

Shire of Nannup
Ordinary Council Meeting Minutes: November 2013

Cr Dobbin returned to the meeting at 17.27 hours.

AGENDA NUMBER:	12.8
SUBJECT:	Committees Terms of Reference
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ADM 18
AUTHOR:	Vic Smith – Acting Chief Executive Officer
REPORTING OFFICER:	Vic Smith – Acting Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT	5 November 2013

- Attachments: 1. Terms of Reference - Audit Advisory Committee.
2. Terms of Reference - Bush Fire Advisory Committee.
3. Terms of Reference - Local Emergency Management Committee.
4. Terms of Reference - Risk Management Advisory Committee.
5. Terms of Reference - Australia Day Advisory Committee.

BACKGROUND:

At its meeting on 24 October 2013 Council established the following committees:

1. Audit Advisory Committee
2. Bush Fire Advisory Committee
3. Risk Management Advisory Committee
4. Local Emergency Management Advisory Committee
5. Australia Day Advisory Committee

Council resolved that the Terms of Reference for these committees be unchanged until reviewed at the November meeting.

COMMENT:

Audit Advisory Committee

This is a statutory committee established under the Local Government Act 1995. Amendments to the Local Government (Audit) Regulations 1996 require a local Government's Audit Committee to consider the report from the Chief Executive Officer reviewing the internal control environment of the council. This new duty has been incorporated into the Terms of Reference (Attachment 1).

Bush Fire Advisory Committee

This is a statutory committee established under Section 67 of the Bush Fires Act 1954.

All Fire Control Officers are appointees along with a Council representative. Other attendees include the Department of Parks and Wildlife, DFES and Plantation Company representatives. The Council's Community Emergency Services Officer is the designated officer to this committee.

The Terms of Reference are shown at Attachment 2. The duties and responsibilities of the committee remain the same and the only change is to bring the names of the represented bodies up-to-date (DEC and FESA) and to remove specific names and replace them with generic titles; this will ensure that changes to individuals do not require the Terms of Reference to be amended.

Local Emergency Management Advisory Committee

This is a statutory committee established under the Emergency Management Act 2005 and deals with emergency service coordination in the district. Representation is from emergency service providers in the district with the committee meeting on average four times a year. The Council's Community Emergency Services Officer is the designated officer to this committee.

The Terms of Reference are shown at Attachment 3. The duties and responsibilities of the committee remain the same and the only change is to bring the names of the represented bodies up-to-date (DEC and FESA) and to remove specific names and replace them with generic titles; this will ensure that changes to individuals do not require the Terms of Reference to be amended.

Risk Management Advisory Committee

This committee deals with risk management issues and includes representation from Council's workforce. Officer support is provided by the Finance Officer.

The Terms of Reference are shown at Attachment 4 and remain unchanged.

Australia Day Advisory Committee

This committee has been established by Council to make recommendations on the Premier's Australia Day Awards and nominations for Honorary Freeman.

Terms of Reference have been developed based on the standard template and the Council's policies regarding the Australia Day Awards. The Terms of Reference are shown at Attachment 5.

STATUTORY ENVIRONMENT:

Local Government Act 1995, Bushfires Act 1954 and Emergency Management Act 2005.

POLICY IMPLICATIONS:

The committees oversee various Council policies relating to corporate governance, bush fire control, risk management and the Australia Day Awards.

FINANCIAL IMPLICATIONS:

Elected Members receive an attendance fee of \$44.

STRATEGIC IMPLICATIONS: None

VOTING REQUIREMENTS: Simple Majority

RECOMMENDATIONS:

That the following Terms of Reference be adopted as outlined in the attachments:

1. Audit Advisory Committee – Attachment 1
2. Bush Fire Advisory Committee - Attachment 2
3. Local Emergency Management Committee – Attachment 3
4. Risk Management Advisory Committee - Attachment 4
5. Australia Day Advisory Committee – Attachment 5

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That the following Terms of Reference be adopted as outlined in the attachments:

1. Audit Advisory Committee – Attachment 1
2. Bush Fire Advisory Committee - Attachment 2

With the amendment to 8.1;

Notice of meetings including an agenda shall be given to members at least 3 5 days prior to each meeting.

3. Local Emergency Management Committee – Attachment 3
4. Risk Management Advisory Committee - Attachment 4
5. Australia Day Advisory Committee – Attachment 5

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Shire of
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**Audit Advisory
Committee**

Terms of Reference

1. Introduction

The Council of the Shire of Nannup (hereinafter called "the Council") hereby establishes a committee under the powers given in Section 5.8 of the Local Government Act 1995, such committee to be known as the Audit Advisory Committee (hereinafter called the "Committee").

The Council appoints to the Committee those persons specified in section 6.0 herein. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on the third Saturday in October in the year the Council's local government elections are held, after which time the Council may appoint members for a further term.

The Committee shall act for and on behalf of Council in accordance with provisions of the Local Government Act 1995, local laws and policies adopted from time to time by the Shire of Nannup.

2. Name

The name of the Committee shall be the **Audit Advisory Committee**.

3. Objectives

The objectives of the Committee will be to:

- Review the Audit Management Report of the local authority.
- Make recommendations to Council on the appointment of the Auditor.
- Review the effectiveness of the Council's governance arrangements.

4. Duties and Responsibilities of the Committee

The duties and responsibilities of the Committee will be to:

4.1 Under Part 7 of the Local Government Act 1995 -

- (i) recommend a process to be used to select and appoint a person to be an auditor; and
- (ii) recommend the appointment of the Auditor to Council; and

- (iii) examine the report of the auditor prepared under section 7.9(1), and any report prepared under section 7.9(3) of the Local Government Act 1995 forwarded to it, and —
 - (a) determine if any matters raised by the report, or reports, require action to be taken by the local government; and
 - (b) recommend that appropriate action is taken in respect of those matters.
- 4.2 Provide guidance and assistance to Council as to —
- (i) matters to be audited;
 - (ii) the scope of audits;
 - (iii) its functions under Part 6 of the Act (Financial Management); and
 - (iv) the carrying out of its functions relating to other audits and other matters related to financial management.
- 4.3 Review the CEO's report on the appropriateness and effectiveness of a local government's systems and procedures in relation to —
- (i) risk management; and
 - (ii) internal control; and
 - (iii) legislative compliance.

5. Powers of the Audit Advisory Committee

The committee is a formally appointed committee of Council and is responsible to the Council. The committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility.

The committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its Objectives and Duties and Responsibilities. This is in order to facilitate informed decision making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

General Powers

The Committee has the power to co-opt persons to attend the Committee meetings from time to time to assist the Committee in its functions. Co-opted persons do not have voting rights.

6. Membership

In accordance with Section 5.10 of the Act, the Audit Advisory Committee shall consist of 8 members, comprising:

8 Elected Members

The members shall be the only members to have full voting rights.

Supporting Officers (no voting rights)

Chief Executive Officer - Shire of Nannup.
Manager Corporate Services - Shire of Nannup.
Representative of Council's Audit firm

7. Selection Criteria

In making their selection for any co-opted members, the Committee shall take into account the following:

- 7.1 Relevant past or present experience in the area of Local Government finances,
- 7.2 Role of the organisation being represented,
- 7.3 Evidence of a positive commitment or involvement with the relevant organisation,
- 7.4 Quality of networks within the Nannup community.

8. Meetings

The committee shall meet at least once a year (more often if required). Additional meetings shall be convened at the discretion of the presiding person.

- 8.1 Notice of meetings including an agenda shall be given to members at least 5 days prior to each meeting. If an emergency situation or circumstances require the Chairman may exercise a lesser notice than 5 days.
- 8.2 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position on the Committee. The Council shall be informed, and the Council may appoint a replacement for the balance of the term of appointment.
- 8.3 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 5 business days after each meeting, provide the committee members and Council with a copy of such minutes.
- 8.4 All elected members of the Committee shall have one vote. If the votes of the members present are equally divided, the person presiding can cast a second vote.

9. Reporting

Recommendations of each committee meeting shall be presented to the next ordinary meeting of the Council by the support officer as an agenda item.

10. Presiding Member

The Committee shall be chaired by a Council elected member or his/her Deputy. The Elected Council Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the Local Government Act 1995 and any Council policies, procedures or standing orders which may be in force from time to time.

11. Quorum

The quorum for a meeting shall be at least 50% of the number of offices (simple majority), whether vacant or not. A decision of the Committee does not have effect unless it has been made by a simple majority.

12. Delegated Powers

The Committee has no delegated powers under the Local Government Act 1995 and is to advise and make recommendations to Council only.

13. Disclosure of Interests

Committee members are required to disclose a direct or indirect financial interest or a proximity interest in any matter that is relevant to the member or relevant to a person with whom the member is closely associated.

Shire employees are to disclose interests relating to delegated functions of the Committee. A member has a financial interest in a matter if it is reasonable to expect that the matter will, in a particular way, result in a financial gain, loss, benefit or detriment for the person.

A member has a proximity interest if the matter concerns a proposed change to a planning scheme, zoning or use of land, or a proposed development of land that adjoins the member's land.

The reference to an indirect financial interest of a member in a matter refers to a financial relationship between a member and another person who requires a local government decision in relation to the matter.

Division 6 – Disclosure of Financial Interests of the Local Government Act 1995 should be referred to in relation to disclosure of interests and their application and conversely, when some interests need not be disclosed.

The Shire Officer will provide guidance to Committee members at the time of disclosure. If in doubt, members are requested to err on the side of caution and submit a disclosure of interest form.

14. Termination of the Committee and its Members

Termination of the Committee shall be:

- a) in accordance with the Local Government Act 1995; or
- b) at the direction of Council.

The term of the appointment of a Committee member continues until the member is removed from the Committee, the position becomes vacant (eg through member resignation), the Committee is disbanded, or the next ordinary election day – whichever happens first.

15. Amendment to the Terms of Reference

This document may be altered at any time by Council.

Last review date:

Adopted by Council: 28 November 2013

16. Committee Decisions

Committee decisions shall not be binding on Council.

17. Officer Responsible for the Management of Committee

Specifically, the Shire Officer is responsible for the following matters:

- Preparation and distribution of Agendas to all members;
- Recording and preparation of minutes of meetings;
- Preparation of any reports required to be forwarded to Council or a Council Committee. Such reports shall contain the committee recommendation and any officer comment deemed necessary;
- Booking of all meetings including ensuring any catering arrangements required are in place; and
- Any other administrative tasks required to ensure the proper and smooth operation of the committee.

18. Governing Legislation, Policies, Procedures and Standing Orders

This Committee is governed by:

- Section 5.3 of the *Local Government Act 1995*, Subdivision 2 – *Committees and their meetings* (parts 5.8 to 5.18)
- Regulation 16 of the *Local Government (Audit) Regulations 1996*
- Schedule 2.3 of the *Local Government Act 1995*, *When and how mayors, presidents, deputy mayors and deputy presidents are elected by council*
- Shire of Nannup's *Code of Conduct*
- Shire of Nannup's *Guidelines on the Debate of Motions Before Council*
- Shire of Nannup's *Committees Guidelines*



Bush Fire Advisory Committee

Terms of Reference

1. Introduction

The Council of the Shire of Nannup (hereinafter called "the Council") hereby establishes a committee under the powers given in Section 5.8 of the Local Government Act 1995, such committee to be known as the Bush Fire Advisory Committee (hereinafter called the "Committee").

The Council appoints to the Committee those persons specified in section 6.0 herein. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on the third Saturday in October in the year the Council's local government elections are held, after which time the Council may appoint members for a further term.

The Committee shall act for and on behalf of Council in accordance with provisions of the Local Government Act 1995, local laws and policies adopted from time to time by the Shire of Nannup.

2. Name

The name of the Committee shall be the **Bush Fire Advisory Committee**.

3. Objectives

To assist Council in the effective management of Bush Fire related activities in the district by making recommendations on:

- Prevention of Bushfires;
- Preparedness for Bushfire situations;
- Response to bushfire situations; and
- Recovery from bushfire situations.

Recommendations from the committee will assist Council in managing all bushfire related activities throughout the district.

4. Duties and Responsibilities of the Committee

The duties and responsibilities of the committee will be to:

- 4.1 Advise Council on the establishment and maintenance of volunteer bushfire brigades throughout the district.
- 4.2 Advise Council on required resource levels for adequate district fire protection in conjunction with DFES.

- 4.3 Advise Council on issues of compliance with the Bushfires Act 1954.
- 4.4 Establish and maintain high levels of communication and co operation with the Department of Parks and Wildlife and other various bushfire stakeholders in respect of the key committee objectives.
- 4.5 Advise Council on the preparation and adoption of the Bush Fire Management Plan required under the Emergency Management Act 2005.
- 4.6 Make recommendations to Council on district bushfire issues.

5. Powers of the Bush Fire Advisory Committee

The committee is a formally appointed committee of Council and is responsible to the Council. The committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated responsibility.

The committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its Objectives and Duties and Responsibilities. This is in order to facilitate informed decision making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

5.1 General Powers

The Committee has the power to co-opt persons to attend the Committee meetings from time to time to assist the Committee in its functions, but does not have the power to appoint members to the Committee. Co-opted persons do not have voting rights.

5.2 Specific Powers

The Committee has no delegated powers under the Local Government Act and is to advise and make recommendations to Council only.

6. Membership

In accordance with Section 5.10 of the Act, the Bush Fire Advisory Committee shall consist of 14 members, comprising:

Two (2) Elected Members – Shire of Nannup
Balingup Road Fire Control Officer
Carlotta Fire Control Officer
Cundinup Fire Control Officer
Darradup Fire Control Officer
East Nannup Fire Control Officer
Nannup Brook Fire Control Officer
North Nannup Fire Control Officer
Peerabeelup Fire Control Officer
Scott River/Jasper Fire Control Officer

Chief Bushfire Control Officer
Deputy Chief Fire Control Officer
Volunteer Fire and Rescue Service Representative

The members shall be the only members to have full voting rights.

Supporting Officers (no voting rights)

Community Emergency Services Officer – Shire of Nannup
DFES District Manager
WA Plantation Resources (WAPRES) Representative
Forest Products Commission Representative
Bunbury Tree Farms Representative
PF Olsen Representative
Bunbury Fibre Representative
Australian Bluegum Plantation Representative
Department of Parks and Wildlife Representative

7. Selection Criteria

In making their selection for any co-opted members the Committee shall take into account the following:

- 7.1 Relevant past or present experience in the area of bush fire control
- 7.2 Role of the organisation being represented
- 7.3 Evidence of a positive commitment or involvement with the relevant emergency management organisation or brigade,
- 7.4 Quality of networks within the Nannup community.

8. Meetings

The committee shall meet three times a year or more often if required. Additional meetings shall be convened at the discretion of the presiding person.

- 8.1 Notice of meetings including an agenda shall be given to members at least 3 days prior to each meeting. If an emergency situation or circumstances require the Chairman may exercise a lesser notice than 3 days.
- 8.2 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position on such Committee. The Council shall be informed, and the Council may appoint a replacement for the balance of the term of appointment.
- 8.3 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 5 business days after each meeting, provide the committee members and Council with a copy of such minutes.
- 8.4 All elected members and Fire Control Officers of the Committee shall have one vote. If the votes of the members present are equally divided, the person presiding can cast a second vote.

9. Reporting

Reports and recommendations of each committee meeting shall be presented to the next ordinary meeting of the Council.

10. Presiding Member

The Committee shall be chaired by a Council elected member or his/her Deputy. The Elected Council Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the Local Government Act 1995 and any Council policies, procedures or standing orders which may be in force from time to time.

11. Quorum

The quorum for a meeting shall be at least 50% of the number of offices (simple majority), whether vacant or not. A decision of the Committee does not have effect unless it has been made by a simple majority. (Quorum requirement = 7 members).

12. Delegated Powers

The Committee has no delegated powers under the Local Government Act 1995 and is to advise and make recommendations to Council only.

Note that during an emergency situation the protocols contained within the Shire of Nannup Emergency Management Arrangements and Bush Fire Management Plan may see action implemented at an administrative level involving this committee. That action is in accordance with the roles and responsibilities delegated to the CEO of the Shire and/or the Local Emergency Management Arrangements.

13. Disclosure of Interests

Committee members are required to disclose a direct or indirect financial interest or a proximity interest in any matter that is relevant to the member or relevant to a person with whom the member is closely associated.

Shire employees are to disclose interests relating to any delegated functions of the Committee. A member has a financial interest in a matter if it is reasonable to expect that the matter will, in a particular way, result in a financial gain, loss, benefit or detriment for the person.

A member has a proximity interest if the matter concerns a proposed change to a planning scheme, zoning or use of land, or a proposed development of land that adjoins the member's land.

The reference to an indirect financial interest of a member in a matter refers to a financial relationship between a member and another person who requires a local government decision in relation to the matter.

Division 6 – Disclosure of Financial Interests of the Local Government Act 1995 should be referred to in relation to disclosure of interests and their application and conversely, when some interests need not be disclosed.

If in doubt, members are requested to err on the side of caution and submit a disclosure of interest form.

14. Termination of Committee and its Members

Termination of the Committee shall be:

- a) in accordance with the Local Government Act 1995; or
- b) at the direction of Council.

The term of the appointment of a Committee member continues until the member is removed from the Committee, the position becomes vacant (e.g. through member resignation), the Committee is disbanded, or the next ordinary election day – whichever happens first.

15. Amendment to the Terms of Reference

This document may be altered at any time by Council.

Adopted by Council: 28 November 2013

16. Committee Decisions

Committee decisions shall not be binding on Council.

17. Officer Responsible for Management of Committee

The following officers of the Shire of Nannup are responsible for the administration of this committee:

Principal Shire Officer: Community Emergency Services Manger

Specifically, the Shire Officer is responsible for the following matters:

- Preparation and distribution of Agendas to all members;
- Recording and preparation of minutes of meetings;
- Preparation of any reports required to be forwarded to Council. Such reports shall contain the committee recommendation and any officer comment deemed necessary;
- Booking of all meetings including ensuring any catering arrangements required are in place; and
- Any other administrative tasks required to ensure the proper and smooth operation of the committee.

18. Governing Legislation, Policies, Procedures and Standing Orders

This Committee is governed by:

- Section 5.3 of the Local Government Act 1995, Subdivision 2 – *Committees and their meetings* (parts 5.8 to 5.18)
- Schedule 2.3 of the Local Government Act 1995 *When and how mayors, presidents, deputy mayors and deputy presidents are elected by council*

- Bush Fires Act 1954
- Shire of Nannup's *Code of Conduct*
- Shire of Nannup's *Guidelines on the Debate of Motions Before Council*
- Shire of Nannup's *Committees Guidelines*



Local Emergency Management Committee

Terms of Reference

1. Introduction

The Council of the Shire of Nannup (hereinafter called "the Council") hereby establishes a committee under the powers given in Section 5.8 of the Local Government Act 1995, such committee to be known as the Local Emergency Management Committee (hereinafter called the "Committee").

The Council appoints to the Committee those persons specified in Section 6.0 herein. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on the third Saturday in October in the year the Council's local government elections are held, after which time the Council may appoint members for a further term.

The Committee shall act for and on behalf of Council in accordance with provisions of the Local Government Act 1995, local laws and policies adopted from time to time by the Shire of Nannup.

2. Name

The name of the Committee shall be the **Local Emergency Management Committee**.

3. Objectives

To assist Council in the delivery of its emergency response management activities in the district by:

- setting out the emergency management roles and responsibilities of the LEMC, the Shire and other agencies;
- providing an up to date description of the systems of emergency management in the Nannup district, and
- recording all emergency management plans and procedures in the district of the Shire of Nannup.

Recommendations from the committee will assist Council in discharging its legislative responsibilities under the Emergency Management Act 1995.

4. Duties and Responsibilities of the Committee

The duties and responsibilities of the committee are to:

- 4.1 Form the basis of the emergency response process given an emergency situation in the district.
- 4.2 Ensure that the Local Emergency Management Arrangements and Community Recovery Plan are completed and reviewed as required under the Emergency management Act 1995.

- 4.3 To coordinate all emergency services throughout the district.
- 4.4 To make recommendations to Council on any emergency management issues in the district, including the appointment of a Recovery Coordinator.
- 4.5 Conduct at least annually an Emergency Management Exercise.
- 4.6 To complete the LEMC Annual Report required under the Emergency Management Act 1995.

5. Powers of the Local Emergency Management Committee

The committee is a formally appointed committee of Council and is responsible to the Council. The committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated responsibility.

The committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its Objectives and Duties and Responsibilities. This is in order to facilitate informed decision making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

5.1 General Powers

The Committee has the power to co-opt persons to attend the Committee meetings from time to time to assist the Committee in its functions, but does not have the power to appoint members to the Committee. Co-opted persons do not have voting rights.

