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1. DECLARATION OF OPENING

The President, Cr Day welcomed Councillors and staff and declared the meeting open at 4.09pm. A minutes silence was held as a mark of respect for the following former ratepayers who had recently passed away:

- Anna Kulij
- John Cunningham

2. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Cr KM Day	President
Cr D Hermon	Deputy President
Cr ML Geier	
Cr B Huxtable	
Cr JJ Jefferys	
Cr RS Corsini	
Mr JC Criddle	Chief Executive Officer

3. PUBLIC QUESTION TIME

Nil

4. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

5. CONFIRMATION OF PREVIOUS MINUTES

Officer Recommendation

That the minutes of the Ordinary Meeting of Council held on Thursday 19th November, 2015 be confirmed as a true and correct record.

Resolution

01-12/15 Moved Cr Hermon, seconded Cr Corsini that the minutes of the Ordinary Meeting of Council held on Thursday 19th November, 2015 be confirmed as a true and correct record.

Carried 6/0

6. RECEIVAL OF MINUTES

Officer Recommendation

That the minutes of the WEROC Council Meeting held at Shire of Yilgarn 21st October, 2015 be received

Resolution

02-12/15 Moved Cr Hermon, seconded Cr Corsini that the minutes of the WEROC Council Meeting held at Shire of Yilgarn 21st October, 2015 be received

Carried 6/0

Officer Recommendation

That the minutes of the Wheatbelt Communities Meeting held via Teleconference 16th November,

2015 be received

Resolution

03-12/15 Moved Cr Hermon, seconded Cr Corsini that the minutes of the Wheatbelt Communities Meeting held via Teleconference 16th November, 2015 be received

Carried 6/0

Officer Recommendation

That the minutes of the WEROC Executive Meeting held at Shire of Merredin 25th November, 2015 be received

Resolution

04-12/15 Moved Cr Hermon, seconded Cr Corsini that the minutes of the WEROC Executive Meeting held at Shire of Merredin 25th November, 2015 be received

Carried 6/0

Officer Recommendation

That the minutes of the Great Eastern Country Zone Meeting held at Merredin Leisure Centre 26th November, 2015 be received

Resolution

05-12/15 Moved Cr Hermon, seconded Cr Corsini that the minutes of the Great Eastern Country Zone Meeting held at Merredin Leisure Centre 26th November, 2015 be received

Carried 6/0

Officer Recommendation

That the minutes of the Central East Aged Care Alliance Inc. Committee Meeting 26th November, 2015 be received

Resolution

06-12/15 Moved Cr Hermon, seconded Cr Corsini that the minutes of the Central East Aged Care Alliance Inc. Committee Meeting 26th November, 2015 be received

Carried 6/0

Officer Recommendation

That the minutes of the Newtravel Annual General Meeting held on 20th November, 2015 be received

Resolution

07-12/15 Moved Cr Hermon, seconded Cr Corsini that the minutes of the Newtravel Annual General Meeting held on 20th November, 2015 be received

Carried 6/0

7. PRESIDENT/COUNCILLORS ANNOUNCEMENTS

The President, Cr Day advised having attended the following meeting:

- Wheatbelt Development Commission (WDC) on 3rd & 4th December in Jurien Bay.
- Annual Seniors Luncheon held at Carrabin with Cr Huxtable and the CEO.

Cr Corsini advised having attended the following meeting:

- Westonia Community Resource Centre (CRC) AGM with Cr Day and the CEO.

Cr Geier advised having attended the following meeting:



- Central East Aged Care Alliance meeting with the CEO.

Cr Hermon advised having attended the following meeting:
Westonia Community Cooperative meeting with the CEO.

8. MATTERS REQUIRING A COUNCIL DECISION

8.1 GOVERNANCE, ADMINISTRATION AND FINANCIAL SERVICES

8.1.1 Accounts for Payment

File Reference	F1.3.3 Monthly Financial Statements	
Date of Report	12 February 2016	
Disclosure of Interest	No Interest to Disclose	
Reporting Officer	Kay Geier Senior Finance Officer	
Signatures	Officer 	CEO 

Background

This information is provided to Council on a monthly basis in accordance with provisions of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996. A Local Government is to develop procedures for the authorisation of, and payment of, accounts to ensure that there is effective security for, which money or other benefits may be obtained.

Comment

Attached is a copy of Accounts for Payment for the month of November 15. The credit card statements currently show:-

CEO **November 15 \$1,100.14** associated with the purchase of; Fuel, vehicle license renewal + variation, men's shoes CEO, Coleman 3x3 Gazebo, bonus side wall canopy, cutlery.

