risk Management Report June 2016 as required by Audit Regulation 17.
2. Adopt the recommendation and actions recommended in the Shire of Kulin's Risk Management Report June 2016 and where appropriate remove completed risk records. Quarterly review of recommended actions to ensure continued compliance occur within reported timeframes.

VOTING REQUIREMENTS:

Simple majority required.

13/0616

Moved Cr O'Brien Seconded Cr Taylor that the Council:

1. **Audit Committee recommend the adoption of the Shire of Kulin's Risk Management Report June 2016 as required by Audit Regulation 17.**
2. **Adopt the recommendation and actions recommended in the Shire of Kulin's Risk Management Report June 2016 and where appropriate remove completed risk records. Quarterly review of recommended actions to ensure continued compliance occur within reported timeframes.**

Carried 9/0

14/0616

Moved Cr Duckworth Seconded Cr Varone that the Ordinary Meeting be resumed.

Carried 9/0

8. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

Nil

10. DATE AND TIME OF NEXT MEETING

The next Ordinary Council meeting will be held on Wednesday 20 July 2016 at 1:00pm.

11. CLOSURE OF MEETING

There being no further business the meeting closed at 5.50pm.