5.2 Specific Powers

The Committee has no delegated powers under the Local Government Act and is to advise and make recommendations to Council only.

6. Membership

The committee will consist of three elected members and eleven (11) Council appointed community/organisational representatives. All members shall have full voting rights.

Community Members/Organisations Represented

Nannup Police – 2 representatives
Fire and Rescue – 1 representative
DFES – 1 representative
SES – 1 representative
Nannup Hospital – 1 representative
DCP - representative
Nannup CWA – 1 representative
DPaW – 1 representative
Deputy Chief Bush Fire Control Officer
Water Corporation – 1 representative

Shire of Nannup employees (unless present on the committee representing an emergency management organisation) are non voting members of the committee.

The CEO or his/her nominee is to attend all meetings to provide advice and guidance to the committee. The local government shall provide secretarial and administrative support to the committee.

7. Selection Criteria

In making their selection for any co-opted members the Committee shall take into account the following:

- 7.1 Relevant past or present experience in the emergency management field,
- 7.2 Role of the organisation being represented,
- 7.3 Evidence of a positive commitment or involvement with the relevant emergency management organisation,
- 7.4 Quality of networks within the Nannup community.

8. Meetings

The committee shall meet at least once per year. Additional meetings shall be convened at the discretion of the presiding person.

- 8.1 Notice of meetings including an agenda shall be given to members at least 3 days prior to each meeting.
- 8.2 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position on such Committee. The Council shall be informed, and the Council may appoint a replacement for the balance of the term of appointment.
- 8.3 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 5 business days after each meeting, provide the committee members and Council with a copy of such minutes.
- 8.4 All members of the Committee shall have one vote. If the votes of the members present are equally divided, the person presiding can cast a second vote.

9. Reporting

Reports and recommendations of each committee meeting shall be presented to the next ordinary meeting of the Council.

10. Presiding Member

The Committee shall elect a Presiding Member and Deputy Presiding Member to conduct its business. The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the Local Government Act 1995 and any Council policies, procedures or standing orders which may be in force from time to time.

11. Quorum

Quorum for a meeting shall be at least 50% of the number of offices (simple majority), whether vacant or not. A decision of the Committee does not have effect unless it has been made by a simple majority. (Quorum requirement = 7 members)

12. Delegated Powers

The Committee has no delegated powers under the Local Government Act 1995 and is to advise and make recommendations to Council only.

Note that during an emergency situation the protocols contained within the Shire of Nannup Emergency Management Arrangements may see action implemented at an administrative level involving this committee. That action is in accordance with the roles and responsibilities authorised pursuant to the Shire of Nannup Emergency Management Arrangements.

13. Disclosure of Interests

Committee members are required to disclose a direct or indirect financial interest or a proximity interest in any matter that is relevant to the member or relevant to a person with whom the member is closely associated.

Shire employees are to disclose interests relating to delegated functions of the Committee.

A member has a financial interest in a matter if it is reasonable to expect that the matter will, in a particular way, result in a financial gain, loss, benefit or detriment for the person.

A member has a proximity interest if the matter concerns a proposed change to a planning scheme, zoning or use of land, or a proposed development of land that adjoins the member's land.

The reference to an indirect financial interest of a member in a matter refers to a financial relationship between a member and another person who requires a local government decision in relation to the matter.

Division 6 – Disclosure of Financial Interests of the Local Government Act 1995 should be referred to in relation to disclosure of interests and their application and conversely, when some interests need not be disclosed.

The Shire Officer will provide guidance to Committee members at the time of disclosure. If in doubt, members are requested to err on the side of caution and submit a disclosure of interest form.

14. Termination of Committee and its Members

Termination of the Committee shall be:

- a) in accordance with the Local Government Act 1995; or
- b) at the direction of Council.

The term of the appointment of a Committee member continues until the member is removed from the Committee, the position becomes vacant (e.g.

through member resignation), the Committee is disbanded, or the next ordinary election day – whichever happens first.

15. Amendment to the Terms of Reference

This document may be altered at any time by Council.

Last review date:	28 November 2013
Adopted by Council:	10 November 2008

16. Committee Decisions

Committee decisions shall not be binding on Council.

17. Officer(s) Responsible for Management of Committee

The following officers of the Shire of Nannup are responsible for the administration of this committee:

Principal Shire Officer:	Community Emergency Services Officer
Deputy Shire Officer:	Manager Infrastructure

Specifically, the Community Emergency Services Manager is responsible for the following matters:

- The conduct of the election of a Presiding Member;
- Preparation and distribution of Agendas to all members;
- Recording and preparation of minutes of meetings;
- Preparation of any reports required to be forwarded to Council or a Council Committee. Such reports shall contain the committee recommendation and any officer comment deemed necessary;
- Booking of all meetings including ensuring any catering arrangements required are in place; and
- Any other administrative tasks required to ensure the proper and smooth operation of the committee.

18. Governing Legislation, Policies, Procedures and Standing Orders

This Committee is governed by:

- Section 5.3 of the Local Government Act 1995, Subdivision 2 – *Committees and their meetings* (parts 5.8 to 5.18)
- Schedule 2.3 of the Local Government Act 1995 *When and how mayors, presidents, deputy mayors and deputy presidents are elected by council*
- Shire of Nannup's *Code of Conduct*
- Shire of Nannup's *Guidelines on the Debate of Motions Before Council*
- Shire of Nannup's *Committees Guidelines*



Risk Management Advisory Committee

Terms of Reference

1. Introduction

The Council of the Shire of Nannup (hereinafter called "the Council") hereby establishes a committee under the powers given in Section 5.8 of the Local Government Act 1995, such committee to be known as the Risk Management Advisory Committee (hereinafter called the "Committee").

The Council appoints to the Committee those persons specified in Section 6.0 herein. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on the third Saturday in October in the year the Council's local government elections are held, after which time the Council may appoint members for a further term.

The Committee shall act for and on behalf of Council in accordance with provisions of the Local Government Act 1995, local laws and policies adopted from time to time by the Shire of Nannup.

2. Name

The name of the Committee shall be the **Risk Management Advisory Committee**.

3. Objectives

This Advisory Committee will oversee risk management activities for all the operations of Council including:

- Occupational Safety and Health;
- Public safety / public liability (includes event management);
- Development services;
- Corporate governance / compliance.

The objectives of the Committee will be to:

- Establish the Risk Management Plan, which is to be aligned with the strategic planning process
- Establish the risk tolerance level for Council adoption.
- Implement the risk management program throughout the organisation.
- Bring to the attention of Council all the identified risks, their treatment and ongoing monitoring.

4. Duties and Responsibilities of the Committee

Organisation Wide

1. To identify, analyse, evaluate, treat, monitor, review and communicate risk in accordance with AS/NZS:4360.
2. To develop and recommend to Council Policies and Procedures to administer risk management activities.
3. To make recommendations to Council on appropriate action on items estimated as a High or Extreme level of risk in accordance with the Risk Definition and Classification table within AS/NZS:4360.

Occupational Safety & Health (OSH)

1. To provide guidance and assistance to Occupational Health and Safety Representatives in carrying out their duties as Safety Officers.
2. To ensure compliance with Council's Employee Safety Manual and Occupational Safety & Health Policy and undertake review as required.
3. To facilitate OSH administrative activities as outlined in the Shire's Safety Manual and undertake review as required.
4. To ensure the safety of the community by undertaking regular audits of Council equipment and facilities and initiating action as needed.
5. Advise Council on issues of compliance with the *Occupational Safety and Health Act 1984*.

Events and Project Coordination

1. To develop, monitor and review an Events Application Package for the coordination of activities related to staging an event.
2. To educate and provide the community with advice on the usage of the Events Application Package.
3. To assess event applications submitted against AS/NZS:4360 and put in place appropriate measures to limit Council's liability whilst assisting the community in staging a successful event.
4. To assess projects for feasibility and viability in terms of the management of risk against potential opportunities and report its recommendation(s) to Council for a formal determination.
5. To ensure compliance with legislation in relation to risk management plans for large events exceeding 5000+ in attendance.

5. Powers of the Risk Management Advisory Committee

The committee is a formally appointed committee of Council and is responsible to the Council. The committee does not have executive powers or

authority to implement actions in areas over which the CEO has legislative responsibility.

The committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its Objectives and Duties and Responsibilities. This is in order to facilitate informed decision making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

General Powers

The Committee has the power to co-opt persons to attend the Committee meetings from time to time to assist the Committee in its functions. Co-opted persons do not have voting rights.

6. Membership

In accordance with Section 5.10 of the Act, the Risk Management Advisory Committee shall consist of 6 members, comprising:

- 2 Elected Members
- 2 Management representatives
- 1 Office staff representative
- 1 Depot staff representative

The members shall be the only members to have full voting rights.

Supporting Officers (no voting rights);

Regional Risk Coordinator

7. Selection Criteria

In making their selection for any co-opted members the Committee shall take into account the following:

- 7.1 Relevant past or present experience in the area of risk management,
- 7.2 Role of the organisation being represented,
- 7.3 Evidence of a positive commitment or involvement with the relevant organisation,
- 7.4 Quality of networks within the Nannup community.

8. Meetings

The committee shall meet at least three times a year (more often if required). Additional meetings shall be convened at the discretion of the presiding person.

- 8.1 Notice of meetings including an agenda shall be given to members at least 5 days prior to each meeting. If an emergency situation or

circumstances require the Chairman may exercise a lesser notice than 5 days.

- 8.2 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position on such Committee. The Council shall be informed, and the Council may appoint a replacement for the balance of the term of appointment.
- 8.3 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 5 business days after each meeting, provide the committee members and Council with a copy of such minutes.
- 8.4 All elected members of the Committee shall have one vote. If the votes of the members present are equally divided, the person presiding can cast a second vote.

9. Reporting

Recommendations of each committee meeting shall be presented to the next ordinary meeting of the Council by the support officer as an agenda item.

10. Presiding Member

The Committee shall be chaired by a Council elected member or his/her Deputy. The Elected Council Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the Local Government Act 1995 and any Council policies, procedures or standing orders which may be in force from time to time.

11. Quorum

The quorum for a meeting shall be at least 50% of the number of offices (simple majority), whether vacant or not. A decision of the Committee does not have effect unless it has been made by a simple majority. (Quorum requirement = 3 members)

12. Delegated Powers

The Committee has no delegated powers under the Local Government Act 1995 and is to advise and make recommendations to Council only.

13. Disclosure of Interests

Committee members are required to disclose a direct or indirect financial interest or a proximity interest in any matter that is relevant to the member or relevant to a person with whom the member is closely associated.

Shire employees are to disclose interests relating to delegated functions of the Committee. A member has a financial interest in a matter if it is reasonable to expect that the matter will, in a particular way, result in a financial gain, loss, benefit or detriment for the person.

A member has a proximity interest if the matter concerns a proposed change to a planning scheme, zoning or use of land, or a proposed development of land that adjoins the member's land.

The reference to an indirect financial interest of a member in a matter refers to a financial relationship between a member and another person who requires a local government decision in relation to the matter.

Division 6 – Disclosure of Financial Interests of the Local Government Act 1995 should be referred to in relation to disclosure of interests and their application and conversely, when some interests need not be disclosed.

The Shire Officer will provide guidance to Committee members at the time of disclosure. If in doubt, members are requested to err on the side of caution and submit a disclosure of interest form.

14. Termination of Committee and its Members

Termination of the Committee shall be:

- a) in accordance with the Local Government Act 1995; or
- b) at the direction of Council.

The term of the appointment of a Committee member continues until the member is removed from the Committee, the position becomes vacant (eg through member resignation), the Committee is disbanded, or the next ordinary election day – whichever happens first.

15. Amendment to the Terms of Reference

This document may be altered at any time by Council.

Last review date: 28 November 2013
Adopted by Council: 22 October 2009

16. Committee Decisions

Committee decisions shall not be binding on Council.

17. Officer Responsible for Management of Committee

Specifically, the Shire Officer is responsible for the following matters:

- Preparation and distribution of Agendas to all members;

- Recording and preparation of minutes of meetings;
- Preparation of any reports required to be forwarded to Council or a Council Committee. Such reports shall contain the committee recommendation and any officer comment deemed necessary;
- Booking of all meetings including ensuring any catering arrangements required are in place; and
- Any other administrative tasks required to ensure the proper and smooth operation of the committee.

18. Governing Legislation, Policies, Procedures and Standing Orders

This Committee is governed by:

- Section 38 of the *Occupational Safety and Health Act 1984*
- Section 5.3 of the *Local Government Act 1995*, Subdivision 2 – *Committees and their meetings* (parts 5.8 to 5.18)
- Schedule 2.3 of the *Local Government Act 1995*, *When and how mayors, presidents, deputy mayors and deputy presidents are elected by council*
- Shire of Nannup's *Code of Conduct*
- Shire of Nannup's *Guidelines on the Debate of Motions Before Council*
- Shire of Nannup's *Committees Guidelines*



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**Australia Day Advisory
Committee**

Terms of Reference

1. Introduction

The Council of the Shire of Nannup (hereinafter called "the Council") hereby establishes a committee under the powers given in Section 5.8 of the Local Government Act 1995, such committee to be known as the Audit Advisory Committee (hereinafter called the "Committee").

The Council appoints to the Committee those persons specified in section 6.0 herein. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on the third Saturday in October in the year the Council's local government elections are held, after which time the Council may appoint members for a further term.

The Committee shall act for and on behalf of Council in accordance with provisions of the Local Government Act 1995, local laws and policies adopted from time to time by the Shire of Nannup.

2. Name

The name of the Committee shall be the **Australia Day Advisory Committee**.

3. Objectives

The objectives of the Committee will be to:

- Recommend recipients of the Australia Day Premier's Awards.
- recommend potential recipients for the title of Honorary Freeman.

4. Duties and Responsibilities of the Committee

The duties and responsibilities of the Committee will be to:

4.1 With assistance from the Community Development Officer, recommend recipients of the Australia Day Premier's Awards in the following categories.

- (i) A person 25 years or older
- (ii) A person under the age of 25 years
- (iii) A community group or event.

4.2 The Committee, with assistance from the Community Development Officer, may recommend potential recipients for the title of Honorary Freeman against the following criteria:

- (i) Any resident, elector, ratepayer, community or sporting group within the local government region.
- (ii) The nomination is supported by such information as is necessary for the Committee and Council to make an informed decision on the matter.
- (iii) The candidate has demonstrated long and/or distinguished service to the community of the local government.
- (iv) The candidate has an achievement in any sphere which brings the local government area wide recognition.
- (v) As a mark of appreciation for a service or services rendered by a member of Council, community, sport, environmental and/or business of the local government..

5. Powers of the Australia Day Advisory Committee

The committee is a formally appointed committee of Council and is responsible to the Council. The committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility.

The committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its Objectives and Duties and Responsibilities. This is in order to facilitate informed decision making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

General Powers

The Committee has the power to co-opt persons to attend the Committee meetings from time to time to assist the Committee in its functions. Co-opted persons do not have voting rights.

6. Membership

In accordance with Section 5.10 of the Act, the Australia Day Advisory Committee shall consist of 4 members, comprising:

4 Elected Members

The members shall be the only members to have full voting rights.

Supporting Officers (no voting rights)

Community Development Officer - Shire of Nannup.

7. Selection Criteria

In making their selection for any co-opted members, the Committee shall take into account the following:

- 7.1 Role of the organisation being represented,
- 7.2 Evidence of a positive commitment or involvement with the relevant organisation,
- 7.3 Quality of networks within the Nannup community.

8. Meetings

The committee shall meet at least once a year (more often if required). Additional meetings shall be convened at the discretion of the presiding person.

- 8.1 Notice of meetings including an agenda shall be given to members at least 5 days prior to each meeting. If an emergency situation or circumstances require the Chairman may exercise a lesser notice than 5 days.
- 8.2 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position on the Committee. The Council shall be informed, and the Council may appoint a replacement for the balance of the term of appointment.
- 8.3 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 5 business days after each meeting, provide the committee members and Council with a copy of such minutes.
- 8.4 All elected members of the Committee shall have one vote. If the votes of the members present are equally divided, the person presiding can cast a second vote.

9. Reporting

Recommendations of each committee meeting shall be presented to the next ordinary meeting of the Council by the support officer as an agenda item.

10. Presiding Member

The Committee shall be chaired by a Council elected member or his/her Deputy. The Elected Council Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the Local Government Act 1995 and any Council policies, procedures or standing orders which may be in force from time to time.

11. Quorum

The quorum for a meeting shall be at least 50% of the number of offices (simple majority), whether vacant or not. A decision of the Committee does not have effect unless it has been made by a simple majority.

12. Delegated Powers

The Committee has no delegated powers under the Local Government Act 1995 and is to advise and make recommendations to Council only.

13. Disclosure of Interests

Committee members are required to disclose a direct or indirect financial interest or a proximity interest in any matter that is relevant to the member or relevant to a person with whom the member is closely associated.

Shire employees are to disclose interests relating to delegated functions of the Committee. A member has a financial interest in a matter if it is reasonable to expect that the matter will, in a particular way, result in a financial gain, loss, benefit or detriment for the person.

A member has a proximity interest if the matter concerns a proposed change to a planning scheme, zoning or use of land, or a proposed development of land that adjoins the member's land.

The reference to an indirect financial interest of a member in a matter refers to a financial relationship between a member and another person who requires a local government decision in relation to the matter.

Division 6 – Disclosure of Financial Interests of the Local Government Act 1995 should be referred to in relation to disclosure of interests and their application and conversely, when some interests need not be disclosed.

The Shire Officer will provide guidance to Committee members at the time of disclosure. If in doubt, members are requested to err on the side of caution and submit a disclosure of interest form.

14. Termination of the Committee and its Members

Termination of the Committee shall be:

- a) in accordance with the Local Government Act 1995; or
- b) at the direction of Council.

The term of the appointment of a Committee member continues until the member is removed from the Committee, the position becomes vacant (eg through member resignation), the Committee is disbanded, or the next ordinary election day – whichever happens first.

15. Amendment to the Terms of Reference

This document may be altered at any time by Council.

Last review date:
Adopted by Council: 28 November 2013

16. Committee Decisions

Committee decisions shall not be binding on Council.

17. Officer Responsible for the Management of Committee

Specifically, the Shire Officer is responsible for the following matters:

- Preparation and distribution of Agendas to all members;
- Recording and preparation of minutes of meetings;
- Preparation of any reports required to be forwarded to Council or a Council Committee. Such reports shall contain the committee recommendation and any officer comment deemed necessary;
- Booking of all meetings including ensuring any catering arrangements required are in place; and
- Any other administrative tasks required to ensure the proper and smooth operation of the committee.

18. Governing Legislation, Policies, Procedures and Standing Orders

This Committee is governed by:

- Section 5.3 of the *Local Government Act 1995*, Subdivision 2 – *Committees and their meetings* (parts 5.8 to 5.18)
- Regulation 16 of the *Local Government (Audit) Regulations 1996*
- Schedule 2.3 of the *Local Government Act 1995*, *When and how mayors, presidents, deputy mayors and deputy presidents are elected by council*
- Shire of Nannup's *Code of Conduct*
- Shire of Nannup's *Guidelines on the Debate of Motions Before Council*
- Shire of Nannup's *Committees Guidelines*

**Shire of Nannup
Ordinary Council Meeting Minutes: November 2013**

AGENDA NUMBER:	12.9
SUBJECT:	Review of Freedom of Information Statement
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ADM 7
AUTHOR:	Vic Smith – Acting Chief Executive Officer
REPORTING OFFICER:	Vic Smith – Acting Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT	30 October 2013

Attachment 1: Freedom of Information Statement 2013/14.

BACKGROUND:

The Freedom of Information Act 1992 requires agencies covered by the Act to produce and annually review a Freedom of Information Statement. A Statement is currently available on the council's website and was last reviewed at the Ordinary Meeting of Council on 22 August 2013.

COMMENT:

The review in August 2013 was the first review carried out since 2006 and was completed as a matter of urgency at the request of the Information Commissioner as it contained significant inaccuracies. Following the local government elections the document now needs to be amended to reflect the current councillors and governance structure.

The proposed amendments to the Statement are shown at Attachment 1. Wording which is recommended for deletion is shown as crossed through and new wording as underlined.

Amendments are needed as follows:

1. The Council's structure has been updated to reflect new councillors and revised ward representation.
2. Details of Council Committees have been updated to reflect the decisions on the committee structure agreed at the October Council meeting.

STATUTORY ENVIRONMENT:

Sections 96 and 97 of the Freedom of Information Act 1992.

POLICY IMPLICATIONS: None

FINANCIAL IMPLICATIONS: None

STRATEGIC IMPLICATIONS: None

VOTING REQUIREMENTS: Simple Majority

RECOMMENDATION:

That Council approve the suggested revisions to the Freedom of Information Statement as set out in Attachment 1.