Works Supervisor **November 15 \$528.51** associated with the purchase of; Fuel, license new Prado Stn Sedan.

Statutory Environment

Local Government (Financial Management) Regulations 1996 Regulations 12 & 13 requires the list of accounts to be presented to Council. Payments are made by staff under delegated authority from the CEO and Council.

Policy Implications

Council does not have a policy in relation to payment of accounts.

Strategic Implications

Accounts for payment are presented to Council in the interests of accountability and provide information on Council expenditure.

Financial Implications

Expenditure in accordance with the 2015/2016 Annual Budget.

Voting Requirement

Majority

Officer Recommendation



That November accounts submitted to today's meeting on Municipal vouchers 3277 to 3304 and D/Debits EFT 1519 to EFT 1571 (inclusive of Department of Planning and Infrastructure / Creditor and Bank Fees Directly Debited and Visa Card Payments) totaling \$447,531.95 be passed for payment.

Resolution

08-12/15 Moved Cr Corsini, seconded Cr Huxtable that November accounts submitted to today's meeting on Municipal vouchers 3277 to 3304 and D/Debits EFT 1519 to EFT 1571 (inclusive of Department of Planning and Infrastructure / Creditor and Bank Fees Directly Debited and Visa Card Payments) totaling \$447,531.95 be passed for payment.

Carried 6/0

8.1.2 Monthly Statement of Financial Activity – November 15

File Reference	F1.3.3 Monthly Financial Reports	
Date of Report	12 February 2016	
Disclosure of Interest	No Interest to Disclose	
Reporting Officer	Kay Geier Senior Finance Officer	
Signatures	Officer 	CEO 

Background

This information is provided to Council on a monthly basis in accordance with provisions of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996.

Comment

The Monthly Statement of Financial Activity for the period ending 30th November 15 is attached for Councilor information, and consists of:

1. Summary of Bank Balances
2. Summary of Outstanding Debtors
3. Balance Sheet
4. Budget v Actuals Schedules

Statutory Environment

General Financial Management of Council
Council 2015/2016 Budget
Local Government (Financial Management) Regulation 34 1996
Local Government Act 1995 section 6.4

Policy Implications

Council is required annually to adopt a policy on what it considers to be material as far as variances that require to be reported for Council. Council policy is that the material variation be set at \$10,000 and 15%.

Strategic Implications

The Monthly Statement of Financial Activity is a record of Council's activities and financial performance during the reporting period.

Financial Implications

There is no direct financial implication in relation to this matter.

Voting Requirement

Majority

Officer Recommendation



That Council adopt the Monthly Financial Report for the period ending 30th November 15 and note any material variances greater than \$10,000 or 15%.

Resolution

09-12/15 Moved Cr Hermon, seconded Cr Huxtable that Council adopt the Monthly Financial Report for the period ending 30th November 15 and note any material variances greater than \$10,000 or 15%.

Carried 6/0

8.1.3 GST Reconciliation Report

File Reference	F1.4.4 Audit Reports	
Date of Report	12 February 2016	
Disclosure of Interest	No Interest to Disclose	
Reporting Officer	Kay Geier Senior Finance Officer	
Signatures	Officer 	CEO 

Background

The Reconciled Balance of the GST Ledger to the General Ledger as reported as at 30th November 15 is provided to Council on a monthly basis as a means of keeping Council informed of its current GST liability.

Comment

The GST Reconciliation Report is attached for Councilor consideration.

Statutory Environment

Nil

Policy Implications

Council does not have a policy in regards to Goods and Services Tax.

Strategic Implications

Nil

Financial Implications

The GST reconciliation is presented to Council as a means of indicating Council's current GST liability, which has an impact on Council's cash-flow.

Voting Requirement

Majority

Officer Recommendation


That the GST Reconciliation totaling (\$873.00) for the period ending 30th November 2015 be adopted.

Resolution

10-12/15 Moved Cr Geier, seconded Cr Hermon that the GST Reconciliation totaling (\$873.00) for the period ending 30th November 2015 be adopted.

Carried 6/0

8.1.4 Council Meeting Dates 2016

File Reference	A1.2.1	
Date of Report	9th December 2015	
Disclosure of Interest	Nil	
Reporting Officer	Jamie Criddle, Chief Executive Officer	
Signatures	Officer	 CEO

Background

Regulation 12 of the Local Government (Administration) Regulations 1996 requires a local government to at least once a year give local public notice of the dates, time and place of:

- a) Ordinary Council meetings; and
- b) Committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public;

that are to be held in the next twelve months.

Comment

Council's current policy on Council Meetings states that, "A Councillors forum will be held at 1.00pm before each Ordinary Council Meeting and Ordinary Meetings of Council will be held on the third Thursday of each month not including January, commencing at 3.30pm in the Shire of Westonia Council Chambers."

In accordance with the current policy ordinary meetings of Council are to be held in 2016 as follows:-

February – Thursday 18th
April – Thursday 21st
June – Thursday 16th
August – Thursday 18th
October – Thursday 20th
December – Thursday 15th;

March – Thursday 17th
May – Thursday 19th
July – Thursday 21st
September – Thursday 15th
November – Thursday 17th

with all meetings commencing at 3.30pm in the Council Chamber, Wolfram Street, Westonia.

The Audit Committee meeting is at this stage proposed for the following date:
Thursday 15th December 2016 at 3.00pm in the Council Chamber.

Statutory Environment

Regulation 12 of the Local Government (Administration) Regulations.

Policy Implications

Council Policy 1.1

Financial Implications

Nil

Voting Requirement

Simple Majority

Officer Recommendation

That the following meeting schedule for 2016 be advertised in accordance with the requirements of the legislation:-

Ordinary Council meetings:

February – Thursday 18th

April – Thursday 21st

June – Thursday 16th

August – Thursday 18th

October – Thursday 20th

December – Thursday 15th

March – Thursday 17th

May – Thursday 19th

July – Thursday 21st

September – Thursday 15th

November – Thursday 17th

with all meetings commencing at 3.30pm in the Council Chamber, Wolfram Street, Westonia.

Audit Committee meeting: Thursday 15th December 2016 at 3.00pm in the Council Chamber
Wolfram Street Westonia

Resolution

11-12/15 Moved Cr Hermon, seconded Cr Corsini that the following meeting schedule for 2016 be advertised in accordance with the requirements of the legislation:-

Ordinary Council meetings:

February – Thursday 18th

April – Thursday 21st

June – Thursday 16th

August – Thursday 18th

October – Thursday 20th

December – Thursday 15th

March – Thursday 17th

May – Thursday 19th

July – Thursday 21st

September – Thursday 15th

November – Thursday 17th

with all meetings commencing at 3.30pm in the Council Chamber, Wolfram Street, Westonia.

Audit Committee meetings be held on the following dates:

February – Thursday 18th

August – Thursday 18th


April – Thursday 21st

December - Thursday 15th

at 3.00pm in the Council Chamber Wolfram Street Westonia

Carried 6/0

8.1.5 Annual Report, Audit Report & Annual Financial Statements 2014/15

File Reference	F1.5.1 Annual Report	
Date of Report	11th December 2015	
Disclosure of Interest	No Interest to Disclose	
Reporting Officer	Jamie Criddle, Chief Executive Officer	
Signatures	Officer	 CEO

Background

Council adoption of the Annual Report for the 2014/15 financial year is required as per recommendation from the Audit Committee.

Comment

All councilors will be presented with a copy of the Annual Report for the 2014/15 Financial year prior to the meeting. The Audit Report & Management Letter will be finalised on Monday and will be emailed when received.

In accordance with section 6.4 of the Local Government Act 1995 a local government is required to prepare an annual financial report for the preceding financial year and submit it to its auditor before 30th September each year.

Following acceptance of the Annual Report by Council, Council is required to hold a general meeting of electors within 56 days. At least 14 days local public notice must be given of an electors meeting. The Annual Electors Meeting must be held prior to 11th February 2016.

Statutory Environment

Local Government Act 1995

- Section 6.4 – Financial Reports
- Section 5.53 – Annual Reports
- Section 5.54 – Acceptance of Annual Reports
- Section 5.27 – Elector’s General Meetings

Policy Implications

Council does not have a policy in relation to this matter.

Strategic Implications

Nil.

Financial Implications

There are no financial implications in relation to this matter.

Voting Requirement

Majority

Officer Recommendation


That Council adopts the Annual Report, including the Audit & Management Report for the 2014/2015 financial year and proposes to hold a General Meeting of Electors on as per the recommendation of the Audit Committee.

Resolution

12-12/15 Moved Cr Hermon, seconded Cr Corsini that Council adopts the Annual Report, including the Audit & Management Report for the 2014/2015 financial year and proposes to hold a General Meeting of Electors on as per the recommendation of the Audit Committee on Monday 8th February 2016.