9058 GILBERT/STEER

That Council approve the suggested revisions to the Freedom of Information Statement as set out in Attachment 1.

CARRIED 8/0



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Freedom of Information Act 1992 Information Statement

Adopted at the Ordinary meeting of Council 23 November 2000
Reviewed at the Ordinary meeting of Council of ~~22 August~~ 28 November 2013

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1. **STRUCTURE OF ORGANISATION**

1.1 **COUNCIL**

SHIRE PRESIDENT: Cr Tony Dean

DEPUTY SHIRE PRESIDENT: Cr Robin Mellema

Central Ward

Cr Tony Dean

Lot 139 Vasse Highway Nannup WA 6275
Ph/Fax (08) 9756 0680
Email: nannupliquor@westnet.com.au

Cr Charles Gilbert

17 Adam Street Nannup WA 6275
Ph/Fax (08) 9756 1184
Email: gilbertce@bigpond.com

Cr Norm Steer

30b Walter Road Nannup WA 6275
Ph/Fax (08) 9756 1597
Email: norman.steer5@bigpond.com

North Ward

Cr Gary Dobbin

PO Box 22 Nannup WA 6275
Ph/Fax 0447963157
Email: dobbindesign@westnet.com.au

Cr Bob Longmore

15 Blackwood River Drive Nannup WA 6275
Ph/Fax (08) 9756 0308
Email: longmore@westnet.com.au

Cr Anne Slater

PO Box 315 Nannup WA 6275
Ph/Fax (08) 9756 1997
Email: aslates@westnet.com.au

South Ward

Cr Robin Mellema

Loc 4184 Blythe Road Nannup WA 6275
Ph/Fax (08) 9756 1156
Email: robin.mellema@education.wa.edu.au

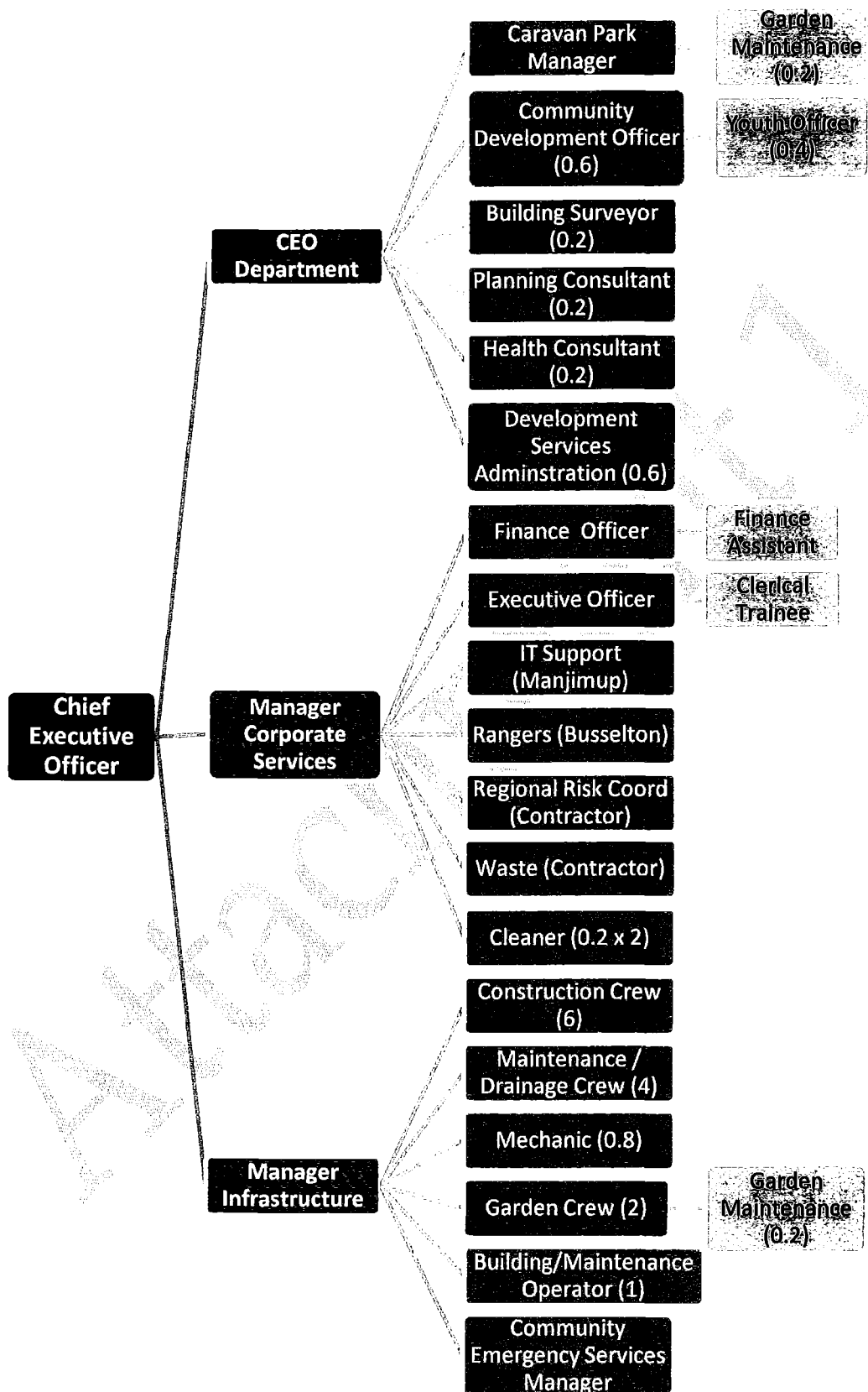
Cr Joan Lorkiewicz

PO Box 53 Nannup WA 6275
Ph (08) 9758 1129
Email: jav_vjl@hotmail.com

1.2 **ADMINISTRATION**

The Chief Executive Officer is responsible for (amongst other things) the administration of Council policy, and the efficient management of the day to day operations of the local government.

An organisational structure of the Shire of Nannup follows:



2. PUBLIC EFFECT OF THE ORGANISATION'S FUNCTIONS

2.1 DECISION MAKING

The Shire of Nannup provides a wide range of services and facilities for its residents, ratepayers and visitors to the Shire. The Shire also has a role in the management, improvement and development of the resources within its area so as to create a safe and pleasant environment for its residents and ratepayers.

General information relating to the Shire is published in the Nannup Telegraph on a monthly basis. The Shire of Nannup Information Booklet is published annually and is distributed with the Rates Notices. Copies are also available from the Shire Offices. These sources of information are designed to keep the public informed of the various issues being undertaken by the Shire of Nannup.

Council

Council, consisting of eight Councillors, is the decision making body on all policy matters. Council meets monthly with Ordinary Meetings of Council being held on the fourth Thursday of every month commencing at 4.15 pm.

Members of the public are welcome to attend all meetings of Council. A public question time of at least 15 minutes duration is scheduled at the commencement of all public meetings.

Agendas and Minutes

Agendas for Ordinary Council Meetings are available to members of the public four days prior to meetings. Minutes are placed on display in the Nannup Library within ten working days after each meeting.

2.2 LEGISLATION, REGULATIONS, BY-LAWS AND POWERS

2.2.1 ACTS

A number of Acts of Parliament give the Shire of Nannup the necessary powers to make decisions regarding the natural, built and legal environments which it administers. Listed below are the principle Acts which are briefly described:

Local Government Act 1995 and Associated Regulations

This Act enables the Shire of Nannup to administer its local government area. Local authorities operate strictly within the Act and are not able to undertake actions, activities or services that are not specifically provided for in this or other legislation.

Bush Fires Act 1954 and Associated Regulations

This Act makes provisions for the prevention, control and extinguishment of bush fires.

Cemeteries Act 1986

This Act provides for the declaration and management of cemeteries, the establishment, constitution and functions of cemetery boards, the licensing of funeral directors, the regulation of burials and related purposes.

Disability Services Act 1993

This Act provides services for people with disabilities.

Dog Act 1976 and Associated Regulations

This Act controls the registration, ownership and keeping of dogs and the obligations and rights of persons in relation thereto.

Environment Protection Act 1986

This Act provides for an Environmental Protection Authority, the prevention, control and abatement of environmental pollution and for the conservation, preservation, protection, enhancement and management of the environment.

Freedom of Information Act 1992

This Act provides for public access to documents and to enable the public to ensure that personal information in documents is accurate, complete, up-to-date and not misleading.

Health Act 1911

This Act regulates matters relating to sewerage and drainage, water pollution, medical services, public and private buildings, nuisances, offensive trades, medical services, the control of disease and medicines and pharmaceuticals.

Heritage of WA Act 1990

This Act requires all local authorities to compile and regularly review an inventory of local places which are significant or may become significant heritage properties.

Liquor Licensing Act 1988 and Associated Regulations

This Act, administered in part by local government, regulates the sale, supply and consumption of liquor, the use of premises on which liquor is sold and the services and facilities provided in conjunction with or ancillary to the sale of liquor.

Litter Act 1979 and Associated Regulations

This Act makes provision for the abatement of litter and establishes, incorporates and confers powers upon the Keep Australia Beautiful Council (WA).

Occupational Safety and Health Act 1984 and Association Regulations

This Act, administered in part by local government, promotes and improves standards for occupational health, safety and welfare and regulates the administration of the laws relating to occupational health, safety and welfare and incidental purposes.

Public Works Act 1902

This Act governs the laws relating to authorising public works, surveys, investigations for water, roads, rivers and bridges, railways and related matters.

Rates and Charges (Rebates and Deferments) Act 1992

This Act permits administrative authorities to allow rebates on, or the deferral of payment of certain amounts payable by way of rates or charges by pensioners and other eligible persons.

Strata Titles Act 1985

This Act facilitates the subdivision of land and the disposition of titles thereto and incidental purposes.

Planning and Development Act 2005

This Act provides for the planning and development of land for urban, suburban and rural purposes. The general objective of this Act is to promote and develop land to the best possible advantage and to balance the use of all land resources.

Building Act 2011

This Act regulates the construction and modification of buildings.

Valuation of Land Act 1978

An Act to provide for the valuation of land and other purposes.

2.2.2 COUNCIL LOCAL LAWS

Local laws may be adopted by Council to regulate and govern local issues. Council has adopted local laws relating to:

- Cemeteries
- Refuse Disposal
- Health
- Parking
- Standing Orders for Council Meetings

2.2.3 TOWN PLANNING SCHEME

The Shire of Nannup operates under Town Planning Scheme No 3, which was gazetted on 14 December 2007.

The purpose of the Scheme is to:

- (a) Control land development
- (b) Secure the protection of the environment of the Scheme Area
- (c) Other matters authorised by the Planning and Development Act 2005

3. POLICY FORMULATION - PUBLIC PARTICIPATION

3.1 POLICIES

Council adopts Policies on a variety of issues to act as a guide for Officers of the Shire of Nannup and provide the basis for decision making. All current Policies are contained within the Council's Policy Manual along with a register of authorised delegations made by the Council to assist with the efficient administration of the municipality.

3.2 DELEGATION OF AUTHORITY

The Chief Executive Officer has delegated authority from Council to make decisions on a number of specified administrative and policy matters.

3.3 ANNUAL GENERAL MEETING OF ELECTORS

The Annual General Meeting of Electors is held once in every financial year and includes the presentation of the Annual Report and the Auditor's Report. Residents and Ratepayers are encouraged to attend this meeting as it is an opportunity to ask questions and raise issues with local representatives.

3.4 SUB-COMMITTEES AND CONSULTATIVE GROUPS

Council Committees comprise:

Audit Advisory Committee
Risk Management Advisory Committee
Bush Fire Advisory Committee
Local Emergency Management Advisory Committee
Australia Day Advisory Committee

The Council has appointed the following Working Groups:

Community Group Grants Panel
Occupational Safety & Health Advisory Committee
Plant Advisory Committee Replacement Group
Warren Blackwood Strategic Alliance

3.5 SERVICES

Council provides a range of services to the community in many areas including:

Roads/Footpaths/Cycleways/Kerbing	Street Tree Planting
Street Lighting	Rubbish Collection
Litter Bins	Streetscape
Public Toilets	Youth and Community Services
Public Libraries	Parks and Reserves
Playground Equipment	Community Halls and Centres
Dog Control	Planning and Building Control
Environmental Health Matters	Emergency Response Services
Recreational/Sporting Facilities	Citizenships
Stormwater Drainage	Bush Fire Control
Tourism and Economic Promotion	Cemeteries

4. DOCUMENTS HELD BY THE ORGANISATION

4.1 DOCUMENTS AVAILABLE FOR INSPECTION BY THE PUBLIC

The Shire of Nannup has a variety of documents available for public inspection or purchase. Annual Reports, Local Laws, Budgets, Minutes, Ratebook and Policies are available for inspection during normal office hours or may be purchased by paying a photocopying fee.

A copy of Council agendas and minutes can be viewed at no charge at the Shire Offices. An electronic (email) copy of Council agendas and minutes can be received at no cost. An annual subscription is available for the supply of hard copy agenda and minutes.

The Nannup Library has available documents relating to Bureau of Statistics, Australia wide telephone directories and a selection of community information brochures.

4.2 DOCUMENTS COVERED BY THE ACT

Documents and information covered by the Freedom of Information Act include various items such as maps, plans, personnel records, client records, building files and correspondence.

All documents received are filed, with files being divided into categories as follows:

- Administration
- Property Assessments
- Associations and Committees
- Building
- Government Departments and Organisations
- Finance
- Fire and Emergency Services
- Health
- Personnel
- Rating

- Recreation
- Reserves
- Roads
- Tenders
- Town Planning
- Tourism
- Welfare and Community Services
- Works and Services

5. ACCESS PROCEDURES AND ARRANGEMENTS

It is the aim of the Council to make information available promptly and at the least possible cost; whenever possible documents will be provided outside the Freedom Of Information process.

If information is not routinely available, the **Freedom of Information Act 1992** provides the right to apply for access to documents held by the council and to enable the public to ensure that personal information in documents is accurate, complete, up to date and not misleading.

5.1 APPLICATIONS AND FORMS OF ACCESS

5.1.1 APPLICATIONS

For applications to be accurately and promptly dealt with, requests must ensure sufficient information is supplied to enable the correct document(s) to be identified.

The Shire of Nannup may request proof of identity.

If a person is seeking access to a document or documents on behalf of another person the Shire of Nannup may require authorisation, usually in writing.

Applications will be dealt with as soon as practicable (within 45 days) after it being received.

Applications should be addressed to:

FOI Co-ordinator
Shire of Nannup
PO Box 11
NANNUP WA 6275

or by delivery to the Shire Offices at 15 Adam St, Nannup between the hours of 8.00am and 4.30pm Monday to Friday.

It should be noted that some documents are for viewing only and some documents cannot be copied, as this would be in breach of the Copyright Act.

5.1.2 FEES AND CHARGES

The following fees and charges were adopted by Council and are to be seen as maximum charges:

- No fee for access applications relating to personal information and amendment of personal information
- Application fee of \$30 for other access applications (non-personal information)
- A fee of \$30 per hour for staff time or pro rata for part of an hour for dealing with an application. (Charges do not apply for searching, identifying and collating the documents).
- A fee of \$30 per hour of staff time or pro rata for part of an hour for supervision by staff when access is given to view documents.
- Photocopying excepting maps will be charged at the rate of 20 cents per A4 copy.
- Duplicating a tape, film or computer information will be charged at the actual cost.
- Delivery, packaging and postage will be charged at the actual cost.

5.1.3 FORMS OF ACCESS

Requests for access to documents can be made by way of inspection, a copy of a document, a computer disk, a transcript of a recorded document or of words recorded in shorthand or encoded form, or a written document in the case of a document where words can be reproduced in written form. Where the Shire is unable to grant access in the form requested, access may be given in a different form.

5.1.4 NOTICE OF DECISION

As soon as possible but in any case within 45 days you will be provided with a notice of decision which will include details such as:

- the date on which the decision was made
- the name and the designation of the officer who made the decision
- if the document is an exempt document the reasons for classifying the matter as exempt or the fact that access is given to an edited document
- information on the right to review and the procedures to be followed to exercise those rights.

5.2 THE REVIEW PROCESS

The Freedom of Information Act provides for a review and appeal process. Applicants may seek an Internal Review if they are dissatisfied with the decision of the Freedom of Information Co-ordinator. If they are still dissatisfied following the internal review then a review by the Information Commissioner may be requested. If still not satisfied, applicants may appeal to the Supreme Court.

5.2.1 INTERNAL REVIEW

Applicants who are not satisfied with the decision of the FOI Co-ordinator can apply to the Shire of Nannup for an Internal Review of that decision. Applications for an Internal Review must be lodged at the Shire within 30 days of receipt of notice of the Shire's decision. The Shire will respond within 15 days or any longer period agreed between the applicant and the Shire. The Internal Review will be carried out by the Chief Executive Officer. There is no charge for an internal review.

5.2.2 EXTERNAL REVIEW

Applicants who are still dissatisfied after the Internal Review has been completed may seek a review by the Information Commissioner. This request must be made in writing, giving details of the decision to which the complaint relates. Complaints should be made to the Information Commissioner and addressed as follows:

The Office of the Information Commissioner
Albert Facey House
469 Wellington Street
PERTH WA 6000

Any party to a complaint may appeal to the Supreme Court on any question of law arising out of a decision of the Information Commissioner, except for a decision as to the deferral of access to a document, the charges to be imposed for dealing with an access application and the payment of a deposit on account of charges.

5.3 AMENDMENTS PROCEDURE

An individual may apply to have a document amended if it contains inaccurate, incomplete, out of date or misleading personal information. An application should be made in writing to the Shire of Nannup and should provide all the information required in the Act (Amendment forms are available from the Shire Offices). Applicants must provide details and, if necessary, documentation in support of their claim that the information they seek to have amended is inaccurate, incomplete, out of date or misleading. Applications must also indicate how they wish the amendment to be made (e.g. alteration, insertion, etc).

Shire of Nannup
Ordinary Council Meeting Minutes: November 2013

AGENDA NUMBER:	12.10
SUBJECT:	Review of Administrative Policies
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ADM 9
AUTHOR:	Vic Smith – Acting Chief Executive Officer
REPORTING OFFICER:	Vic Smith – Acting Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT	1 November 2013

Attachment 1: Administration Policies

BACKGROUND:

The Policy Manual contains 18 administrative policies; these have been reviewed as part of the wider review of the Policy Manual and suggested revisions are shown at Attachment 1.

COMMENT:

The proposed amendments to the policies are shown at Attachment 1. Wording which is recommended for deletion is shown as crossed through and new wording as underlined.

Various amendments are suggested as follows:

ADM 1 – Legal Representation Costs Indemnification:
Amended to make specific reference to the Register of Delegations.

ADM 2 – Internal Control Manual:
The introduction has been amended to make a more appropriate reference to the Local Government Act 1995 and officers' titles and responsibilities have been updated to reflect the current organisational structure. References to example forms have been removed and replaced with more generic wording.

ADM 3 – Council Performance Reporting:
Updated to reflect current reporting arrangements.

ADM 4 – Purchasing:
Minor amendments are suggested to improve the clarity of the document.

ADM 5 - Recording of Votes at Council Meetings:
No changes.

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ADM 6 - Conference Attendance and Training:
No changes.

ADM 7 - Council Function Room Hire:
No changes.

ADM 8 - Council Meeting Procedure:
Updated to reflect current format of meetings.

ADM 9 - Appointment of Acting Chief Executive Officer:
Amended to allow the Manager Infrastructure to be the Action Chief Executive Officer.

ADM 10 - Councillor Fees and Reimbursements:
No changes.

ADM 11 - Records Management:
Superfluous wording removed.

ADM 12 - Elected Members Records:
Minor amendments are suggested to improve the clarity of the document.

ADM 13 - Electronic Mail:
No changes.

ADM 14 - Selection and Presentation of the Honorary Freeman Title:
The name of the committee has been amended to reflect the establishment of the Australia Day Advisory Committee and some wording has been amended to provide greater clarity.

ADM 15 - Art Purchase:
No changes.

ADM 16 - Selecting and Presenting the Premier's Australia Day Citizenship Awards:

Reference to an Honorary Ambassador and unsuccessful nominees has been added in accordance with a request from Council. The timetable has been amended to reflect the fact that there is no longer an Ordinary Meeting of Council in December and some minor changes have been made to improve the clarity of the document.

ADM 17 - Asset Management Policy:
Minor changes to improve the consistency of the wording.

ADM 18 - Aged Housing Support:
Policy point 5 has been changed to reflect the fact that there is not an annual budget for this item and a minor change has been made to be consistent with the Building Act 2011.

STATUTORY ENVIRONMENT: Local Government Act 1995.

POLICY IMPLICATIONS:

Where there is cross reference to a delegation from a Council Policy the delegation is noted as such.

FINANCIAL IMPLICATIONS: None

STRATEGIC IMPLICATIONS: None

VOTING REQUIREMENTS: Simple Majority

RECOMMENDATION:

That Council approve the suggested revisions to the administration policies as outlined in Attachment 1.

9059 SLATER/LORKIEWICZ

That Council approve the suggested revisions to the administration policies as outlined in Attachment 1.

CARRIED 8/0

Policy Number:	ADM1
Policy Type:	Administration Policy
Policy Name:	Legal Representation Costs Indemnification
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

POLICY

Introduction

This policy is designed to protect the interests of council members and employees (including past members and former employees) where they become involved in civil legal proceedings because of their official functions. In most situations the Local Government may assist the individual in meeting reasonable expenses and any liabilities incurred in relation to those proceedings.

In each case it will be necessary to determine whether assistance with legal costs and other liabilities is justified for the good government of the district. This policy applies in that respect.

General Principles

The Local Government may provide financial assistance to members and employees in connection with the performance of their duties provided that the member or employee has acted reasonably and has not acted illegally, dishonestly against the interests of the Local Government or otherwise in bad faith.

The Local Government may provide such assistance in the following types of legal proceedings:

1. Proceedings brought against members and employees to enable them to carry out their Local Government functions (e.g. where a member or employee seeks a restraining order against a person using threatening behaviour);
2. Proceedings brought against members or employees [this could be in relation to a decision of Council or an employee which aggrieves another person (e.g. refusing a development application) or where the conduct of a member or employee in carrying out his or her functions is considered detrimental to the person (e.g. defending defamation actions)]; and
3. Statutory or other inquiries where representation of members or employees is justified.

The Local Government will not support any defamation actions seeking the payment of damages for individual members or employees in regard to comments or criticisms levelled at their conduct in their respective roles. Members or employees are not precluded, however, from taking their own private action. Further, the Local Government may seek its own advice on any aspect relating such comments and criticisms of relevance to it.

The legal services assistance under this policy will usually be provided by the Local Government's solicitors. Where this is not appropriate for practical reasons or because of a conflict of interest then the service may be provided by other solicitors approved by the Local Government.

Applications for Financial Assistance

- (a) Subject to item (e), decisions as to financial assistance under this policy are to be made by the Council.
- (b) A member or employee requesting financial support for legal services under this policy is to make an application in writing, where possible in advance, to the Council providing full details of the matter and the legal services required.
- (c) An application to the Council is to be accompanied by an assessment of the request and with a recommendation which has been prepared by, or on behalf of, the Chief Executive Officer.
- (d) A member or employee requesting financial support for legal services, or any other person who might have a financial interest in the matter, should take care to ensure compliance with the financial interest provisions of the *Local Government Act 1995*.
- (e) Where there is a need for the provision of urgent legal services before an application can be considered by council, the CEO may give an authorisation to the value of \$5000 ~~provided that the power to make such an authorisation has been delegated to the CEO in writing under section 5.42 of the Local Government Act 1995~~ in accordance with Delegation 34 of the Delegations Register.
- (f) Where it is the CEO who is seeking urgent financial support for legal services the Council shall deal with the application.

4. Repayment of Assistance

- a) Any amount recovered by a member or employee in proceedings, whether for costs or damages, will be offset against any moneys paid or payable by the Local Government.
- b) Assistance will be withdrawn where the Council determines, upon legal advice, that a person has acted unreasonably, illegally, dishonestly, against the interests of the Local Government or

otherwise in bad faith; or where information from the person is shown to have been false or misleading.

- c) Where assistance is so withdrawn, the person who obtained financial support is to repay any moneys already provided. The Local Government may take action to recover any such moneys in a court of competent jurisdiction.

Related Policies	
Related Procedures/Documents	
Delegated Level	
Adopted	OM 23 November 2000
Reviewed	OM 28 January 2010 #8326 November 2013

Policy Number:	ADM 2
Policy Type:	Administration Policy
Policy Name:	Internal Control Manual
Policy Owner:	Chief Executive Officer
Authority:	Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996

INTRODUCTION

The procedures detailed in this Internal Control Manual have been developed to:

1. Ensure that expenditures of Council are undertaken in a controlled environment to achieve the highest level of compliance with all Local Government legislation and Council policies; and
2. To meet the requirements of Regulation 5(2)(ea) of the Local Government (Financial Management) Regulations 1996.

Regulation 5(2)(ea) of the Local Government (Financial Management) Regulations 1996 states that the CEO is to:

"undertake reviews of the appropriateness of the Financial Management Systems and procedures of the local government regularly (and not less than once in every 4 financial years) and report to the local government the results of these reviews ensure that the resources of the local government are effectively and efficiently managed".

The adoption of these procedures will meet the requirements of this regulation.

These procedures shall be reviewed on an annual basis.

1 THE PURCHASING SYSTEM

1.1 OBJECTIVES

The objectives of the purchasing system include:

- Adhering to Council policy ADM 4 – Purchasing Policy.
- That purchase orders are initiated for the supply of all goods and services required by Council, excepting those referred to in section 1.2.1 of this manual.
- That goods and services are verified in terms of quantity and quality.
- That supplier invoices are certified for payment by authorised persons.
- That accurate and prompt payment of creditors is made in accordance with the terms of credit.

1.2 PROCEDURES

1.2.1 Purchase Orders

A purchase order, ~~attachment number 1~~, in a form approved by the Chief Executive Officer shall be issued in relation to the purchase of all goods and services except the following:

- Utilities
- Licenses
- Insurances, freight and postal charges
- Fuel
- Local suppliers where an account is set up
- Supply of goods or services under contract.
- Attendance at conferences and seminars (where payment is required in advance).
- Goods purchased from petty cash.

Officers authorised to sign purchase order forms and cheque requests (Authorised Officers) are those people appointed to the following positions:

Chief Executive Officer
 Manager Corporate Services
~~Works Manager~~ Infrastructure
~~Manager Development Services~~ Caravan Park
 Plant Mechanic.
 Leading Hand Gardener
 Executive Officer (for stationery, advertising and catering purposes only)
~~Planning Administration~~ Support Officer

Purchase Orders shall be completed with the following information:

- The supplier's full name and address.
- A brief description of the goods or services required, including quantity if applicable.
- An estimate of the cost of the goods or services.
- The delivery point and date of delivery if applicable.
- The chart of account or job number.

The authorising officer shall ensure that the expenditure is authorised within the current year's adopted budget.

The purchase order form is in triplicate. The first copy (white) is to be forwarded to the supplier. The second copy (yellow) is to be forwarded to the Clerical Assistant who shall file it in purchase order number order, awaiting receipt of the supplier's invoice. The third copy is retained in the order book.

1.2.2 Local Purchases

Purchase Orders are not required for the provision of goods and services that are generally of a minor ongoing nature from local suppliers where an account is set up. A signature of receipt is required to be placed on the invoice or cart note accompanying the goods.

1.2.3 Tenders

Tenders shall be processed in accordance with the Local Government (Functions and General) Regulations 1996 Sections 4 and 4A, Council delegation number 2 and Council policy ADM4 Purchasing Policy.

Tenders that result in contracts shall, following Council's acceptance of the Tender, be processed as follows:

- A purchase order shall be raised in accordance with guidelines detailed in section 1.2.1 of these procedures, or
- A letter of acceptance of tender will be written which details the conditions of the contract with reference to the tender documentation.

1.2.4 Corporate Credit Cards

Corporate credit cards have been approved for:

- the Chief Executive Officer
- the Youth Officer

~~If this card is used, a~~ Approved purchases shall be reported on a monthly basis to Council in conjunction with the normal presentation of accounts for payment.

1.2.5 Cheque Requests

Cheque requests in the form of ~~attachment number 2~~ approved by the Chief Executive Officer are to be used for the payment of accounts due to people or organisations where no external invoice is rendered. Supporting documentation, where applicable, is to be attached to the cheque request. Only Authorised Officers can sign cheque requests, and in doing so shall ensure that the controls listed in section 1.2.1 of this manual are adhered to.

1.2.6 Certification of Invoices

All invoices received shall be stamped with the Shire of Nannup date stamp and the certifying stamp ~~by the Clerical Assistant~~.

Where a purchase order form was generated for the supply of the goods or services, the second copy of the purchase order form ~~will~~ must be attached to the invoice. The invoice ~~is~~ shall be passed on to the Authorising Officer for certification. The certification stamp shall be signed off in all sections by the Authorising Officer prior to the processing of the invoice through the financial system.

Having signed off the certification stamp, the authorising officer shall forward the invoice ~~to the Administration Officer~~ for payment.

~~Upon receipt of the certified invoice the Administration Officer~~ The officer processing invoices shall:

- Verify that all prior procedures have been complied with. If any information or authorisation is lacking ~~the Administration Officer shall return~~ the invoice must be returned to the authorising officer for correction.
- Verify all prices and extensions.
- Process those correctly authorised invoices at least on a two weekly basis. Prior to the production of the cheques or electronic funds transfers, all invoices and the system invoice list shall be forwarded to the Manager Corporate Services or a person delegated by him for approval to proceed.
- All cheque and electronic funds transfer payments paid shall be listed and submitted to the next Ordinary Meeting of Council for endorsement.

Payment Vouchers supported by creditor's invoices, cart notes, quotations, purchase orders or any other relevant documentation shall be filed in cheque number or electronic fund transfer number order.

1.2.7 Assets

~~The Manager Corporate Services shall copy t~~ Those invoices that pertain to the purchase of assets over the ~~value of \$1,000~~ capitalisation threshold as set out in Policy FNC1, and shall be recorded ~~this information within the~~ Council's Asset Management System per Significant Accounting Policy 1(g).

1.2.8 Retention of Records

The following records shall be retained in accordance with the State Records Act 2000 and the Shire of Nannup's record Keeping Plan:

- Purchase order books.
- Contracts / Tender register.
- Cheque payment vouchers together with associated support documentation.

2 PETTY CASH

2.1 Objectives

The objective of the petty cash system is to provide an efficient means of handling approved minor Council purchases. Petty cash shall be maintained on an imprest system. The advance to be held for Petty Cash shall be \$150.

2.2 Procedures

Petty Cash disbursements are restricted to expenses that are of a minor nature. Each time a disbursement is made the petty cash voucher in the form of ~~attachment number 3~~ approved by the Chief Executive Officer shall be completed in full. The petty cash voucher must be authorised by an Authorised Officer ~~person as per section 1.2.1 of this manual~~. Receipts are to be attached to the petty cash voucher wherever possible.

The petty cash advance shall be reconciled with cash on hand and processed vouchers, as required, ~~and~~ prior to reimbursement, using the petty cash recoup sheet, ~~attachment number 4~~.

It is the responsibility of the Executive Officer to ensure that:

- The cash and relevant petty cash vouchers are secured at all times, and placed in the safe at night.
- The cash and relevant petty cash vouchers are regularly reconciled.
- Any discrepancies are reported to the Manager Corporate Services immediately.

3 PAYROLL

3.1 Objectives

The ~~objectives~~ operation of the payroll system ~~include~~ should ensure that:

- The Eexact payment is made to all staff for all hours worked in accordance with the relevant industry awards and individual contracts.
- Timely payment is made to all staff.
- Accurate, timely and meaningful recording of wage and salary costs is undertaken in the accounting system and subsequent management reports.
- Payment of deductions from salaries and wages to appropriate organisations is made at the end of each month.

3.2 Procedures

3.2.1 New Employees

When a new employee commences, the member of the Senior Management Team responsible for that employee shall ensure that a copy of the letter of employment addressed to the employee, stating the level of employment, wages/salaries per fortnight, and any other allowances paid per fortnight is forwarded to the Administrative Finance Officer.

The new employee will be required to complete the following documentation:

- Tax declaration forms.
- Superannuation forms.
- Deduction from payroll forms.

- Details of bank account for direct debiting purposes.

Upon receiving all the new employee information, the Administrative Finance Officer shall set up a computer payroll record for the new employee based on the details received.

A new employee file shall be created at this point.

3.2.2 Termination of Employees

Notification of an employee's termination shall be forwarded to the Administrative Finance Officer by the employee's supervisor as soon as practicable. The notification shall include all necessary information to enable a termination payment to be made.

The Administrative Finance Officer shall, upon receipt of the notice of termination, undertake the calculations for final payment, taking into account such matters as accrued leave and required notice as per in accordance with the relevant award or contract for the approval of the Manager Corporate Services, and code amend the employee's computer payroll record system to ensure such that further transactions are prevented precluded from occurring.

3.2.3 Time Sheets

Time sheets in the form of attachment numbers 5 & 6 approved by the Chief Executive Officer shall be completed by the appropriate staff for the purposes of recording all ordinary hours, sick leave, annual leave, long service leave, rostered days off and over-time worked. The time sheets, when completed, are to be authorised by the appropriate Supervising Officer as detailed on the time sheet, and forwarded to the Administrative Finance Officer by 4pm of the Tuesday of the pay week.

Where the time sheet requires the recording of job number details or chart of account, this information is to be checked by the appropriate Supervising Officer prior to being signed off.

Any anomalies or discrepancies observed by the Administrative Finance Officer in the course of processing the time sheets shall be reported to the person authorising the time sheet for determination and suitable action.

3.2.4 General

All salaries and wages paid shall be credited to employees' bank accounts via direct banking.

Employee payments made outside of the appointed fortnightly schedule e.g. termination and pay adjustments, shall be processed through "one off pay run – P930W" to ensure correct allocation of costing.

The Administrative Finance Officer shall ensure that general ledger control accounts associated with payroll are balanced on a monthly basis.

3.2.5 Leave

All sick leave, annual leave, long service leave, rostered days off, study leave and time in lieu shall be applied for using the application for leave form, ~~attachment number 7~~. The leave form, after being approved by the ~~appropriate~~ Supervising Officer, shall be forwarded to the Administrative Finance Officer for the correct calculation of time off requested, and the maintenance of the appropriate leave accrual system.

When the processing of the form through the payroll system is complete, it shall be placed on the relevant employee's personal file.

3.2.6 Retention of Payroll Records

The following records shall be retained in accordance with the State Records Act 2000 and the Shire of Nannup's record Keeping Plan:

- Daily Attendance Records – Time Sheets.
- Employment History and Leave Entitlement Records.
- Payroll pre-listing audit reports.
- Bank details and bank deduction reports.
- Employee deduction reports.
- Hours Due reports.
- Payroll Journals Report.
- Group Certificates.

4 THE RECEIPTING SYSTEM

4.1 Objectives

The objective of the receipting system is to ensure that all monies received by Council are recorded and accurately processed in a timely manner.

4.2 Procedures

Only the following officers are permitted to issue receipts:

- Administrative Finance Officer
- Executive Officer
- Administration Support Officer
- Clerical Trainee
- Administration Assistant

Any other officer requiring a receipt must give the money to one of the above ~~three~~ officers who will then issue a receipt.

All monies received through the mail are to be recorded in a register. Each entry shall record the date of the receipt, details of the receipt, the initials of the officer issuing the receipt and the initials of the checking officer.

The person recording the money in the register shall not be the same officer issuing the receipt.

All cheques received through the mail shall be receipted on the same day.

At 4.30 p.m. each day, the cash on hand shall be reconciled using the daily cash receipts summary form.

All monies received shall be banked on at least a daily basis.

The cash drawer shall be secured at all times. All cash and cheques held over at the end of the day shall be placed in the safe overnight.

When balancing the till at the end of each day, if a discrepancy exists between the total of receipts and cash, the Manager Corporate Services shall be immediately notified. After exhausting all avenues to resolve the discrepancy, the following shall apply:

- If the amount of cash held is in excess of the receipts issued, the surplus shall be receipted into the Municipal Fund and held as a restricted asset.
- If the amount of cash held is less than the value of the receipts, if the monies held as restricted assets is not sufficient to address the shortfall, this will be addressed on a case by case basis ~~with appropriate action being undertaken.~~

Any variations to the above, must be discussed immediately with the Manager Corporate Services, or in his absence the Chief Executive Officer, whereupon further guidance will be given.

5 INVESTMENTS

5.1 Objectives

The objective of this procedure is to ensure that the investment of surplus Council funds is undertaken to ensure the maximisation of return within a secure environment.

5.2 Procedures

Surplus funds shall be invested in ~~an interest bearing deposit with Council's banker, after due consideration has been given to alternative, secure financial institutions~~ accordance with Policy FNC 7.

Details of the nature of the investment and interest rate payable on the investment will be maintained in the Investment Register.

Interest earnings on any investment shall be recorded in the books of account for the period in which the earnings were received.

6 THE JOURNAL SYSTEM

6.1 Objectives

The objective of this procedure is to limit the use of journals to:

- The bringing to account of direct debits and credits through the bank statement listing, and

- The correction of incorrect income and expenditure accounting record entries.

6.2 Procedures

An Authorised Officer, having verified that an incorrect allocation of income or expenditure has occurred, shall ~~complete a request for a~~ journal transfer to be made form, attachment number 8.

The request ~~for journal transfer form~~ shall detail all particulars of the required journals including the reason, quantities, dollar values and any supporting documentation. ~~An Authorised Officer as per section 1.2.1 of this manual shall sign the advice.~~

The ~~request for journal transfer form shall be forwarded to~~ may only be processed by:

- the Manager Corporate Services ~~for verification and entry into system~~
- the Finance Officer

Related Policies	
Related Procedures/Documents	Purchase Order Form, Cheque Request, Petty Cash Voucher, Petty Cash Recoup Sheet, Timesheet, Application for Leave, Daily Cash Receipts Summary
Delegated Level	
Adopted	OM 23 March 2000
Reviewed	OM 22 November 2001, OM 24 June 2004 OM 23 August 2007, OM 27 August 2009 OM 28 January 2010 #8326 OM 22 September 2011 # 8690 <u>OM 28 November 2013</u>

Policy Number:	ADM 3
Policy Type:	Administration Policy
Policy Name:	Council Performance Reporting
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

OBJECTIVE

To provide an effective information flow between Councillors and staff on the day-to-day activities of the Shire.

1. Financial

Monthly: The Operating Statement and Statement of Financial Position for each month and a statement setting out all other income and expenditure not included in the operating statement as well as an analysis of significant variations between year to date expenditure and income and the relevant budget provision shall be tabled at the next ordinary Council meeting after that month's operation, or failing that, within two months of the end of the reporting period as set out in Regulation 34(4)(a) of the Financial Management Regulations 1996.

~~Quarterly: The Operating Statement, Statement of Financial Position, and a statement setting out all other income and expenditure not included in the operating statement as well as an analysis of significant variations between year to date expenditure and income and the relevant budget provision shall be tabled at the next Council meeting after each quarter's operation.~~

Annually: The audited financial statements shall be tabled at the next Council meeting after the audited statements have been received.

2. Works and Services

~~The Construction Supervisor and Mechanic/Supervisor's report shall be tabled at~~ included in the next Council ~~meeting~~ Information Report after that month's operation. This will include a summary of the previous month's activities, a proposed schedule of works for the forthcoming month and a report on the status of Council's Plant and Equipment.

3. Development Services

~~The Manager Development Services' quarterly~~ A monthly report shall be ~~tabled at~~ included in the next Council ~~meeting~~ Information Report after that ~~quarter's operation. (January, April, July and October).~~

4. Ranger Services

The ~~Ranger's~~ quarterly report on Ranger's activities shall be ~~tabled at~~ included in the next Council meeting Information Report after that ~~quarter's operation. (January, April, July and October).~~

5. Community Development

A ~~quarterly~~ monthly report on Community Development and Youth activities shall be ~~tabled at~~ included in the next Council meeting Information Report after that quarters operation. (January, April, July and October).

Related Policies	
Related Procedures/Documents	
Delegated Level	
Adopted	OM 26 August 1993
Reviewed	OM 26 May 1994 OM 23 June 1994 OM 27 March 1997 OM 22 March 2001 OM 28 January 2010 #8326 <u>OM 28 November 2013</u>

Policy Number:	ADM 4
Policy Type:	Administration Policy
Policy Name:	Purchasing
Policy Owner:	Manager Corporate Services
Authority:	Shire of Nannup

OBJECTIVES

1. To ~~provide~~ ensure compliance with the Local Government Act, 1995 and the Local Government Act (Functions and General) Regulations, 1996 (as amended in ~~March 2007~~).
2. To deliver a best practice approach and procedures to ~~internal~~ purchasing for the Shire of Nannup.
3. To ensure consistency for all purchasing activities that integrates with all the Shire of Nannup's operational areas.