Carried 6/0 by Absolute Majority

8.1.6 Long Term Financial Plan 2015 - 2025

File Reference	A2.8.3	
Date of Report	9th December 2015	
Disclosure of Interest	Nil	
Reporting Officer	Jamie Criddle, Chief Executive Officer	
Signatures	Officer	CEO 

Background

The Long Term Financial Plan is one component of a number of integrated strategic planning practices the Shire has developed, or is developing, in response to the Department of Local Government's Integrated Planning and Reporting Framework.

This plan includes, and influences, other strategic planning activities as a mechanism to action the strategies contained in the Strategic Community Plan.

The inaugural draft Shire of Westonia Long Term Financial Plan 2015-2025 has been prepared by the Shire's consultants Ron Back and Ben Symmonds, and is attached.

The plan was prepared in consultation with executive staff and elected members and is integrated with the Strategic Community Plan, Corporate Business Plan, Workforce Plan and draft Asset Management Plan.

Statutory Environment

Local Government Act 1995

s.3.1 (1) The general function of the local government is to provide for the good government of persons in its district.

5.56. Planning for the future

(1) A local government is to plan for the future of the district.

(2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

Local Government (Administration) Regulations 1996

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

(1) A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.

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

(1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.

(2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.

(3) A corporate business plan for a district is to —

(a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and

(b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and

(c) develop and integrate matters relating to resources, including asset management, workforce planning and **long term financial planning**.

Strategic Implications

Planning for the financial sustainability of the local government.

Policy Implications

Nil.

A new policy on Integrated Planning: Long Term Financial Planning will need to be implemented once the plan is adopted.

Financial Implications

The Long Term Financial Plan predicts income and expenditure over a fifteen year period.

The first four forecast years of the Long Term Financial Plan provide the financial context for the Corporate Business Plan and the first year of the Corporate Business Plan provides the financial context for the annual budget.

Consultation

- ✓ Ron Back
- ✓ Ben Symmonds
- ✓ Executive staff
- ✓ Elected members

Comment

It is recommended that Council reviews the Long Term Financial Plan 2015-2025 as drafted by the Shire's consulting accountants Ron Back and Associates in the view of endorsing it at the February meeting.

Voting Requirements

Simple Majority

Officer Recommendation

That Council:

1. Reviews the Long Term Financial Plan 2015-2025 as prepared in accordance with the principle of r19DA (3) (c) of the Local Government (Administration) Regulations 1996 in the view of endorsing at the February 2016 ordinary meeting.


Resolution

13-12/15 Moved Cr Geier, seconded Cr Jefferys that Council:

Resolves to lay item 8.1.6 Long Term Financial Plan 2015 – 2025 on the table to allow Council adequate time to review the Long Term Financial Plan 2015-2025 as prepared in accordance with the principle of r19DA (3) (c) of the Local Government (Administration) Regulations 1996 in the view of endorsing at the February 2016 ordinary meeting.

Carried 6/0

8.1.7 Asset Management Plans

File Reference	A2.8.3	
Date of Report	9th December 2015	
Disclosure of Interest	Nil	
Reporting Officer	Jamie Criddle, Chief Executive Officer	
Signatures	Officer	 CEO

Background

The Asset Management Plan is one component of a number of integrated strategic planning practices the Shire has developed, or is developing, in response to the Department of Local Government's Integrated Planning and Reporting Framework.

This plan includes, and influences, other strategic planning activities as a mechanism to action the strategies contained in the Strategic Community Plan.

The inaugural draft Shire of Westonia Asset Management Plans (Transport, Property, Recreation, Plant & Equipment) has been prepared by the Shire's consultants Ben Symmonds and Ron Back, and are attached.

The plans were prepared in consultation with executive staff and elected members and is integrated with the Strategic Community Plan, Corporate Business Plan, Workforce Plan and Long Term Financial Plan.

Statutory Environment

Local Government Act 1995

s.3.1 (1) The general function of the local government is to provide for the good government of persons in its district.

5.56. Planning for the future

- (1) A local government is to plan for the future of the district.
- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

Local Government (Administration) Regulations 1996

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

- (1) A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.

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

- (1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.
- (3) A corporate business plan for a district is to —
 - (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
 - (b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and

(c) develop and integrate matters relating to resources, including **asset management**, workforce planning and long term financial planning.

Strategic Implications

Planning for the management of the local government's assets.

Policy Implications

Nil.

A new policy on Integrated Planning: Asset Management Planning will need to be implemented once the plans are adopted.

Financial Implications

The Asset Management Plan demonstrates the planned management of Shire assets and their associated services over a fifteen year period. It should be read in conjunction with the Asset Management Policy, Asset Management Strategy, Strategic Community Plan and Long Term Financial Plan.

Consultation

- ✓ Ron Back & Associates
- ✓ Ben Symmonds, Asset IM
- ✓ Executive staff
- ✓ Elected members

Comment

It is recommended that Council reviews the draft Asset Management Plans as drafted by the Shire's consultants Ron Back & Ben Symmonds in preparation for endorsement at the February 2016 ordinary meeting.

Voting Requirements

Simple Majority

Officer Recommendation

That Council:


1. Reviews the Asset Management Plans (Transport, Property, Recreation, Plant & Equipment) as prepared in accordance with the principle of r19DA (3) (c) of the Local Government (Administration) Regulations 1996 in preparation for endorsement at the February 2016 ordinary meeting.

Resolution

14-12/15 Moved Cr Hermon, seconded Cr Jefferys that Council: Resolves to lay item 8.1.7 Asset Management Plans on the table to allow Council adequate time to reviews the Asset Management Plans (Transport, Property, Recreation, Plant & Equipment) as prepared in accordance with the principle of r19DA (3) (c) of the Local Government (Administration) Regulations 1996 in preparation for endorsement at the February 2016 ordinary meeting.

Carried 6/0

8.1.7 Risk Framework – Audit Regulation 17

File Reference	Regulation 17	
Date of Report	12th July 2015	
Disclosure of Interest	No Interest to Disclose	
Reporting Officer	Jamie Criddle, Chief Executive Officer	
Signatures	Officer	CEO 

Background

The first review of internal controls in line with Audit Regulation 17 was received by the Council on the 18th December 2014, in the form of a report from the CEO. The Council reviewed the report from the CEO.

This review followed the adoption by Council on the 19th June 2014:

1. Risk Management Framework
2. Risk Management Policy
3. Financial Internal Control Model
4. Audit and Risk Committee Terms of Reference
5. Internal Audit Framework 2014
6. Adopt Draft Legislative Compliance Policy

The following sets out the step by step process that was proposed to follow in order to review (or develop) the Shire’s internal controls:

1. Utilise the 2012 Better Practice Model – Financial Internal Control for South Australian Councils, developed by Deloitte as the base document for internal financial controls;
2. Identify problems and risks that have been raised by the external auditor, Audit Committee, Council staff etc. and which should be addressed by internal financial controls;
3. Consult with staff and Council Members regarding the objective of the review and provide an outline of the process - ensure that the senior management team is kept informed of progress;
4. Identify officers responsible for each business activity and arrange for them to participate in the review;
5. Undertake an internal financial controls review for each of the business activities to;
 - examine current procedures;
 - identify key risks threatening the achievement of Council’s objectives;
 - identify existing internal financial controls;
 - assess current controls for effectiveness;
 - identify any new controls needed as well as existing controls requiring adjustment;
 - identify relevant officers for each internal control.

The review should not be seen as an audit of past transactions. Its objective is to identify, evaluate and document existing internal financial controls and recommend changes and/or new internal controls where necessary;
6. Consistent with the 2012 BPM, establish a database of internal controls in accordance with an agreed hierarchy;

7. Propose the following detail should be recorded for each internal financial control:

Number:	Identification number of internal control for each risk
Description of Control:	Description of the internal financial control
Current Situation:	Current situation in regard to each internal control
Target Date:	Target date allocated to the implementation of the control
Responsible Officer:	Responsible officer for each internal control
Checking Officer:	Checking officer and/or if the internal control is included in the 'Spot Check' process (refer below in the Review Process)

8. For each risk identified an assessment of its likelihood and consequence should be undertaken according to the classifications included in Attachment 3 (Note: These measures need to be tailored to meet the needs of an individual Council);
9. The final inherent risk is determined by using the two ratings above and applying these to the Risk Level Matrix in the Risk Management Framework to identify overall risk as L (low); M (moderate); H (high); or E (extreme).

The assessment process should not be considered to be an exact science however there is value in allocating time to considering the likelihood and consequence of each risk.

The strategy above was implemented by external consultants in close consultation with staff.

Attached to this report are minutes of the Audit Committee Meetings, and the reports presented at those meetings, for Council information.