2 WHY DO WE NEED A PURCHASING POLICY?

The Shire of Nannup is committed to setting up efficient, effective, economical and sustainable procedures in all purchasing activities. This policy:

- Provides the Shire of Nannup with an effective way of purchasing goods and services.
- Ensures that purchasing transactions are carried out in a fair and equitable manner.
- Strengthens integrity and confidence in the purchasing system.
- Ensures that the Shire of Nannup receives value for money in its purchasing.
- Ensures that the Shire of Nannup considers the environmental impact of the procurement process across the life cycle of goods and services.
- Ensures the Shire of Nannup is compliant with all regulatory obligations.
- Promotes effective governance and definition of roles and responsibilities.
- ~~Upholds respect from~~ Provides transparency for the public and industry ~~for concerning~~ the Shire of Nannup's purchasing practices ~~that withstand probity.~~

3. ETHICS & INTEGRITY

All officers and employees of the Shire of Nannup shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the Shire of Nannup.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire of Nannup's policies and Code of Conduct;
- purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently;
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements;
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- any information provided to the Shire of Nannup by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

4. VALUE FOR MONEY

Value for money is an overarching principle governing purchasing that allows the best possible outcome to be achieved for the Shire of Nannup. It is important to note that compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing, and service benchmarks.

An assessment of the best value for money outcome for any purchasing decision should consider:

- all relevant whole-of-life costs and benefits (whole of life cycle costs for goods and whole of contract life costs for services) including transaction costs associated with acquisition, delivery and distribution, as well as other costs, such as but not limited to, holding costs, consumables, deployment, maintenance and disposal.
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality;
- financial viability and capacity to supply without risk of default. This should include the competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history;

- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.

Where a higher priced conforming offer is recommended, there should be clear and demonstrable benefits over and above the lowest total priced, conforming offer.

5. SUSTAINABLE PROCUREMENT

Sustainable Procurement is defined as the procurement of goods and services that have less environmental and social impacts than competing products and services.

Local Government is committed to sustainable procurement and where appropriate shall endeavour to design quotations and tenders to provide an advantage to goods, services and/or processes that minimise negative environmental and social impacts. Sustainable considerations must be balanced against value for money outcomes ~~in accordance with the Shire of Nannup's sustainability objectives.~~

Practically, sustainable procurement means the Shire of Nannup shall endeavour at all times to identify and procure products and services that:

- Demonstrate environmental best practice in energy efficiency and/or consumption which can be demonstrated through suitable rating systems and eco-labelling.
- Demonstrate environmental best practice in water efficiency.
- Are environmentally sound in manufacture, use, and disposal with a specific preference for products made using the minimum amount of raw materials from a sustainable resource, that are free of toxic or polluting materials and that consume minimal energy during the production stage;
- Products that can be refurbished, reused, recycled or reclaimed shall be given priority, and those that are designed for ease of recycling, re-manufacture or otherwise to minimise waste.
- For motor vehicles – select vehicles featuring the highest fuel efficiency available, based on vehicle type and within the designated price range;
- For new buildings and refurbishments – where available use renewable energy and technologies.

6. LOCAL PURCHASE

Local businesses may be given preference on the supply of goods and services to Council subject to:

- Their ability to provide the goods/services in accordance with the specification;
- Their ability to complete the contract within the time specified; and
- The economic benefit to the community of awarding the purchase locally.

7. PURCHASING THRESHOLDS

Where the value of procurement (excluding GST) ~~for the value of the contract~~ over the full contract period (including options to extend) is, or is expected to be:

Amount of Purchase	Model Policy
Up to \$1,000	Direct purchase from suppliers requiring one verbal quotation.
\$1,001 - \$19,999	Obtain at least two verbal or written quotations (unless exempted by proven procurement history).
\$20,000 - \$39,999	Obtain at least three written quotations
\$40,000 - \$99,999	Obtain at least three written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations).
\$100,000 and above	Conduct a public tender process.

Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the \$100,000 threshold (excluding GST). If a decision is made to seek public tenders for Contracts of less than \$100,000, a Request for Tender process that entails all the procedures for tendering outlined in this policy must be followed in full.

7.1 Up to \$1,000

Where the value of procurement of goods or services does not exceed \$1,000, purchase on the basis of one verbal quotation is permitted. However it is recommended to use professional discretion and occasionally undertake market testing with a greater number or more formal forms of quotation to ensure best value is maintained.

This purchasing method is suitable where the purchase is relatively small and low risk.

Record keeping requirements must be maintained in accordance with record keeping policies.

7.2 \$1,001 to \$19,999

~~This category is for the procurement of goods or services where the value of such procurement ranges between \$1,001 and \$19,999.~~ At least two verbal or written quotations (or a combination of both) are required. Where this is not practical (e.g. due to limited suppliers) it must be noted in records relating to the process.

The general principles for obtaining verbal quotations are:

- Ensure that the requirement / specification is clearly understood by the Shire of Nannup employee seeking the verbal quotations.

- Ensure that the requirement is clearly, accurately and consistently communicated to each of the suppliers being invited to quote.
- Read back the details to the Supplier contact person to confirm their accuracy.
- Written notes detailing each verbal quotation must be made.

Where the procurement range is between \$1,001 and \$5,000, one verbal or written quotation may be obtained from a supplier that has a proven procurement history to Council for the supply of similar goods or services, even if not a sole supplier situation.

Record keeping requirements must be maintained in accordance with record keeping policies.

7.3 \$20,000 to \$39,999

~~For the procurement of goods or services where the value is between \$20,000 and \$39,999, it is required to~~ Obtain at least three written quotes (commonly a sufficient number of quotes would be sought according to the type and nature of purchase).

The responsible officer is expected to demonstrate due diligence in seeking quotes and to comply with any record keeping and audit requirements. Record keeping requirements must be maintained in accordance with record keeping policies.

NOTES: The general principles relating to written quotations are:

- An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.
- The request for written quotation should include as a minimum:
 - Written Specification
 - Selection Criteria to be applied
 - Price Schedule
 - Conditions of responding
 - Validity period of offer
- Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.
- Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.
- Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented.
- Respondents should be advised in writing as soon as possible after the final determination is made and approved.

7.4 \$40,000 to \$99,999

~~For the procurement of goods or services where the value is between \$40,000 and \$99,999, it is required to e~~Obtain at least three written quotations containing price and a sufficient amount of information relating to the specification of goods and services being purchased.

Record keeping requirements must be maintained in accordance with record keeping policies.

For this procurement range, the selection should not be based on price alone and it is strongly recommended to consider some of the qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience and any other relevant factors as part of the assessment of the quote.

8. REGULATORY COMPLIANCE

8.1 Tender Exemption

In the following instances public tenders or quotation procedures are not required (regardless of the value of expenditure):

- An emergency situation ~~as defined by the Local Government Act 1995~~;
- The purchase is under a contract of WALGA (Preferred Supplier Arrangements), Department of Treasury and Finance (permitted Common Use Arrangements), Regional Council, or another Local Government;
- The purchase is under auction which has been authorised by Council;
- The contract is for petrol, oil, or other liquid or gas used for internal combustion engines;
- Any of the other exclusions under Regulation 11(2) of the Functions and General Regulations apply.

8.2 Sole Source of Supply (Monopoly Suppliers)

The procurement of goods and/or services available from only one private sector source of supply, (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that there must genuinely be only one source of supply. Every endeavour to find alternative sources must be made. Written confirmation of this must be kept on file for later audit.

Note: The application of the "sole source of supply" provision should only occur in limited cases as procurement experience indicates that generally more than one supplier is able to provide requirements.

8.3 Anti-Avoidance

The Shire of Nannup shall not enter into two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the value of consideration below the level of \$100,000, thereby avoiding the need to publicly tender.

8.4 Tender Criteria

The Shire of Nannup shall, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.

An evaluation panel shall be established prior to advertising a tender and include a mix of skills and experience relevant to the nature of the purchase.

For requests with a total estimated (ex GST) price of

- Between \$40,000 and \$99,999, the panel must contain a minimum of 2 members; and
- \$100,000 and above, the panel must contain a minimum of 3 members.

8.5 Advertising Tenders

Tenders are to be advertised in a state-wide publication (e.g. "The West Australian" newspaper, Local Government Tenders section), preferably on a Wednesday or Saturday.

The tender must remain open for at least 14 days after the date the tender is advertised. Care must be taken to ensure that 14 full days are provided as a minimum.

The notice must include:

- a brief description of the goods or services required;
- information as to where and how tenders may be submitted;
- the date and time after which tenders cannot be submitted; and
- particulars identifying a person from whom more detailed information as to tendering may be obtained

Detailed information shall include;

- detailed specifications of the goods or services required;
- the criteria for deciding which tender shall be accepted;
- whether or not the Shire of Nannup has decided to submit a tender;
- whether or not tenders can be submitted by facsimile or other electronic means, and if so, how tenders may so be submitted; and
- such other information as the Shire of Nannup decides should be disclosed to those interested in submitting a tender.

8.6 Issuing Tender Documentation

Tenders will not be made available (counter, mail, internet, referral, or other means) without a robust process to ensure the recording of details of all parties who acquire the documentation.

This is essential in case clarifications, addendums or further communication is required prior to the close of tenders. All potential tenderers must have equal access to this information in order for the Shire of Nannup not to compromise its duty to be fair.

8.7 Tender Deadline

A tender that is not received in full in the required format by the advertised Tender Deadline shall be rejected.

8.8 Opening of Tenders

No tenders are to be removed from the tender box, or opened (read or evaluated) prior to the Tender Deadline.

Tenders are to be opened in the presence of the Chief Executive Officer's delegated nominee and preferably at least one other Council Officer. The details of all tenders received and opened shall be recorded in the Tender Register.

Tenders are to be opened in accordance with the advertised time and place. There is no obligation to disclose or record tendered prices at the tender opening, and price information should be regarded as commercial - in-confidence to the Local Government. Members of the public are entitled to be present.

The Tenderer's Offer form, Price Schedule and other appropriate pages from each tender shall be date stamped and initialled by at least two Shire of Nannup officers present at the opening of tenders.

8.9 No Tenders Received

Where the Shire of Nannup has invited tenders and no compliant submissions have been received, direct purchases can be arranged on the basis of the following:

- a sufficient number of quotations are obtained;
- the process follows the guidelines for seeking quotations between \$40,000 and \$99,999 (listed above);
- the specification for goods and/or services remains unchanged;
- purchasing is arranged within 6 months of the closing date of the lapsed tender.

8.10 Tender Evaluation

Tenders that have not been rejected shall be assessed by the Shire of Nannup by means of a written evaluation against the pre-determined criteria. The tender evaluation panel shall assess each tender that has not been rejected to determine which tender is most advantageous.

8.11 Addendum to Tender

If, after the tender has been publicly advertised, any changes, variations or adjustments to the tender document and/or the conditions of tender are required, the Shire of Nannup may vary the initial information by taking reasonable steps to give each person who has sought copies of the tender documents notice of the variation.

8.12 Minor Variation

After the tender has been publicly advertised and a successful tenderer has been chosen but before the Shire of Nannup and tenderer have entered into a Contract, a minor variation may be made by the Shire of Nannup.

A minor variation is one that will not alter the nature of the goods and/or services procured, nor will it materially alter the specification or structure provided for by the initial tender.

8.13 Notification of Outcome

Each tenderer shall be notified of the outcome of the tender following Council resolution. Notification shall include the name of the successful tenderer and the total value of consideration of the winning offer.

The details and total value of consideration for the winning offer must also be entered into the Tender Register at the conclusion of the tender process.

9. RECORDS MANAGEMENT

All records associated with the tender process or a direct purchase process must be recorded and retained. For a tender process this includes:

- Tender documentation;
- Internal documentation;
- Evaluation documentation;
- Enquiry and response documentation;
- Notification and award documentation.

For a direct purchasing process this includes:

- Quotation documentation;
- Internal documentation;
- Order forms and requisitions.

Record retention shall be in accordance with the minimum requirements of the State Records Act, and the Shire of Nannup's internal records.

Related Policies	
Related Procedures/Documents	
Delegated Level	
Adopted	OM 22 March 2007
Reviewed	OM 25 March 2010 #8367 — Reviewed & Amended OM 28 November 2013

Policy Number:	ADM 5
Policy Type:	Administration Policy
Policy Name:	Recording of Votes at Council Meetings
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

OBJECTIVE

1. To enhance the information contained in Council Minutes.
2. To enable the Community to determine voting patterns of Council and individual Councillor positions on matters before Council.

POLICY

1. Council shall record against each resolution the names of Councillors voting for or against the motion.
2. The record of voting shall be recorded against each resolution unless that resolution is carried unanimously.

Related Policies	
Related Procedures/Documents	
Delegated Level	
Adopted	OM 25 May 2000
Reviewed	OM 28 January 2010 #8326 <u>OM 28 November 2013</u>

Policy Number:	ADM 6
Policy Type:	Administration Policy
Policy Name:	Conference Attendance and Training
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

POLICY

Attendance at conferences and training by representatives of the Shire of Nannup shall be in accordance with the following guidelines:

1. Western Australian Local Government Association Annual Conference
Attendance to be at the discretion of Council members being mindful of the annual budget allocation.
2. Local Government Managers Australia
 - 2.1 Annual Conference (one of either State or Federal only) Chief Executive Officer.
 - 2.2 State Conference or General Officer's Course (one of only) Manager Corporate Services.
3. General
Attendance to any other conference with specific Council approval only. In the event that short notice makes Council approval impossible, approval may be granted by the Shire President in liaison with the Deputy Shire President, being mindful of budgetary constraints.
4. Reporting Requirement
Council representatives who have attended a conference or training session are to provide a short written piece on the implications of the conference/training for inclusion in the next available Information Report.
5. Accommodation
 - To be arranged within the Conference Venue if possible.
 - Attendees may take either spouse or companion.
 - All meals to be booked to individual rooms and account settled by Council on presentation of invoice.
 - Attendees may include children, provided that:
 - i) Any increase in accommodation and food cost above that to which the attendee is entitled to be reimbursed under the childcare provisions of the Local Government Act to be borne by the attendee.

- ii) Costs may be allocated to the room account but must, where in excess of i) above, be reimbursed to the Shire upon receipt of an invoice.

6. Private Accommodation

Should Council representatives use private accommodation whilst on Council business then a \$50 allowance per night is an eligible claim item.

Related Policies	
Related Procedures/Documents	
Delegated Level	
Adopted	OM 9 September 1993
Reviewed	OM 9 June 1994 OM 27 March 1997 OM 26 August 1999 OM 28 February 2008 OM 28 January 2010 #8326 <u>OM 28 November 2013</u>

Policy Number:	ADM 7
Policy Type:	Administration Policy
Policy Name:	Council Function Room Hire
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

POLICY

Council will charge all hirers of its facilities in accordance with its list of fees and charges, which is reviewed annually in line with the budget.

Council will not approve any waiving of fees and charges for any community group or organisation.

All fees and bonds are to be paid prior to the use of the facility. Bookings are not confirmed until full payment is received. Keys provided to hirers are to be returned by midday of the following business day. Bonds shall be returned after an inspection of the facility has occurred to ensure compliance with bond conditions.

Bookings are taken on a first come first served basis with all regular Council related functions, events and meetings taking priority over external bookings.

The hire of the Shirley Humble Room is to be primarily for meeting purposes. If the kitchen adjacent to the Shirley Humble room is used, it is to be left as found, in a clean and tidy condition. All crockery and cutlery is to be washed and put away. All appliances and bench space are to be cleaned and wiped down. All furniture to be left as found, clean and tidy.

Related Policies	HAB2 Use/Hire of Community Facilities
Related Procedures/Documents	
Delegated Level	
Adopted	OM 9 September 1993
Reviewed	OM August 2011 # 8671 Reviewed & Amended <u>OM 28 November 2013</u>

Policy Number:	ADM 8
Policy Type:	Administration Policy
Policy Name:	Council Meeting Procedure
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

PURPOSE

This policy is to be read in conjunction with the Shire of Nannup Standing Orders Local Law 2010 and where there is any inconsistency, the Standing Orders Local Law prevails.

Order of Business (for Ordinary Meetings of Council)

1. Declaration of Opening/Announcement of Visitors
2. Record of Attendance/Apologies/Leave of Absence (previously approved)
3. Response to previous Public Questions Taken on Notice
4. Public Question time
5. Applications for Leave of Absence
6. Petitions/Deputations/Presentations
7. Declarations of Interest
8. Confirmation of Minutes of Previous Meetings
9. Announcement by Presiding Member without Discussion
10. Reports by Members Attending Committees
11. Reports of Officers
12. New Business of an Urgent Nature introduced by a Decision of the Meeting
13. Elected Members Motions of Which Previous Notice has been Given
14. Questions by Members of which Due Notice has been Given
15. Closure

Deputations and Presentations

A Deputation or Presentation to a Council meeting shall be sanctioned by the Shire President or Acting Shire President and is not to be unreasonably refused.

Agenda Delivery

Council agendas are to be delivered on the Friday prior to the forthcoming week in which the Council meeting is to be held.

Provision of Meeting Minutes

Council documents including all meeting minutes and agendas are to be made available from Council's website as soon as they are publically available.

Related Policies	
Related Procedures/Documents	Standing Orders Local Laws
Delegated Level	
Adopted	OM 27 February 1997
Reviewed	OM 25 September 1997, OM 27 November 1997 OM 28 May 1998, OM 23 September 1999 OM 22 February 2001, OM 22 March 2001 OM 24 August 2006, OM 28 January 2010 #8326 Reviewed & Amended OM 26 August 2010 #8440 Reviewed & Amended OM 28 November 2013

Policy Number:	ADM 9
Policy Type:	Administration Policy
Policy Name:	Appointment of Acting Chief Executive Officer
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

POLICY

1. For periods of leave of the Chief Executive Officer in excess of three working days the Manager Corporate Services, or the person acting in that position, is to be the Acting Chief Executive Officer for that period of leave.
2. An information report is to be prepared prior to the period of leave to confirm for Council the period of leave. If this is not possible due to the leave being urgent and between Council meetings, the Shire President or Acting Shire President is to be immediately informed.
3. The person acting in the position of Chief Executive Officer is to be remunerated at the current salary level of the Chief Executive Officer for the period while acting in the position.

Related Policies	
Related Procedures/Documents	
Delegated Level	
Adopted	OM 28 August 2008
Reviewed	OM 28 January <u>November</u> 201 <u>0</u> <u>3</u>

Policy Number:	ADM 10
Policy Type:	Administration Policy
Policy Name:	Councillor Fees and Reimbursements
Policy Owner:	Manager Corporate Services
Authority:	Shire of Nannup

POLICY

Meeting Attendance Fees

The Shire President shall be entitled to \$150 for attendance at each Council meeting.

Councillors shall be entitled to \$88 for attendance at each Council meeting.

Councillors shall be entitled to \$44 for attendance at each Committee meeting.

Presidential Annual Allowance

The Presidential Annual Allowance shall be \$8,000 per annum.

Deputy Presidential Annual Allowance

The Annual Allowance payable to the Deputy Shire President shall be \$2,000, equivalent to 25% of the allowance payable to the Shire President.

Expenses for Reimbursement

That prescribed expenses shall be:

1. The reimbursement of all Council related phone calls for the Shire President from the Presidential Allowance.
2. An annual allocation of \$1,300 for the Shire President and \$1,100 to Councillors to offset the expenses associated with private ownership of a computer and associated peripherals, software and telecommunications costs.

Councillors' Mileage

A Council vehicle, if available, will be provided to transport members to meetings at which the Council is a delegate, provided that the car is driven by a Councillor or a staff member and that the use does not clash with other Council business.

A Council vehicle may be driven by a Councillor's partner while travelling to and from Nannup and while the Councillor is attending Council business provided that such use shall only be made if the vehicle is not required for the business of Council.

A mileage reimbursement will be made when Councillors use their private vehicles whilst on Council business at the same rate applicable to the reimbursement of travel and accommodation costs in the same or similar circumstances as apply under the *Public Service Award 1992* as amended from time to time.

Councillors shall check the availability of a Shire vehicle for use whilst on Council business prior to using their private vehicle.

Administration

The Councillor Fee and Reimbursement Claim Form shall be used when claiming fees and reimbursements. Claims should be submitted by Councillors on a quarterly basis. No claims made after 31 August that relate to the previous financial year will be deemed invalid.

All claims for reimbursement of expenses such as childminding fees, accommodation costs etc must be supported by a copy of the paid account. This policy will be reviewed by Council following new determinations by the Salaries and Allowances Tribunal.

Related Policies	ADM 6
Related Procedures/Documents	
Delegated Level	
Adopted	OM 22 May 1997.
Last Reviewed	OM 25 July 2013

Policy Number:	ADM 11
Policy Type:	Administration Policy
Policy Name:	Records Management
Policy Owner:	Manager Corporate Services
Authority:	Shire of Nannup

OBJECTIVE

The purpose of this policy is to provide guidelines for good recordkeeping practices within the Shire of Nannup in order to comply with the requirements of the State Records Act 2000.

POLICY

Creation of Records

All elected members, staff and contractors will create full and accurate records, in the appropriate format, of the Shire of Nannup's business decisions and transactions to meet all legislative, business, administrative, financial, evidential and historical requirements.