Comment

The Shire has established a set of Strategic and Operational Risks which has been endorsed by the Audit Committee to consider. A Risk Services Program has been established to encompass monitoring and reporting on activities as determined by the Chief Executive Officer on a monthly, quarterly and annual basis in accordance with the Framework established. This includes the management of the Strategic and Operational Risk Register's. Financial and operational analysis will be undertaken if required to inform risk management decision making and to provide confidence and integrity of data and/or information.

Internal audit activity focuses on areas of risk including financial and non-financial systems and compliance with legislation, regulations, policies and best practice. Where required, action plans will be developed and agreed with management for audit recommendations and follow-ups conducted to ensure that they are implemented as agreed. The status of any internal audit recommendations will be reported to the Chief Executive Officer and the Audit Committee quarterly. Action plans, if required, will be developed following the monitoring and reviewing activities when improvements are identified.

Statutory Environment

The Local Government (Audit) Regulations 1996 prescribe the requirements for local government authorities in relation to the engagement of auditors, the annual compliance audit return and the functions of the audit committee. The Department of Local Government released circulars in February 2013 detailing amendments to the Audit Regulations.

These amendments relate to extending regulation 16, functions of an audit committee, and inserting a new regulation 17, review of certain systems and procedures by a CEO. The amendments are detailed as follows:

Regulation 16 – Functions of Audit Committee

Regulations 16(a) and 16(b) in relation to the Audit Committee providing assistance to the local government remain unchanged. A new section 16(c) has been inserted and states as follows:

- 16 *Audit committee, functions of an audit committee –*
- (c) *is to review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to –*
- (i) *report to the council the results of that review; and*
- (ii) *give a copy of the CEO's report to the council.*

Regulation 17 – CEO to review certain systems and procedures

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

- 17 *CEO to review certain systems and procedures*
- (1) *The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to –*
- (a) *risk management; and*
- (b) *internal controls; and*
- (c) *legislative compliance.*
- (2) *The review may relate to any or all of the matters referred to in sub regulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.*
- (3) *The CEO is to report to the audit committee the results of that review.*

Policy Implications

Risk Management Policy has been adopted and outlines the Shire's commitment and approach to managing risks that may impact on its day-to-day operations and threaten the achievement of its objectives

Strategic Implications:

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

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

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

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

- Integrity and ethical values;
- Management's philosophy and operating style;
- Organisation structure;

- Performance measures;
- Policies and procedures;
- Human resources policy;
- Internal Audit function;
- The Audit Committee.

The role of the audit committee is to govern the integrity of the entity's financial information, systems of internal control, and the legal and ethical conduct of management and employees. The responsibility of the audit committee will differ depending upon the Council's size, scale of operations, and any specific requirements. The key role of internal audit is to provide assistance to the Council's audit committee in discharging its governance responsibilities. It does this by:

- Providing an objective assessment of existing risks and the internal control framework;
- Performing reviews of the compliance framework and specific compliance issues;
- Conducting regular analysis of business processes and associated controls;
- Performing ad hoc reviews for specific areas of concern, including unacceptable levels of risk;

Reviewing the operational performance of the Council and providing recommendations for more effective and efficient use of resources.

Financial Implications

Allocation was made in the 2015/2016 annual budget for the internal audit and risk function.

Voting Requirement

Simple Majority

Officer Recommendation

That Council:

1. Notes the report received on the 18th December 2014 a review of internal controls, in the form of a report from the CEO.
2. Notes the report contained therein served as the report to Council on the review of appropriateness and effectiveness of the controls of the Shire of Westonia's systems and procedures as per Audit Regulation 17
3. Request an updated on the Shire's Strategic and Operational Risks be presented to the Audit Committee in March 2016.
4. Request progress on the Shire's Strategic and Operational Risks be reported quarterly to the Audit Committee and then to Council.

Resolution

15-12/15 Moved Cr Jefferys, seconded Cr Geier that Council:

1. **Notes the report received on the 18th December 2014 a review of internal controls, in the form of a report from the CEO.**
2. **Notes the report contained therein served as the report to Council on the review of appropriateness and effectiveness of the controls of the Shire of Westonia's systems and procedures as per Audit Regulation 17**
3. **Request an updated on the Shire's Strategic and Operational Risks be presented to the Audit Committee in April 2016.**
4. **Request progress on the Shire's Strategic and Operational Risks be reported quarterly to the Audit Committee and then to Council.**

Carried 6/0

8.2 COMMUNITY AND REGULATORY SERVICE

NIL

8.3 ENVIRONMENTAL HEALTH, PLANNING AND BUILDING SERVICES


NIL

9 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

10 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY A DECISION OF THE MEETING

16-12/15 Moved Cr Geier, seconded Cr Jefferys that Council accepts three items of late business. Carried 6/0

10.1 Esperance Bush Fire Appeal

File Reference	A1.9.1	
Date of Report	14th December 2015	
Disclosure of Interest	Nil	
Reporting Officer	Jamie Criddle, Chief Executive Officer	
Signatures	Officer	CEO 

Purpose

The purpose of this report is to consider a donation to the Shire of Esperance who is collecting funds for the Natural disaster that occurred in its Shire in November 2015.

Background

On Sunday 15 November 2015, (it is has been determined) that a lightning strike started a fire that has spread over 1,000s of hectares of land and destroyed crops and buildings. It has also claimed the lives of 4 people who were caught in the fire and this has devastated the community and the people of Esperance.

There have been many volunteer fire fighters from the surrounding areas and the metropolitan area sent to assist in the extinguishment of the fire and provide support to the local community.

Some of the news articles include:

- *A BUSHFIRE is just kilometres away from the Town of Salmon Gums as an emergency warning remains in place for people in North Cascade in the Shire of Esperance with a threat to homes and lives.*
- *As of 8pm on Tuesday night homes in Scaddan, Grass Patch, Red Lake and Salmon Gums were under threat by fire now.*
- *People in Scaddan and Grass Patch have been asked to relocate north to Salmon Gums Recreation Centre.*
- *A relocation centre has also been set up at the Esperance Civic Centre.*
- *People north of Fleming Grove Road, Plowman's Road, west of Backman's Road and Burdett Road, south of Salmon Gums Road and west of Coolgardie-Norseman Highway in North Cascade are being warned to act immediately to survive.*
- *At least three bushfires are burning near Esperance — with the area facing a “catastrophic” fire danger rating as temperatures soar towards 40C.*

Comment

Staff contacted the Shire of Esperance Council who advised that donations could be either be sent to the Shire or the Lord Mayor Disaster Relief Appeal, The Lord Mayor Disaster Relief Fund has been setup to provide funds for the Esperance communities.

Statutory Environment

Nil.

Policy Implications

Nil

Financial Implications

Council has included an amount of \$3,000 in the 2015/16 Budget (A/c 04107 – Members Donations & Gifts) and to date has expended \$1000. Staff suggests that a Council donation of up to \$2,000 direct to the Shire of Esperance be made.

Voting Requirement

Simple Majority

Officer Recommendation

That Council:

Approves a donation of (*insert amount*) to be forwarded to the Shire of Esperance to assist in the relief efforts in the Esperance Fire Disaster; and

Extends its heartfelt sympathy to the families and friends of the deceased and thoughts and prays to the community of the Shire of Esperance, as they try to rebuild their community after this disaster.


Resolution

17-12/15 Moved Cr Corsini, seconded Cr Huxtable that Council:

Approves a donation of \$1,000.00 to be forwarded to the Shire of Esperance to assist in the relief efforts in the Esperance Fire Disaster; and Extends its heartfelt sympathy to the families and friends of the deceased and thoughts and prays to the community of the Shire of Esperance, as they try to rebuild their community after this disaster.

Carried 6/0

10.2 Seed Collecting – Pauline Guest

File Reference	ES1.2.5	
Date of Report	14 December 2015	
Disclosure of Interest	No Interest to Disclose	
Reporting Officer	Jamie Criddle, Chief Executive Officer	
Signatures	Officer	CEO 

Background

Pauline Guest is seeking Council’s permission to collect native seed from Reserves under management order to the Shire of Westonia, primarily for the purpose of supplying seed to Evolution Mining for rehabilitation of mine site, farmland and other rehabilitation areas managed by Evolution Mining.. A draft letter of approval has been supplied as well as Pauline’s letter of request and is shown as circulated to members.

Comment

Pauline is a former Natural Resource Management Officer with the Shire of Westonia and is well knowledgeable in this area. The CEO is not aware of any instances where an approval of this type has been abused.

“Because it is difficult to obtain the seed required for their project, Evolution Mining and myself are hoping that you might accept a financial value of the seed, rather than the actual seed as a donation. Given that the seed is being used locally, rather than going into a commercial group's seed bank for sale and use in any location across the state, the environmental benefits will remain in the local area, so it represents a good outcome.”

If Council was to waive the 10% donation of seed, it would need to determine a financial value of the seed to be accepted in lieu.

Statutory Environment

Nil.

Policy Implications

Nil.

Financial Implications

Nil.