Capture & Control of Records

All records created and received in the course of Shire of Nannup business are to be captured at the point of creation, regardless of format, with required metadata, into appropriate recordkeeping and business systems, that are managed in accordance with sound recordkeeping principles.

Security & Protection of Records

All records are to be categorised as to their level of sensitivity and adequately secured and protected from violation, unauthorised access or destruction, and kept in accordance with necessary retrieval, preservation and storage requirements.

Access to Records

Access to the Shire of Nannup's records by staff and contractors will be in accordance with designated access and security classifications as outlined in the Shire of Nannup Record Keeping Procedure Manual. Access to the Shire of Nannup's records by the general public will be in accordance with the Freedom of Information Act 1992 and Shire of Nannup policy. Access to the Shire of Nannup's records by elected members will be through the Chief Executive Officer in accordance with the Local Government Act 1995.

Appraisal, Retention & Disposal of Records

All records kept by the Shire of Nannup will be retained and disposed of in accordance with the General Disposal Authority for Local Government Records, produced by the State Records Office of WA.

Related Policies	
Related Procedures/Documents	Record Keeping Plan Record Keeping Procedures
Delegated Level	
Adopted	OM 24 March 2005
Reviewed	<u>OM 28 November 2013</u>

Attachment 1

Policy Number:	ADM 12
Policy Type:	Administration Policy
Policy Name:	Elected Members Records
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

OBJECTIVE

The purpose of this policy is to assist elected members to manage the official records created or received by them in the course of their role as an elected member. It also aims to assist elected members to comply with their responsibilities under the State Records Act 2000.

DEFINITIONS

Government organisation employee:

- A person who, whether or not an employee, alone or with others governs, controls or manages a government organisation;
- A person who, under the Public Sector Management Act 1994, is a public service officer of a government organisation; or
- A person who is engaged by a government organisation, whether under a contract for services or otherwise.

It includes, in the case of a government organisation referred to in item 5 or 6 of Schedule 1 of the State Records Act 2000, a ministerial officer (as defined in the Public Sector Management Act 1994) assisting the organisation. (State Records Act 2000)

Government record:

A record created or received by or for a government organisation or a Government Organisation Employee in the course of the work for the organisation. (State Records Act 2000)

Record:

A record of information, however recorded, including:

- anything on which there is writing or Braille;
- a map, plan, diagram or graph;
- a drawing, pictorial or graphic work, or photograph;
- anything on which there are figures, marks, perforations, or symbols, having a meaning for persons qualified to interpret them;
- anything from which images, sounds or writings can be reproduced with or without the aid of anything else; and
- anything on which information has been stored or recorded, either mechanically, magnetically, or electronically. (State Records Act 2000)

POLICY

1. The value of records received or created can be divided into two broad categories - those of continuing value and those of temporary value. It is the responsibility of the elected member to identify the value of the records they create or receive. The two broad categories are described as follows:

Records of Continuing Value:

Records which contain information that is of administrative, legal, evidential, fiscal or historical value to the local government. These records may be referred to for many purposes, including the need to:

- document elected members' decisions, directives, reasons and actions;
- check an interpretation of the local government policy or the rationale behind it;
- check the facts on a particular case or provide information;
- monitor progress and coordination of responses to issues; and
- document formal communications.

Records of Temporary Value:

Records which have no continuing value ~~and are considered of interest~~ or used for a short time only, for example, a few hours or a few days.

2. To assist elected members to handle the records created and/or received, the following descriptions and actions relate to some common records with which they may deal.

Correspondence – Correspondence may be received by elected members either addressed to the Shire or their private residence. It may be in the form of a letter, fax or email.

- Correspondence received at or sent from an elected member's private residence may be of continuing value and at the elected member's discretion may be forwarded to the Shire offices for retention.
- Correspondence received at the Shire offices addressed to an elected member will be opened and processed with the mail. If the CEO deems the record as being of continuing value it will be recorded in the record keeping system, filed and a copy sent to the elected member.
- Correspondence received at the Shire offices addressed to an elected member and marked "Private/Confidential" will not be opened and will be directly forwarded to the elected member. The elected member is to determine the document's value at their discretion and if of continuing value the elected member will forward the document to the Shire offices for retention.

Confidential Records – If an elected member forwards documents to be incorporated into the Shire's recordkeeping system that are of a confidential or highly sensitive nature, they should advise the Shire Chief Executive Officer of this and the information will be treated as confidential and access to the records will be restricted.

Diaries, appointment books and calendars - Elected member's diaries, appointment books and calendars that are used to record information such as dates and times of meetings and appointments or to record notes and messages have no continuing value and may be destroyed when reference to them ceases. However, it is a matter of discretion to be judged by the elected member based on whether the information is relevant and worthy of retention.

Telephone and other verbal conversations - Conversations generally have no continuing value and need not be recorded. However, conversations relating to local government business transactions, or policy/procedure implications or otherwise significant to the conduct of the Shire's business may have continuing value and at the discretion of the elected member, shall be recorded and forwarded to the Shire office for retention.

Lobbying – Refers to documents produced through the process of members of the community or elected members attempting to influence Council. Correspondence and petitions may have continuing value and at the discretion of the elected member, these documents shall be forwarded to the Shire office for retention.

Election Material – Records created or received by an elected member in regard to electioneering are private records of the elected member and have no continuing value to the Shire.

Destruction of Records – Elected members records that are of no continuing value to the Shire should be destroyed completely so that no information can be retrieved.

Related Policies	Record keeping Policy
Related Procedures/Documents	Record Keeping Plan Record Keeping Procedures
Delegated Level	
Adopted	OM 24 March 2005
Reviewed	<u>OM 28 November 2013</u>

Policy Number:	ADM 13
Policy Type:	Administration Policy
Policy Name:	Electronic Mail
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

OBJECTIVE

To provide guidelines for the use of Council's electronic mail (email) and for the creation, retention, management and disposal of email.

POLICY

The council's email system and the messages sent through it are part of the Council's formal communication network. This means that emails sent and received by Council employees are government records.

- Email messages must be kept as Council records if they provide evidence of Council business and activities, are needed for use by others or affect the work of others.
- The email system is part of Council's computer network and all the information processes, transmitted or stored in the system are the property of Council.
- Email messages which become Council records must be retained in accordance with the approved retention periods listed in the General Retention and Disposal Schedule for Local Government Records published by the WA State Records Office.
- Access to email is limited to Council staff, or other authorised persons, who have been given a user identification and password.
- Email is a business tool. Employees must make sure that all email messages are brief, concise and business related and are kept in the computer system only as long as required.
- Email messages that are retained as Council records are accessible to the public under Freedom of Information and Privacy legislation.
- Email systems should not be assumed to be secure. Employees must be aware of the potential risks involved in sending confidential or sensitive information by email.

Related Policies	
Related Procedures/Documents	Record Keeping Plan Record Keeping Procedures
Delegated Level	
Adopted	OM 24 March 2005
Reviewed	<u>OM 28 November 2013</u>

Policy Number:	ADM 14
Policy Type:	Administration Policy
Policy Name:	Selection and Presentation of the Honorary Freeman Title
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

POLICY

The title of Honorary Freeman is the highest local honour that can be awarded to a citizen of the Shire. The title should be bestowed on an individual who has provided substantial and significant service to the Shire of Nannup.

The title is not intended to be bestowed on an individual basis but conferred when a candidate meets the identified criteria. Application forms for the title will be available from the Shire of Nannup front office. Should there be a successful nomination during the year the title will be presented at the same time as the Australia Day breakfast held on January 26 each year.

Procedure:

(This procedure is to be read in conjunction with the *Selecting and Presenting the Premier's Australia Day Citizenship Awards* ADM 16)

1. The Community Development Officer is to ensure that application forms are made available at the Shire Offices throughout the year.
2. Councillors on the Australia Day ~~Citizenship Award sub-committee~~ Advisory Committee, with assistance from the Community Development Officer, may nominate potential recipients against the following criteria:
 - ~~Recommended as a candidate by Council, a~~Any resident, elector, ratepayer, community or sporting group within the local government region.
 - The nomination is supported by such information as is necessary for the ~~sub-committee~~ Advisory Committee and Council to make an informed decision on the matter.
 - The candidate has demonstrated ~~L~~long and/or distinguished service to the community of the local government.
 - The candidate has Aan achievement in any sphere which brings the local government area wide recognition.
 - As a mark of appreciation for a service or services rendered by a member of Council, community, sport, environmental and/or business of the local government.
3. Any successful nominations will be presented to Council for consideration at a closed door meeting of the Council.

4. Council may, by a resolution passed by an Absolute Majority of members, confer upon any resident of the local government the title of 'Honorary Freeman of the Shire of Nannup'.
5. All nominees will be advised in writing of their nomination, along with details of the Australia Day ceremony.
6. There will be an embargo on announcing the recipient until the Australia Day ceremony.
7. The Community Development Officer will prepare a press release that is forwarded to media after the official presentation ceremony.
8. Awardees will be promoted on the Shire website and included on the invitation list for civic functions and on an honour board of people awarded the Honorary Freeman title. A special lapel pin or broach will be awarded to the recipient.
9. The Shire President will write to congratulate the recipient on behalf of Council.

Related Policies	<u>Selecting and Presenting the Premier's Australia Day Citizenship Awards ADM 16</u>
Related Procedures/Documents	
Delegated Level	
Adopted	OM 26 May 2011
Reviewed	<u>OM 28 November 2013</u>

Policy Number:	ADM 15
Policy Type:	Administration Policy
Policy Name:	Art Purchase
Policy Owner:	Manager Corporate Services
Authority:	Shire of Nannup

POLICY

1. That in conjunction with the Nannup Arts Council (or its replacement in name from time to time) Annual Art Exhibition that the Council of the Shire of Nannup consider the purchase of a piece of artwork from that exhibition.
2. That Council consider in its annual budget an amount not to exceed \$1,000 for the purchase of a piece of Art from the Annual Art Exhibition and that this purchase (if budgeted) be termed the "Nannup Arts Council Acquisitive Prize".
3. That all Council members be informed (through the Chief Executive Officer) of the occasion prior to the exhibition being opened to the general public, of a time and place at which a viewing and selection of a piece of Artwork can be made.
4. Four Councillors and the Chief Executive Officer shall select a piece of artwork and that piece of Artwork will hence be purchased from within the allocated budget figure by the Chief Executive Officer per the normal budget expenditure delegation.

Related Policies	
Related Procedures/Documents	
Delegated Level	
Adopted	OM 27 January 2011. #8534
Reviewed	<u>OM 28 November 2013</u>

Policy Number:	ADM 16
Policy Type:	Administration
Policy Name:	Selecting and Presenting the Premier's Australia Day Citizenship Awards
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

POLICY

The Australia Day awards promote national pride, community responsibility and participation. The Australia Day Council of WA provides three awards each year for presentation in each local government area in the categories of:

- A person 25 years or older
- A person under the age of 25 years
- A community group or event

The awards aim to recognise individuals and groups making a significant contribution to the community, demonstrating leadership on a community issue resulting in the enhancement of community life, undertaking a significant initiative which has brought about positive change and added value to community life, or inspiring qualities as a role model for the community.

Council may appoint an Honorary Ambassador for a period of 5 years to recognise other individuals making a significant contribution to the community.

Nominations for the awards open in ~~October~~ September and close on the fourth Friday in ~~November~~ October.

The awards are announced at the Australia Day breakfast held on 26 January each year.

Application forms are available from the Shire of Nannup front office and the Community Resource Centre

Procedures:

1. The Community Development Officer shall ensure that the promotion of the Premier's Australia Day Citizenship Awards is placed into local and regional newspapers and nomination forms are available at the Shire office and at the Nannup Community Resource Centre.
2. Advice ~~of~~ about Citizenship Ceremony shall be promoted in local and regional newspapers.
3. A community breakfast shall be coordinated by the Community Development Officer.
4. The Shire President shall officiate at proceedings at the Australia Day breakfast.
5. Council will cover the costs of the breakfast.

6. ~~Councillors choose amongst themselves a sub-committee, not to include any Councillor who has been nominated, to~~ The Australia Day Advisory Committee will select recipients of awards in each category with assistance from the Community Development Officer. Any person nominated but not selected for an award in the previous year is to be included on the list of candidates for selection. Selected recipients will then be endorsed at the ~~December~~ November Council meeting.
7. All nominees will be advised in writing of their nomination, along with details of the Australia Day breakfast ceremony.
8. There will be an embargo on announcing awardees until the Australia Day ceremony.
9. The Community Development Officer is to prepare a press release that is forwarded to media after the official presentation ceremony.
10. Awardees will be promoted on Shire website.
11. The Shire President will write to and congratulate each recipient on behalf of Council.
12. The recipient of the Premier's Australia Day Award for a person under 25 years of age will be invited to make an address at the following Australia Day ceremony.

Related Policies	
Related Procedures/Documents	
Delegated Level	
Adopted	OM 24 February 2011 #8562
Reviewed	<u>OM 28 November 2013</u>

Policy Number:	ADM17
Policy Type:	Administration Policy
Policy Name:	Asset Management Policy
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

OBJECTIVE

The ~~direction~~ objective of this policy is to ensure that services delivered by the Shire of Nannup will continue to be sustainably delivered. This will be achieved by ensuring that Council assets are able to function at the level needed to support all service areas as determined by Council, with consultation from the community.

It will also provide clear direction to the administrative arm of Council as to how Council, as custodians of community assets, will manage those assets within an Asset Management Framework on a "whole of life basis".

POLICY

~~To achieve the policy objective, t~~The Shire of Nannup is committed to ensuring that Asset Management is recognised as a major corporate function within Council, and that staff are committed to supporting the function in line with this policy.

The ~~Shire~~ Council will make informed decisions in relation to its assets.

To achieve this, the Shire will prepare:

- An Asset Management Plan for the following classes of assets:
 - Roads
 - Footpaths
 - Drainage
 - Buildings and Freehold Land
 - Parks & Reserves
 - Bridges
 - Plant and Equipment
 - Furniture and Equipment
 - Playground Equipment
- The Asset Management Plan will guide the implementation of Asset Management practices within the resource constraints of the organisation and will set out:
 - Responsibilities
 - Timelines, and
 - Resources

The Asset Management Plan will form part of the Shire's strategic and day-to-day business practices and will be used to make decisions in relation to service delivery when it comes to considering the need to acquire new assets, renew existing assets, upgrade existing assets or dispose of existing assets to support service delivery.

The Asset Management Plan will be prepared in a format that will comply with the Department of Local Government's Integrated Planning Framework. This will include long term (10 year) financial modelling of the renewal profile of each asset class and will be underpinned by the Long Term Financial Plan.

In making informed decisions in relation to infrastructure assets, the Shire will address the following key principles:

- A philosophy of renewing assets before acquiring new assets and, where possible, rationalising assets that are no longer used or do not provide the necessary level of service required to sustainably deliver the service for which the asset was acquired.
- Prior to consideration of any major refurbishment or improvement to an asset, a critical review of the following shall occur as part of the evaluation process:
 - The need for the facility (short and long term)
 - Ensure that all projects will be prioritized within organisational goals identified by key stakeholders.
 - Legislative requirements
 - Opportunities for rationalisation and/or potential for multiple use of assets
 - Future liability, including ultimate retention/disposal versus budget.
- All capital projects will be evaluated in accordance with a Capital Evaluation model and take into account the capital cost, the ongoing cost of maintenance, refurbishment, replacement and operating cost ("whole of life" cost assessment). As part of this evaluation, Council will undertake the following:
 - Identification of suitable sites.
 - Preparation of a needs analysis.
 - Preparation of a feasibility study.
 - Preparation of concept plans and indicative costing.
 - Extensive community consultation to gauge the level of community support for the project.
 - A quantity surveyor's report on the proposed concept plans.
 - Funding sources to be identified and finalised.
- The management of assets utilising a team approach supported by the multi discipline cross-functional Asset Management Working Group Team.
- Developing and implementing a 10 year Long Term Financial Plan that incorporates infrastructure renewal requirements as identified within the Asset Management Plan.

- The commitment to involve and consult with the community and key stakeholders when determining service levels.

LINKAGE TO SHIRE OF NANNUP'S STRATEGIC COMMUNITY PLAN

This policy sets out the Council's overall approach to asset management. The Asset Management Plan, and the linked Asset Improvement Strategy, sit below the Community Strategic Plan and inform the Long Term Financial Plan. Together, these documents will inform the annual budget.

RESPONSIBILITY AND REPORTING

It is important that the roles and responsibilities of asset managers are well defined and understood. This is set out as follows:

Council - responsible for approving (including amendments to) the following documents:

- Asset Management Policy
- Asset Management ~~Improvement~~ Strategy
- Asset Management Plan

Council is also responsible for ensuring (upon a recommendation from the CEO) that resources are allocated to achieve the objectives of the above documents.

In adopting the Asset Management Plan, Council is also determining the Level of Service for each asset class.

Chief Executive Officer (CEO) - responsible for ensuring that systems are in place to ensure that Council's Asset Management Policy, Asset Management ~~Improvement~~ Strategy and Asset Management Plan are prepared and kept up to date, reviewed at least annually and that recommendations are put to Council (at least annually) in relation to appropriate resource allocation to fulfil the objectives of the above documents. The CEO reports to Council on all matters relating to Asset Management.

Asset Management Team (AMT) – Consisting of the Chief Executive Officer (CEO), Manager Corporate Service (MCS), Manager Infrastructure (MI), Finance Officer (FO) and the Community Development Officer (CDO) is responsible for ensuring that Council's Asset Management ~~Improvement~~ Strategy is achieved and that the Asset Management Plan is prepared and maintained in line with Council's Policy on Asset Management.

Any changes, non compliances and proposed corrective actions within Council's Policy, Improvement Strategy or Plans will be addressed by the AMT.

Manager Corporate Services (MCS) – responsible for resource allocation (from Council approved resources) associated with achieving Council's Asset Management ~~Improvement~~ Strategy. The MCS reports to the CEO in relation to Asset Management resource allocation.

Manager Infrastructure (MI) – responsible for supporting and facilitating the AMT with all areas within his/her control and ensuring that resources are commissioned (where appropriate) to assist the Asset Management Team achieve its objectives. The MI reports to the CEO on all matters relating to Asset Management.

All Managers – responsible for ensuring that resources under their control are appropriately allocated to resource asset management and in particular the Asset Management Team. All managers report to the CEO on all matters relating to Asset Management under their area of control.

CONSULTATION

The Shire of Nannup will engage the community and key stakeholders to determine the levels of service outcomes from infrastructure and assets. The budget will be the key driver of this process.

POLICY REVIEW

This policy is to be reviewed by the AMT on an annual basis in line with normal Council Policy review.

POLICY DEFINITIONS

“Asset” means a physical item that is owned or controlled by the Shire of Nannup and provides or contributes to the provision of service to the community (in this context excluding financial, intellectual, and intangible assets).

“Asset Management” means the processes applied to assets from their planning, acquisition, operation, maintenance, replacement and disposal, to ensure that the assets meet Council’s priorities for service delivery.

“Asset Management Plan” means the plan developed for the management of infrastructure assets or asset categories that combines multi-disciplinary management techniques (including technical and financial) over the lifecycle of the asset.

“Council” means the elected council (comprising Councillors) of the Shire of Nannup.

“Infrastructure Assets” are fixed assets that support the delivery of services to the community. These include the broad asset classes of Roads, Drainage, Buildings, Parks and Bridges.

“Level of Service” means the combination of function, design and presentation of an asset. The higher the Level of Service, the greater the cost. The aim of asset management is to match the asset and level of service to the community expectation, need and level of affordability.

“Life Cycle” means the cycle of activities that an asset goes through while it retains an identity as a particular asset.

“Whole of life cost(s)” means the total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance, and rehabilitation and disposal costs.

“Maintenance” means regular ongoing day-to-day work necessary to keep the asset operating and to achieve its optimum life expectancy.

“Operations” – means the regular activities to provide public health, safety and amenities and to enable the assets to function e.g. road sweeping, grass mowing, cleaning, street lighting and graffiti removal.

“New” means creation of a new asset to meet additional service level requirements.

“Resources” means the combination of plant, labour and materials, whether they be external (contractors/consultants) or internal (staff/day labour).

“Renewal” means the restoration, rehabilitation or replacement of an existing asset to its original capacity. This may include the fixture of new components necessary to meet new legislative requirements in order that the asset may achieve compliance and remain in use.

“Risk” means the probability and consequence of an event that could impact on the Council’s ability to meet its corporate objectives.

“Shire” means the collective Shire of Nannup organisation. The Chief Executive Officer of the Shire of Nannup is responsible for ensuring the Shire’s obligations and commitments are met.

“Stakeholders” are those people/sectors of the community that have an interest or reliance upon an asset and who may be affected by changes in the level of service of an asset.