Voting Requirement

Simple majority.

Officer Recommendation


That Council authorise Pauline Guest to collect native seed from reserves under management order to the Shire of Westonia in accordance with the conditions as shown in the draft letter circulated to members with a value of (insert amount) to be paid in lieu of seed.

Resolution

18-12/15 Moved Cr Huxtable, seconded Cr Hermon that Council authorise Pauline Guest to collect native seed from reserves under management order to the Shire of Westonia in accordance with the conditions as shown in the draft letter circulated to members with the value of 10% of the value of the seed to be waived for this year.

Carried 6/0

10.3 Farm Power - Merlo

File Reference	F1.9.1 Telehandler	
Date of Report	17 December 2015	
Disclosure of Interest	No Interest to Disclose	
Reporting Officer	Jamie Criddle, Chief Executive Officer	
Signatures	Officer	CEO 

Background

Back in August of 2015, Council resolved to purchase a Merlo 30.6 Multifarmer Telehandler from Farmpower, Merredin while trading the existing Merlo Telehandler. This included the changeover of the Man Cage Wiring harness from the old machine to the new machine.

Comment

The following dot points are a series of events that transpired once the Council decision was made.

- New Merlo was ordered the following Monday from Farmpower through John Mahon in sales.
- Meeting with John and outlining all the things that were require with the new machine and that the Man Cage would be fitted to the new Merlo involving taking the wiring harness from the old machine.
- We were advised that this would take approx. 2 weeks and that they would require our old Merlo for 2 days prior to receiving the new Merlo, for the fitting of the man cage to be completed.
- After 7 weeks and numerous phone calls to John, the New Merlo arrived to our yard only to discover that is was covered in oil and then was found out that it hadn't been PD (pre delivery inspected).
- It was also found that the windows were not tinted, sign writing was placed on the boom arm and could only be seen when the boom was at full height, flashing light wasn't working, noise in the front axle when the steering was at full lock, where the two way radio had been fitted there was a water leak in the roof from the antenna cord was put through and that there was paint flaking of the lower part of the cab behind the door.
- The Merlo was returned to us the following day after been washed and it looks like there was a bit of paint here and there for a touch up. Nothing else had been touched.
- The new Merlo has since broken down with a fuel issue and was out of action for 5 days before it was fixed because they were waiting on parts.
- Since then we have now been dealing with Peter in Farmpower trying to resolve these issues.
- We have been advised that the new Merlo cannot be fitted with our old wiring system off the old machine and it would have had to be done from the factor. This means that we will only be able to use the man cage with another operator in the cab while there is someone is in the man cage (not what we were first told).
- On the 24/11/2015 the new Merlo broke down again with a similar issue as before.
- 24/11/2015 Met with Peter in Farmpower again to discuss the issue with the man cage and there is no way that the old wiring can be retro fitted to the new Merlo.

- Peter is going to talk to Merlo Australia as well as his Bosses over east to find out in any way that they can present us with some compensation towards the cage issue.
- It was also discussed the possibility of handing back the new Merlo and taking back our old one and possibly call tenders in July 2016.
- A handover figure has not yet been discussed with Peter in regards to taking back our old machine and we would need to receive a cheque for \$115,166.00 (original changeover figure)

Council needs to decide what action it wishes to take, knowing that Farmpower have not complied with the initial tender requirements to supply a Telehandler with a functioning man cage.

Statutory Environment

Nil.

Policy Implications

Nil.

Financial Implications

Nil.

Voting Requirement

Simple majority.

Officer Recommendation

That Council corresponds with Farmpower Merredin and Merlo Australia (Melbourne) to negotiate an exchange of plant, being Council's trade-in vehicle for the new Merlo including the entire changeover figure due to Farmpower not fulfilling the Tender requirements and the Chief Executive Officer be authorised to engage legal opinion should it be required.

19-12/15 Moved Cr Hermon, seconded Cr Corsini that Council corresponds with Farmpower Merredin and Merlo Australia (Melbourne) to negotiate an exchange of plant, being Council's trade-in vehicle for the new Merlo originally tendered including the entire changeover figure due to Farmpower not fulfilling the Tender requirements and the Chief Executive Officer be authorised to engage legal opinion should it be required.

Carried 6/0

11 DATE AND TIME OF NEXT MEETING

The next ordinary meeting of Council will be held on Thursday 18th February, 2015 commencing at 3.30pm.

12 MEETING CLOSURE

There being no further business the President, Cr Day declared the meeting closed at 6.01pm.