“Upgrade” means the enhancement of an existing asset to provide a higher level of service.

Related Policies	ADM4 – Purchasing FNC1 – Capitalisation of Fixed Assets FNC2 – Depreciation of Fixed Assets WRK12 – Plant Replacement
Related Procedures/Documents	Forward Plan (2011/12-2015/16) Strategic Community Plan
Delegated Level	
Adopted	OM 25 August 2011
Reviewed	9 April 2013 <u>OM 28 November 2013</u>

Policy Number:	ADM 18
Policy Type:	Administration Policy
Policy Name:	Aged Housing Support
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

OBJECTIVE

The aim of this policy is to achieve quality housing outcomes that meet the needs of current and future Shire of Nannup residents as they age.

This policy establishes what assistance the Shire of Nannup may make towards the development of accommodation and housing for aged residents in the Shire, by incorporated not-for-profit community based organisations ("Tier One" organisations) and by private companies ("Tier Two" organisations). Support will only be provided to tier two organisations if the Council determines that the development is expected to provide significant community benefits.

BACKGROUND

The Shire of Nannup's population is ageing, with close to half of residents aged 55 years and over. This proportion is higher than averages for Australia, the State of Western Australia and Rural Western Australia. One outcome of this situation is an increasing demand for aged accommodation in the Shire. Affordable and accessible accommodation for seniors was one of the primary outcomes of the Shire's Age-Friendly Community Plan (2011) and has also been identified at Community Planning Days and by the Danjangerup Cottages Committee.

This policy has been developed as a consequence of these community views and in order to clearly enunciate what support the Council may consider for future aged accommodation developments.

STATEMENT OF PRINCIPLE

Council considers that its support/assistance to the provision of aged accommodation and housing within the Shire of Nannup is to make suitable sites available, where practicable, to Tier One organisations. Council does not consider it has any role in contributing towards the construction of aged accommodation buildings or the operational management of aged accommodation facilities. To the extent that funds permit, Council may contribute towards the cost of common road access and parking for both Tier One and Tier Two organisations.

POLICY

The Shire of Nannup may provide support to organisations developing accommodation and housing for aged residents in the Shire in the following manner:

1. As the manager of areas of land on behalf of the Crown, the Shire will support use by Tier One organisations of suitable land under its control for aged accommodation and housing, subject to this being zoned appropriately, being suitably serviced and with the Minister's approval. Suitable land will be assessed according to its proximity to shops, hospital, medical facilities, transport, and community services, as well as being reasonably flat and land easily serviced.
2. Management Orders of the land can remain with the Shire or be transferred from the Crown to the Tier One organisations.
3. The Shire may assist with gaining Native Title and Aboriginal Heritage clearances should they need to be obtained (Tier One organisations only).
4. The Shire may support approaching the State Government to obtain new reserves to facilitate aged housing.
5. Council will allocate up to \$20,000 ~~annually~~ for the purposes of Aged Housing contributions. The level of this contribution will be subject to annual review.
6. Subject to budget approval, contributions may be made to Aged Housing Developments (Tier One and Tier Two organisations) to assist with the following works:
 - Statutory headwork charges (if applicable) after deduction of any rebate available from the State Government Headwork's Contribution Schemes.
 - Site clearing and levelling necessary to commence development.
 - Construction of common internal vehicle access and common car parking areas (including drainage thereof) and the crossover to the street.
 - Waiver of Shire Development Application and Building License Permit Fees (tier one and tier two organisations).
 - Guidance and advice in preparing formal applications for Government funding to assist with construction costs (Tier One organisations only).

Applications for Shire support and assistance will need to be supported by suitable documentation, including formal designs and business plans. Where direct costs are involved, eligible organisations will need to ensure that the Shire has had sufficient notice of proposed developments to consider these during the preparation of Annual Budgets. Direct financial support may be excluded if this cannot be accommodated in the budget.

As a guideline, staged projects may be eligible for funding at each stage subject to the size of each stage and a guarantee of a minimum time frame, agreed to by Council, between the developments of each stage of the project.

Related Policies:	
Related Procedures/Documents:	Shire's Age-Friendly Community Plan (2011)
Delegated Level:	
Adopted:	OM 26 April 2012
Reviewed:	<u>OM 28 November 2013</u>

Attachment 1

9060 LORKIEWICZ/MELLEMA

That Council suspend standing orders.

CARRIED 6/2

Voting for the motion; Dobbin, Gilbert, Longmore, Lorkiewicz, Mellema and Slater

Voting against the motion: Dean and Steer

Standing Orders were suspended at 17.45 hours.

9061 LONGMORE/GILBERT

That standing orders be resumed

CARRIED 8/0

Standing Orders were resumed 17.50 hours.

AGENDA NUMBER: 12.11

SUBJECT: Recreation Centre & Main Street Funding

LOCATION/ADDRESS: Shire of Nannup

NAME OF APPLICANT: N/A

FILE REFERENCE: REC 2a

AUTHOR: Vic Smith – Manager Corporate Services

DISCLOSURE OF INTEREST: None

DATE OF REPORT: 30 October 2013

BACKGROUND:

At the Recreation Centre sponsorship meeting held on 19 September 2013, key potential sponsors were identified to be approached to make a financial contribution to the Recreation Centre Upgrade project. To ensure that the construction program and timeframes are achieved for this project, it is essential that all funds are in place by the end of November in preparation for construction in early 2014. Construction cannot be delayed because it would jeopardise some elements of the funding (such as the grant from the CSRFF). Sponsorship and fundraising is required to address the shortfall in the construction budget, currently \$176,981.

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Whilst some planning has been undertaken to raise these funds, the full amount will not be realized by the end of November 2013. In order for construction to commence as planned, alternative funding needs to be identified to allow tenders to be evaluated.

COMMENT:

The funding available for the project at 1 July 2013 is summarised below:

Source	Budget	Received	Spent to	Balance
		1/7/13	1/7/13	Available
	\$	\$	\$	\$
R4R Reg 2010/11	205,490	205,490	0	205,490
R4R Ind 2011/12	140,000	140,000	0	140,000
CSRFF	660,000	0	0	660,000
RCLIP Drainage	30,000	30,000	30,000	0
RDAF	82,651	0	0	82,651
Lotterywest	300,000	0	0	300,000
Contributions	170,000	0	0	170,000
Reserves	808,331	808,331	24,150	784,181
Sponsorship & Fundraising	176,981	0	0	176,981
Total	2,573,453	1,183,821	54,150	2,519,303

As at the end of October a further \$135,635 had been spent on the project, funded by the Recreation Centre Reserve.

In addition to the reserve set aside for the Recreation Centre project, the council has established a reserve to support the Main Street project; as at 1 July 2013 this stood at \$281,329. At its meeting on 26 September 2013 Council agreed to set aside \$100,000 of the reserve to support the upgrade to the Brockman Street caravan park, leaving \$181,329 available.

It is recommended that \$176,981 of the Main Street reserve funds are committed to the Recreation Centre project, in lieu of sponsorship and fundraising monies, to ensure that the full budget for construction can be achieved. Funds realised from sponsorship and fundraising would be reimbursed to the Main Street reserve as received. This would allow the Recreation Centre project to "borrow" funding from the Main Street project. However, there are certain risks attached to this strategy.

If the Recreation Centre project is delayed due to insufficient funds raised, the 2010/11 Regional Country Local Government Fund monies of \$140,000 are in danger of being lost. In accordance with the Financial Assistance Agreement relating to this funding, the council has until 23 August 2014 to acquit the grant. Although a delay could jeopardise this funding the risk is relatively low because the council can always seek to vary the Financial Assistance Agreement.

On the other side of the coin, there is a risk that the sponsorship funding may not be forthcoming or will be lower than budgeted. This means that the money "borrowed" from the Main Street reserve would not be repaid and this would have a significant impact on the viability of the Main Street project.

The viability of the Main Street project itself has already been affected by the State Government's decision to remove the Shire of Nannup from eligibility for the Country Local Government Fund (CLGF) Individual allocation for 2012/13. Officers have been examining how the available funding can be redeployed to achieve the objectives of the scheme.

The Financial Assistance Agreements relating to this scheme specify a small amount of funding for the design and consultation phases; all of this allocation has been spent. The remaining funding for this element was to come from the Main Street Reserve. If this funding is redeployed to other projects then the design work cannot be completed. In the light of this position officers are seeking to amend the Financial Assistance Agreement for the Individual allocation for 2011/12 to allow more of this funding to be used on design and consultation. This change will allow the consultation and design work to be completed and construction to commence. As this may take some time to achieve, a request has also been made to move the acquittal date for the grant to June 2015.

STATUTORY ENVIRONMENT: None.

POLICY IMPLICATIONS: None.

FINANCIAL IMPLICATIONS:

Potential loss of funding of \$176,981 from the Main Street Reserve if insufficient sponsorship and fundraising money is received.

STRATEGIC IMPLICATIONS: None.

VOTING REQUIREMENTS: Absolute Majority.

RECOMMENDATION:

1. That up to \$176,981 be used from the Main Street Reserve to support the Recreation Centre Upgrade.
2. Any sponsorship and fundraising money for the Recreation Centre Upgrade, up to a value of \$176,981, be reimbursed to the Main Street Reserve.

9062 GILBERT/DEAN

1. That up to \$176,981 be used from the Main Street Reserve to support the Recreation Centre Upgrade.
2. Any sponsorship and fundraising money for the Recreation Centre Upgrade, up to a value of \$176,981, be reimbursed to the Main Street Reserve.

CARRIED 8/0

**Shire of Nannup
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AGENDA NUMBER:	12.12
SUBJECT:	Budget Monitoring – October 2013
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 8
AUTHOR:	Vic Smith – Acting Chief Executive Officer
REPORTING OFFICER:	Vic Smith – Acting Chief Executive Officer
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	12 November 2013

Attachment 1: Monthly Financial Statements for the period ending 30 June 2013
Attachment 2: Table Showing Detailed Variances for 2012/13

BACKGROUND:

Local Government (Financial Management) Regulation 34(1) requires that Council report monthly on the financial activity from all the various operating and capital divisions. Council has adopted a variance threshold of 10% or \$5,000, whichever is the greater on which to report. The statutory statements are attached at Attachment 1.

Whilst this has resulted in all variances of 10% being identified and reported it only focuses attention on the performance to the month in question and not the likely outturn at the end of the year.

Monthly reporting draws on the flexibility allowed in the Financial Management Regulations to draw attention to likely under and overspends at the end of the year.

COMMENT:

The gross underspend that is anticipated for the end of this financial year will be \$7,461; this is shown in the table below.

	<i>(Under)/Over Spending \$</i>
Gross (under)/over spend expected for the year	
Income – under received	\$641,718
Expenditure – underspent	-\$649,179
Projected underspend at end of the year	-\$7,461

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Income for the year is expected to be \$641,718 lower than budgeted. The main reason for this is that the Royalties for Regions grants for 2013/14 will not be received following the revisions to the State government's budget. This will have no net effect on the council's budget since these grants had been allocated to specific projects; the spending on these projects will be reduced to compensate for the loss of grant.

As previously reported, income in Education and Welfare is approximately \$25,400 higher than budgeted due to the receipt of a grant to develop a heritage trail and for the Town Hall Centenary celebrations; this will be matched by expenditure and will not therefore result in a budget variation.

As previously reported, income from the Department of Transport licensing commission is expected to be approximately \$20,000 higher than budgeted. This saving will be used to fund the Scott River Growers Group expenditure of \$15,000 approved by Council in August 2013 and to offset capital expenditure of \$5,800 at the caravan park.

The only other significant income variation is an increase in the anticipated income from planning fees. The anticipated income has been increased to \$6,000 to reflect the actual income to date already exceeding the 2013/14 budget.

Other than those items mentioned above, there are not expected to be any significant variations to budgeted expenditure at this point in time. Although insurance costs shown in the Governance budget appear to be significantly overspent this is a misleading picture. These costs are charged to a expenditure head as they are incurred and are subsequently reallocated to the budgeted headings once all invoices have been processed.

All capital expenditure items are currently within allocated budgets.

Attachment 2 provides a detailed breakdown of income and expenditure incurred to 31 October 2013 and the associated annual budgets. The first two columns show the budget and the income or expenditure to date against each account code. The two columns on the right show the budget remaining for the year and the anticipated income or expenditure at the year end.

The variances shown in the statutory statements at Attachment 1 that are not commented on above result from income and expenditure not being in accordance with the profile adopted for the budgets and are therefore due to timing differences.

STATUTORY ENVIRONMENT:

Local Government (Financial Management) Regulation 34(1)(a).

POLICY IMPLICATIONS: None.

FINANCIAL IMPLICATIONS: None.

STRATEGIC IMPLICATIONS: None.

VOTING REQUIREMENTS: Simple Majority

RECOMMENDATION:

It is recommended that the Monthly Financial Statement for the period ending 31 October 2013 be received.

9063 STEER/SLATER

It is recommended that the Monthly Financial Statement for the period ending 31 October 2013 be received.

CARRIED 7/1

Voting for the motion;
Dean, Dobbin, Longmore, Lorkiewicz, Mellema, Slater and Steer.

Voting against the motion;
Gilbert.

SHIRE OF NANNUP

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2013 TO 31 OCTOBER 2013

	2013/14 Y-T-D Actual \$	2013/14 Y-T-D Budget \$	2013/14 Budget \$	Variances Y-T-D Budget to Actual %
<u>Operating</u>				
Revenues/Sources				
Governance	0	333	1,000	(100%)
General Purpose Funding	181,200	707,995	2,123,986	(74%)
Law, Order, Public Safety	36,858	69,033	207,100	(47%)
Health	1,534	1,200	3,600	28%
Education and Welfare	32,448	4,120	12,360	688%
Housing	6,714	6,465	19,396	4%
Community Amenities	98,816	36,478	109,435	171%
Recreation and Culture	16,920	8,523	25,570	99%
Transport	1,149,532	1,130,299	3,390,897	2%
Economic Services	40,773	53,000	159,000	(23%)
Other Property and Services	14,649	8,965	26,894	63%
	<u>1,579,444</u>	<u>2,026,413</u>	<u>6,079,238</u>	<u>(22%)</u>
(Expenses)/(Applications)				
Governance	(165,979)	(101,097)	(303,291)	64%
General Purpose Funding	(62,979)	(599,841)	(1,799,524)	(90%)
Law, Order, Public Safety	(117,429)	(132,651)	(397,953)	(11%)
Health	(20,631)	(17,360)	(52,080)	19%
Education and Welfare	(53,912)	(67,889)	(203,667)	(21%)
Housing	(10,493)	(12,158)	(36,473)	(14%)
Community Amenities	(116,428)	(146,003)	(438,009)	(20%)
Recreation & Culture	(117,774)	(150,522)	(451,565)	(22%)
Transport	(674,911)	(839,036)	(2,517,109)	(20%)
Economic Services	(106,984)	(116,433)	(349,299)	(8%)
Other Property and Services	12,177	(7,368)	(22,105)	(265%)
	<u>(1,435,342)</u>	<u>(2,190,358)</u>	<u>(6,571,075)</u>	<u>(34%)</u>
<u>Adjustments for Non-Cash</u>				
<u>(Revenue) and Expenditure</u>				
(Profit)/Loss on Asset Disposals	0	14,067	42,200	(100%)
Depreciation on Assets	0	0	1,929,378	0%
<u>Capital Revenue and (Expenditure)</u>				
Purchase Land and Buildings	(141,720)	(26,633)	(79,900)	432%
Purchase Infrastructure Assets	(270,247)	(746,314)	(4,438,943)	(64%)
Purchase Plant and Equipment	(189,188)	(144,333)	(433,000)	31%
Purchase Furniture and Equipment	(491)	(12,350)	(37,050)	(96%)
Proceeds from Disposal of Assets	14,545	45,000	135,000	(68%)
Repayment of Debentures	(3,157)	(22,914)	(68,743)	(86%)
Proceeds from New Debentures	0	0	0	0%
Leave Provisions	1,769	0	195,531	0%
Accruals	0	0	8,286	0%
Self Supporting Loan Principal Income	3,157	6,692	20,076	(53%)
Transfers (to)/from Reserves	0	0	(387,280)	0%
ADD Net Current Assets July 1 B/Fwd	2,315,267	2,308,250	2,308,250	
LESS Net Current Assets Year to Date	3,172,070	2,555,550	0	
Amount Raised from Rates	<u>(1,298,032)</u>	<u>(1,298,032)</u>	<u>(1,298,032)</u>	

SHIRE OF NANNUP

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2012 TO 31 OCTOBER 2013

	2012/13 Actual \$	Brought Forward 01-July-2013 \$
NET CURRENT ASSETS		
Composition of Estimated Net Current Asset Position		
CURRENT ASSETS		
Cash - Unrestricted	3,216,017	2,589,881
Cash - Restricted	55,274	43,591
Cash - Reserves	1,935,985	1,930,442
Receivables	803,209	505,408
Inventories	0	0
	<u>6,010,484</u>	<u>5,069,322</u>
LESS: CURRENT LIABILITIES		
Payables and Provisions	<u>(847,156)</u>	<u>(780,021)</u>
	5,163,328	4,289,300
Less: Cash - Reserves - Restricted	(1,991,258)	(1,974,033)
NET CURRENT ASSET POSITION	<u><u>3,172,070</u></u>	<u><u>2,315,267</u></u>

OPERATING INCOME TO 31 OCTOBER 2013

Governance Expenditure

<i>Budget</i>	<i>Actual</i>		<i>Explanation</i>	<i>(Under Expended)/Over</i>	
				<i>Current</i>	<i>Year End</i>
\$	\$			\$	\$
2,500	0	Election Expenses	No year end variance anticipated	(2,500)	2,500
0	1,850	Strategic Planning	Late payment for strategic plan summaries	1,850	1,850
15,450	2,689	Refreshments	No year end variance anticipated	(12,761)	15,450
37,650	49,636	Donations/contributions	Additional grant for Scott River Growers Group	11,986	50,836
34,800	3,193	Councillor allowances	No year end variance anticipated	(31,607)	34,800
20,818	15,112	Subscriptions	No year end variance anticipated	(5,706)	20,818
8,500	2,000	Conference Expenses	No year end variance anticipated	(6,500)	8,500
9,747	171,099	Insurance	Insurance needs to be reallocated to other accounts	161,352	9,747
0	0	CEO performance review		0	0
5,500	1,116	Bank Charges	No year end variance anticipated	(4,384)	5,500
10,800	1,650	Audit Fees	No year end variance anticipated	(9,150)	10,800
2,500	317	Legal Expenses	No year end variance anticipated	(2,183)	2,500
1,000	291	Gratuities	No year end variance anticipated	(709)	1,000
0	0	Members consumables		0	0
1,500	0	Blackwood Valley Trails	No year end variance anticipated	(1,500)	1,500
150,765	248,954			98,189	165,801

Operating Expenses

<i>Budget</i>	<i>Actual</i>		<i>Explanation</i>	<i>Current</i>	<i>Year End</i>
			General Administration		
<i>Budget</i>	<i>Actual</i>		<i>Explanation</i>	<i>Current</i>	<i>Year End</i>
\$	\$			\$	\$
36,533	0	Annual Leave expense	No year end variance anticipated	(36,533)	36,533
409,357	133,461	Admin Salaries	No year end variance anticipated	(275,896)	409,357
43,041	14,632	Superannuation	No year end variance anticipated	(28,409)	43,041
2,161	0	Insurance	No year end variance anticipated	(2,161)	2,161
2,000	232	Minor furniture & equip	No year end variance anticipated	(1,768)	2,000
44,756	6,095	Building & Gardens maintenance	No year end variance anticipated	(38,661)	44,756
38,530	22,598	Computer maintenance	No year end variance anticipated	(15,932)	38,530
19,000	8,276	Printing & Stationery	No year end variance anticipated	(10,724)	19,000
12,750	4,327	Telephone Expenses	No year end variance anticipated	(8,423)	12,750
3,000	1,249	Office Equipment Maintenance	No year end variance anticipated	(1,751)	3,000
4,300	2,667	Postage	No year end variance anticipated	(1,633)	4,300
9,000	2,340	Vehicle & Travel	No year end variance anticipated	(6,660)	9,000
5,000	846	Advertising	No year end variance anticipated	(4,154)	5,000
12,500	866	Staff training expenses	No year end variance anticipated	(11,634)	12,500
500	0	Sundry expenses	No year end variance anticipated	(500)	500
0	0	Uniforms	No year end variance anticipated	0	0
12,319	1,769	Long Service Leave	No year end variance anticipated	(10,550)	12,319
19,000	9,865	Fringe Benefits Tax	No year end variance anticipated	(9,135)	19,000
0	0	Recruitment Expenses	No year end variance anticipated	0	0
0	0	Depreciation - Furniture	No year end variance anticipated	0	0
21,299	0	Depreciation - Plant & Equipment	No year end variance anticipated	(21,299)	21,299
695,046	209,221			(485,825)	695,046

Operating Expenses

<i>Budget</i>	<i>Actual</i>		<i>Explanation</i>	<i>Current</i>	<i>Year End</i>
			General Purpose Revenue		
\$	\$			\$	\$
5,000	192	Legal expenses	No year end variance anticipated	(4,808)	5,000
865	0	Insurance - DoT	No year end variance anticipated	(865)	865
8,200	661	Rating Valuation Expenses	No year end variance anticipated	(7,539)	8,200
100	0	Write offs - rates	No year end variance anticipated	(100)	100
17,073	7,588	DOT Licensing Expenses	No year end variance anticipated	(9,485)	17,073
665,428	2,950	Royalties for Regions Expenditure	Expenditure reduced due to non-receipt 12/13 grant	(662,478)	0
696,666	11,392			(685,274)	31,238

Operating Expenses

<i>Budget</i>	<i>Actual</i>	<i>Explanation</i>		<i>Current</i>	<i>Year End</i>
\$	\$			\$	\$
42,605	54,547	Assistance to BFBs	No year end variance anticipated	11,942	42,605
20,000	0	DFES - Vehicle maint	No year end variance anticipated	(20,000)	20,000
11,398	1,014	CESO - Vehicle	No year end variance anticipated	(10,384)	11,398
34,895	0	DFES - Insurance	No year end variance anticipated	(34,895)	34,895
10,113	137	Maintenance of Strategic Firebreaks	No year end variance anticipated	(9,976)	10,113
0	0	DFES - minor equipment	No year end variance anticipated	0	0
35,643	1,000	Firebreak Inspections	No year end variance anticipated	(34,643)	35,643
74,605	22,023	CESO - Salary costs	No year end variance anticipated	(52,582)	74,605
5,595	0	CESO - Annual Leave	No year end variance anticipated	(5,595)	5,595
500	0	CESO - Uniforms	No year end variance anticipated	(500)	500
1,200	0	CESO - Training	No year end variance anticipated	(1,200)	1,200
1,000	56	DFES - Maint of equipment	No year end variance anticipated	(944)	1,000
4,000	924	Animal Control	No year end variance anticipated	(3,076)	4,000
10,000	2,199	Firebreak maintenance	No year end variance anticipated	(7,801)	10,000
4,000	414	DFES - Maint of land & buildings	No year end variance anticipated	(3,586)	4,000
1,000	0	DFES - Clothing & accessories	No year end variance anticipated	(1,000)	1,000
1,500	520	DFES - Utilities	No year end variance anticipated	(980)	1,500
10,000	1,673	DFES - Other goods & services	No year end variance anticipated	(8,327)	10,000
0	733	SES - Utilities	Expenditure on Other Goods & Services reduced	733	733
1,026	0	SES - Insurance	No year end variance anticipated	(1,026)	1,026
0	0	SES - Minor plant	No year end variance anticipated	0	0
0	0	SES - Maint of plant & equipment	No year end variance anticipated	0	0
1,000	0	Emergency response	No year end variance anticipated	(1,000)	1,000
0	0	SES - Maintenance of vehicles	No year end variance anticipated	0	0
0	856	SES - Maint of land & buildings	Expenditure on Other Goods & Services reduced	856	856
0	0	SES - Clothing & accessories	No year end variance anticipated	0	0
7,974	890	SES - Other goods & services	Reduced - Reallocated to utilities and insurance	(7,084)	6,385
0	0	Sentinel Alarm		0	0
61,584	0	Depreciation	No year end variance anticipated	(61,584)	61,584
339,638	86,988			(252,650)	339,638

Operating Expenses

<i>Budget</i>	<i>Actual</i>		<i>Explanation</i>	<i>Current</i>	<i>Year End</i>
			Health		
\$	\$			\$	\$
176	0	Insurance	No year end variance anticipated	(176)	176
595	0	Health - annual leave	No year end variance anticipated	(595)	595
36,662	13,224	Health costs	No year end variance anticipated	(23,438)	36,662
200	0	Long Service Leave	No year end variance anticipated	(200)	200
700	105	Superannuation	No year end variance anticipated	(595)	700
2,000	889	Admin Expenses	No year end variance anticipated	(1,111)	2,000
40,333	14,217			(26,116)	40,333

			Education & Welfare		
\$	\$			\$	\$
9,824	52	Pre School maintenance	No year end variance anticipated	(9,772)	9,824
1,100	0	Family Fun day	No year end variance anticipated	(1,100)	1,100
7,500	818	School holiday program	No year end variance anticipated	(6,682)	7,500
7,100	0	Seniors activities	No year end variance anticipated	(7,100)	7,100
103,775	28,948	Community Development	Additional grant funded spending	(74,827)	129,150
11,891	0	Depreciation	No year end variance anticipated	(11,891)	11,891
141,190	29,819			(111,371)	166,565

			Housing		
\$	\$			\$	\$
16,104	4,307	Building Maintenance	No year end variance anticipated	(11,797)	16,104
9,039	0	Depreciation	No year end variance anticipated	(9,039)	9,039
25,143	4,307			(20,836)	25,143

Operating Expenses

<i>Budget</i>	<i>Actual</i>	<i>Explanation</i>		<i>Current</i>	<i>Year End</i>
\$	\$			\$	\$
34	0	SSL Accrued interest	No year end variance anticipated	(34)	34
12,915	3,157	SSL Principal	No year end variance anticipated	(9,758)	12,915
34,750	8,741	Collection - domestic waste	No year end variance anticipated	(26,009)	34,750
42,800	7,894	Collection - recycling	No year end variance anticipated	(34,906)	42,800
111,235	26,900	Waste Management Facility	No year end variance anticipated	(84,335)	111,235
19,130	3,214	Street Bin Pick up	No year end variance anticipated	(15,916)	19,130
87,227	25,735	Town Planning Services	No year end variance anticipated	(61,492)	87,227
11,349	349	Admin Expenses	No year end variance anticipated	(11,000)	11,349
601	0	Planning - Long Service Leave	No year end variance anticipated	(601)	601
2,101	419	Planning - Superannuation	No year end variance anticipated	(1,682)	2,101
1,784	0	Planning - Annual Leave	No year end variance anticipated	(1,784)	1,784
0	0	LPS Amend Exp	No year end variance anticipated	0	0
11,631	2,648	Cemetery Exp	No year end variance anticipated	(8,983)	11,631
32,936	10,653	Public Conveniences	No year end variance anticipated	(22,283)	32,936
7,161	1,828	SSL Interest	No year end variance anticipated	(5,333)	7,161
3,325	0	Depreciation - waste facility	No year end variance anticipated	(3,325)	3,325
5,720	0	Depreciation - toilets	No year end variance anticipated	(5,720)	5,720
384,699	91,539			(293,160)	384,699

Operating Expenses

<i>Budget</i>	<i>Actual</i>		<i>Explanation</i>	<i>Current</i>	<i>Year End</i>
\$	\$			\$	\$
9,843	6,992	Town Hall	No year end variance anticipated	(2,851)	9,843
15,064	5,751	Rec Centre	No year end variance anticipated	(9,313)	15,064
2,773	321	Comm Centre	No year end variance anticipated	(2,452)	2,773
11,113	(10,400)	Supper Room	No year end variance anticipated	(21,513)	11,113
1,314	23	Old Roads Building	No year end variance anticipated	(1,291)	1,314
2,208	247	Bowling Club	No year end variance anticipated	(1,961)	2,208
475	60	Cundinup Hall	No year end variance anticipated	(415)	475
392	1,595	Carlotta Hall	Works carried over from 12/13 funded by carry fwd	1,203	1,600
1,387	232	Community House	No year end variance anticipated	(1,155)	1,387
228,282	44,398	Public Parks	No year end variance anticipated	(183,884)	228,282
7,138	0	Art Maintenance	No year end variance anticipated	(7,138)	7,138
22,219	10,656	Foreshore Park	No year end variance anticipated	(11,563)	22,219
5,750	1,215	Office Expenses - Library	No year end variance anticipated	(4,535)	5,750
200	0	Write-Offs - Library	No year end variance anticipated	(200)	200
11,510	60	Foreshore Park	No year end variance anticipated	(11,450)	11,510
0	0	Depreciation Community House	No year end variance anticipated	0	0
10,868	0	Depreciation Recreation Centre	No year end variance anticipated	(10,868)	10,868
39,273	0	Depreciation Parks	No year end variance anticipated	(39,273)	39,273
369,809	61,150			(308,659)	371,017

Operating Expenses

<i>Budget</i>	<i>Actual</i>	<i>Explanation</i>		<i>Current</i>	<i>Year End</i>
\$	\$	Transport		\$	\$
41,104	7,853	Depot Maintenance	No year end variance anticipated	(33,251)	41,104
5,000	1,336	Traffic Signs	No year end variance anticipated	(3,664)	5,000
32,294	2,000	Bridge Maintenance	No year end variance anticipated	(30,294)	32,294
5,000	0	Crossovers	No year end variance anticipated	(5,000)	5,000
622	0	Loan - accrued interest	No year end variance anticipated	(622)	622
509,512	239,717	Local Road Maintenance	No year end variance anticipated	(269,795)	509,512
75,830	7,203	Road Verge Maintenance	No year end variance anticipated	(68,627)	75,830
24,750	5,396	Street Lighting	No year end variance anticipated	(19,354)	24,750
8,000	0	Street Sweeping	No year end variance anticipated	(8,000)	8,000
5,085	0	Traffic Counter Maintenance	No year end variance anticipated	(5,085)	5,085
6,000	1,124	Safety Works	No year end variance anticipated	(4,876)	6,000
6,000	0	Equipment replacement	No year end variance anticipated	(6,000)	6,000
9,346	(864)	Loan - Interest	No year end variance anticipated	(10,210)	9,346
55,828	0	Loan - Principal	No year end variance anticipated	(55,828)	55,828
20,070	20,000	Gravel Pit	No significant year end variance anticipated	(70)	20,000
4,794	4,794	ROMANS	No year end variance anticipated	0	4,794
1,524,665	0	Depreciation - Roads	No year end variance anticipated	(1,524,665)	1,524,665
2,333,900	288,559			(2,045,341)	2,333,830

Operating Expenses

<i>Budget</i>	<i>Actual</i>	<i>Explanation</i>		<i>Current</i>	<i>Year End</i>
\$	\$	Economic Services		\$	\$
800	0	Australia Day	No year end variance anticipated	(800)	800
14,243	61	Functions & Events	No year end variance anticipated	(14,182)	14,243
90,959	30,548	Caravan Park	No year end variance anticipated	(60,411)	90,959
4,000	2,631	Caravan Park admin expenses	No year end variance anticipated	(1,370)	4,000
14,165	6,563	Caravan park utilities	No year end variance anticipated	(7,602)	14,165
5,000	0	Caravan Park promotion	No year end variance anticipated	(5,000)	5,000
21,174	9,940	Caravan Park & Camping	No year end variance anticipated	(11,234)	21,174
45,638	16,214	Caravan park wages	No year end variance anticipated	(29,424)	45,638
25,000	9,564	Visitor Centre services	No year end variance anticipated	(15,436)	25,000
14,000	7,043	Regional Promotion	No year end variance anticipated	(6,957)	14,000
10,000	0	Tourism promotion	No year end variance anticipated	(10,000)	10,000
807	0	Building Control - Long Service Leave	No year end variance anticipated	(807)	807
26,828	8,135	Building Control - Salary	No year end variance anticipated	(18,693)	26,828
2,821	1,025	Building Control - Superannuation	No year end variance anticipated	(1,796)	2,821
2,394	0	Building Control - Annual Leave	No year end variance anticipated	(2,394)	2,394
2,365	0	Building Control - Expenses	No year end variance anticipated	(2,365)	2,365
12,630	0	Depreciation - Caravan Park	No year end variance anticipated	(12,630)	12,630
292,824	91,722			(201,102)	292,824

Operating Expenses

<i>Budget</i>	<i>Actual</i>	<i>Explanation</i>	<i>Current</i>	<i>Year End</i>
		Other Property & Services		
\$	\$		\$	\$
22,158	3,500	Private Works	(18,658)	22,158
10,000	7,501	Training	(2,499)	10,000
27,708	0	Long Service Leave	(27,708)	27,708
90,756	20,497	Salaries	(70,259)	90,756
76,235	0	Annual Leave	(76,235)	76,235
150,489	39,418	Superannuation	(111,071)	150,489
0	0	Office expenses	0	0
28,422	7,212	Sick pay	(21,210)	28,422
71,294	0	Insurances	(71,294)	71,294
10,000	3,735	Protective Clothing	(6,265)	10,000
3,500	123	Safety Meetings	(3,377)	3,500
54,305	11,193	Wages - plant	(43,112)	54,305
28,000	(450)	Tyres & Batteries	(28,450)	28,000
28,291	799	Insurances & Licenses	(27,492)	28,291
1,000	0	Admin Expenses	(1,000)	1,000
0	(9,611)	Workers Comp	(9,611)	0
200,000	35,354	Fuel & Oil	(164,646)	200,000
4,000	53	Sundry Tools	(3,947)	4,000
34,949	3,158	Holiday Pay	(31,791)	34,949
55,000	56,446	Parts & External Work	1,446	55,000
2,000	0	Recruitment Exp	(2,000)	2,000
219,238	0	Depreciation - Vehicles	(219,238)	219,238
9,846	0	Depreciation - Depot	(9,846)	9,846
1,127,191	178,928		(948,263)	1,127,191
6,597,204	1,316,796	TOTAL	(5,280,408)	5,973,325
Less Expenditure tied to additional grants				(25,300)
Total Expenditure Savings Anticipated for Year				(649,179)
Operating Expenses				

OPERATING INCOME TO 31 OCTOBER 2013

<i>Budget</i>	<i>Actual</i>	<i>Explanation</i>	<i>(Over)/Under received</i>	
			<i>Current</i>	<i>Anticipated Year End</i>
			\$	\$
General Purpose Revenue				
(1,298,032)	(1,295,031)	Rate Revenue	3,001	(1,298,032)
(5,000)	192	Legal Fees	5,192	(5,000)
(12,500)	(2,524)	Int on Overdue rates	9,976	(12,500)
(781,860)	(106,346)	Equalisation Grant	675,515	(781,860)
(4,000)	(4,196)	Interest on Instalments	(196)	(4,200)
(496,518)	(53,620)	Local Road Grant	442,898	(496,518)
(665,428)	0	R4R	665,428	0
(3,800)	(3,356)	Admin Charges	444	(3,800)
0	(4,847)	DOT Commission	(4,847)	(20,000)
(21,000)	(9,633)	Sundry Income	11,367	(21,000)
(60,000)	(2,724)	Interest on Investment - General	57,276	(60,000)
(42,000)	(3,878)	Interest on Investment - R4R	38,122	(42,000)
<u>(3,390,138)</u>	<u>(1,485,962)</u>		<u>1,904,176</u>	<u>(2,744,910)</u>
General Administration				
\$	\$		\$	\$
(1,000)	0	Shirley Humble room hire	1,000	(1,000)
<u>(1,000)</u>	<u>0</u>		<u>1,000</u>	<u>(1,000)</u>
Law & Order				
\$	\$		\$	\$
(115,000)	(61,142.05)	DFES Grant - Brigades	53,858	(115,000)
(75,000)	0.00	DFES Grant - CESO	75,000	(75,000)
(5,000)	0.00	Firebreak Fines	5,000	(5,000)
(2,000)	(1,393.70)	Dog Registrations	606	(2,000)
(1,000)	(454.56)	Cat Registrations	545	(1,000)
(100)	0.00	Fines - Animal Control	100	(100)
(9,000)	(4,732.95)	DFES Grant - SES	4,267	(9,000)
<u>(207,100)</u>	<u>(67,723.26)</u>		<u>139,377</u>	<u>(207,100)</u>

Budget	Actual	Explanation	(Over)/Under received	
</				

Operating Income

<i>Budget</i>	<i>Actual</i>	<i>Explanation</i>	<i>(Over)/Under received</i>	
		Recreation & Culture		
\$	\$		\$	\$
(6,000)	(1,626)	Hire Fees - Rec Centre	4,374	(6,000)
(6,500)	(2,377)	Hire Fees - Other Venues	4,123	(6,500)
(10,400)	(10,400)	Supper Room lease	0	(10,400)
(2,470)	(2,400)	Community Centre lease	70	(2,400)
(200)	(24)	Lost Book charges	176	(200)
<u>(25,570)</u>	<u>(16,828)</u>		<u>8,742</u>	<u>(25,500)</u>
		Transport		
\$	\$		\$	\$
(85,816)	(85,816)	Main Roads - Direct Grant	0	(85,816)
(2,000)	(450)	Crossover fees	1,550	(2,000)
(150,000)	0	Mowen Road Supervision Fee	150,000	(150,000)
(2,000)	(266)	Sale of materials	1,734	(2,000)
<u>(239,816)</u>	<u>(86,532)</u>		<u>153,284</u>	<u>(239,816)</u>
		Economic Services		
\$	\$		\$	\$
(142,000)	(37,185)	Caravan Park Income	104,815	(142,000)
(17,000)	(3,588)	Building Control fees	13,412	(17,000)
<u>(159,000)</u>	<u>(40,773)</u>		<u>118,227</u>	<u>(159,000)</u>
		Other Property & Services		
\$	\$		\$	\$
(26,894)	(14,649)	Private Works	12,245	(26,894)
<u>(26,894)</u>	<u>(14,649)</u>		<u>12,245</u>	<u>(26,894)</u>
<u>(4,007,285)</u>	<u>(1,787,115)</u>	TOTAL INCOME	<u>2,220,170</u>	<u>(3,390,967)</u>
		TOTAL		
		Less: Income tied to additional expenditure		25,400
		Anticipated (Over)/Under Budget:	<u>2,220,170</u>	<u>641,718</u>

Operating Income

CAPITAL EXPENDITURE TO 31 OCTOBER 2013

<i>Budget</i>	<i>Actual</i>			<i>Explanation</i>	<i>(Over)/Under Budget</i>	
					<i>Current</i>	<i>Anticipated Year End</i>
General Administration						
9,600	0	Furniture & equipment	Expected to be spent at year end		9,600	9,600
18,000	19,472	Purchase of vehicles	Changeover costs higher than budgeted		(1,472)	19,472
0	0	Capital works - Shire Office			0	0
0	0	Plant & equipment			0	0
<u>27,600</u>	<u>19,472</u>				<u>8,128</u>	<u>29,072</u>
Recreation & Culture						
0	135,635	Recreation Centre upgrade	To be funded from Recreation Centre Reserve		(135,635)	2,383,500
			Recreation Centre Upgrade income			(2,383,500)
<u>0</u>	<u>135,635</u>				<u>(135,635)</u>	<u>0</u>
Transport						
2,231,636	145,861	Mowen Road - construction	No variation expected at year end		2,085,775	2,231,636
504,151	82,638	Local roads - construction	No variation expected at year end		421,513	504,151
558,000	0	Special Bridgeworks	No variation expected at year end		558,000	558,000
50,156	38,473	Footpath program	No variation expected at year end		11,683	50,156
(160,000)	(65,000)	Regional Road Group grants	No variation expected at year end		(95,000)	(160,000)
(85,816)	(85,816)	Main Roads - Direct Grant	No variation expected at year end		0	(85,816)
(25,000)	0	Footpaths grant	No variation expected at year end		(25,000)	(25,000)
(208,081)	0	Roads to Recovery grant	No variation expected at year end		(208,081)	(208,081)
(558,000)	(98,000)	Special Bridgeworks grant	No variation expected at year end		(460,000)	(558,000)
(2,200,000)	(900,000)	Mowen Road grant	No variation expected at year end		(1,300,000)	(2,200,000)
415,000	169,716	Purchase of vehicles	No variation expected at year end		245,284	415,000
(135,000)	(14,545)	Income from sale of assets	No variation expected at year end		(120,455)	(135,000)
<u>387,046</u>	<u>(726,674)</u>				<u>1,113,720</u>	<u>387,046</u>

Economic Services

0	3,480	Main Street upgrade	To be funded from Main Street reserve	(3,480)	25,000
0	741	Caravan Park upgrade	To be funded from Royalties for Regions grant	(741)	200,000
0	5,840	Caravan Park accommodation	Funded by additonal Dept of Transport income	(5,840)	5,840
0	0	Caravan Park furniture & equipment		(0)	0
			Main Street reserve		(125,000)
			Royalties for Regions funding		(100,000)
			DoT Income		(5,840)
<div><div>0</div><div>10,061</div></div>			<div><div>(10,061)</div><div>0</div></div>		
<div><div>414,646</div><div>(561,506)</div></div> TOTAL NET EXPENDITURE			Unfunded Capital Expenditure <div>1,472</div>		