

ORDER OF BUSINESS

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Minutes of an Ordinary Meeting of Council held in the Council Chambers on Wednesday 20 June 2018 commencing at 3.22pm

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Attendance

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

Apologies

Nil

3. PUBLIC QUESTION TIME

Nil

4. APPLICATIONS FOR LEAVE OF ABSENCE

01/0618

Moved Cr McInnes Seconded Cr Taylor that a Leave of Absence be granted to Cr Varone for the August Meeting.

Carried 8/0

5. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Shire of Kulin Ordinary Meeting – 16 May 2018

02/0618

Moved Cr Bowey Seconded Cr Smoker that the minutes of the Ordinary Council Meeting held on 16 May 2018 be confirmed as a true and correct record.

Carried 9/0

Kulin Bush Races Committee Meetings – 9 April, 7 May & 11 June 2018

03/0618

Moved Cr Robins Seconded Cr Varone that the minutes of the Kulin Bush Races Committee Meetings held on 9 April, 7 May and 11 June 2018 be confirmed as a true and correct record.

Carried 9/0

Occupational Safety & Health Meeting – Minutes 7 June 2018

04/0618

Moved Cr Robins Seconded Cr McInnes that the minutes of the Occupation Safety & Health Meeting held on 7 June 2018 be confirmed as a true and correct record.

Carried 9/0

6 MATTERS REQUIRING DECISION

6.1 List of Accounts – May 2018

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

SUMMARY:

Attached is the list of accounts paid during the month of May 2018 for Council's consideration.

BACKGROUND & COMMENT:

Nil

FINANCIAL IMPLICATIONS:

Nil

STATUTORY AND PLANNING IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

Nil

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

That May payments being cheque No's 245 (Trip) 387 – 389 (Trust Fund), 2119 – 2125 (Kulin Bush Races), 36973 – 36979 and 37001 - 37010 (Municipal), EFT No's 13987 - 14099, DD6494.1 – DD6521.1 (Municipal), credit card payments, creditor payments, payroll and other vouchers from the Municipal Fund totalling \$441,518.73 be received.

VOTING REQUIREMENTS:

Simple majority required.

05/0618

Moved Cr Smoker Seconded Cr Bowey that May payments being cheque No's 245 (Trip) 387 – 389 (Trust Fund), 2119 – 2125 (Kulin Bush Races), 36973 – 36979 and 37001 - 37010 (Municipal), EFT No's 13987 - 14099, DD6494.1 – DD6521.1 (Municipal), credit card payments, creditor payments, payroll and other vouchers from the Municipal Fund totalling \$441,518.73 be received.

Carried 9/0

6.2 Financial Reports – May 2018

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

SUMMARY:

Attached are the financial reports for the period ending 31 May 2018.

BACKGROUND & COMMENT:

Nil

FINANCIAL IMPLICATIONS:

Nil

STATUTORY AND PLANNING IMPLICATIONS:

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

POLICY IMPLICATIONS:

Nil

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

That Council endorse the monthly financial statement for the period ending 31 May 2018.

VOTING REQUIREMENTS:

Simple majority required.

06/0618

Moved Cr McInnes Seconded Cr Robins that Council endorse the monthly financial statement for the period ending 31 May 2018.

Carried 9/0

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

RESPONSIBLE OFFICER: DCEO

FILE REFERENCE: 12.01 – Financial Reporting, Annual and Monthly

AUTHOR: DCEO

STRATEGIC REFERENCE/S:

DISCLOSURE OF INTEREST: Nil

SUMMARY:

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

BACKGROUND & COMMENT:

Currently the Shire variance reported is +/- 10% and +/- \$5,000. It is not proposed to change this position.

STATUTORY AND PLANNING IMPLICATIONS:

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

1. The statement is to contain the following detail:
 - a) annual budget estimates, taking into account any expenditures incurred for an additional purpose under Section 6.8(1)(b) or (c) (i.e. the revised budget);
 - b) budget estimates to the end of the month to which the statement relates;
 - c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
 - d) material variances between the comparable amounts referred to in (b) and (c) above; and
 - e) the net current assets at the end of the month to which the statement relates (ie. surplus/(deficit) position).
2. The statement of financial activity is to be accompanied by:
 - a) explanation of the composition of the net current asset of the month to which the statement relates, less committed assets and restricted assets;
 - b) an explanation of each the material variance referred to in sub regulation 1(d) above; and;
 - c) such other supporting information as is considered relevant by the local government.
3. The information in a statement of financial activity may be shown:
 - a) according to nature and type classification; or
 - b) by program; or
 - c) by business unit.
4. A statement of financial activity, & the accompanying documents referred to in sub regulation (2), are to be:
 - a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
 - b) recorded in the minutes of the meeting at which it is presented.
5. Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the Australian Accounting Standards (AAS), to be used in statements of financial activity for reporting material variances.

POLICY IMPLICATIONS:

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

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

OFFICER’S RECOMMENDATION:

That staff report material variances of +/- 10% and +/- \$5,000, whichever is the greater, from the budget figure and report these variances by way of a supporting note to the Monthly Statement of Financial Activity for the financial year 2018/19.

VOTING REQUIREMENTS:

Simple majority required.

07/0618

Moved Cr Robins Seconded Cr Lucchesi that staff report material variances of +/- 10% and +/- \$5,000, whichever is the greater, from the budget figure and report these variances by way of a supporting note to the Monthly Financial Statement of Financial Activity for the financial year 2018/19.

Carried 9/0

Agreed that Item 6.4 Presentation of Draft Budget be held over until end of meeting.

7 COMPLIANCE

7.1 Compliance Reporting – General & Financial Compliance May 2018

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

SUMMARY:

This report addresses General and Financial Compliance matters for May 2018. This process is not definitive, each month additional items and/or actions may be identified that are then added to the monthly checklist. Items not completed each month e.g. quarterly action - will be notations.

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

BACKGROUND & COMMENT:

The Compliance team and works staff commence the monthly compliance effort immediately after the Shire meeting each month. At that time, the executive support officer will email the assigned staff member their compliance requirements for the coming month.

As the month progresses, staff in conjunction with their manager, the CEO or DCEO will determine the extent of work/action needed to complete items. During Agenda week, the Compliance Team again meets to ensure the monthly report/list is reviewed and that compliance items are completed. In preparing the Agenda report, the CEO or DCEO will sign off on completed items.

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

Items Outstanding for April

- Confirm Interim Audit** – Dates now set following pre Audit planning meeting - phone hook-up
- Key to Kulin reimbursement** – To be completed June
- Spray Water Catchments** – Airport completed – remainder to be done after growth evident
- Pool - Take down shade sails** – Completed
- Water Licenses – Renew Water Reuse Licenses** – still discussing future needs with Water Corp

Outstanding Items May 2018

Annual Report CCC - Due July – No, Not yet available on-line

Council Photo June Bi-annual - photo of current Council – No now July 2018 - photographer busy

Performance Reviews - Administration staff, DCEO and Managers - Underway

Adjust KRA's for Senior staff and Managers - Underway

Delegation Review - confirm in writing Delegations approved by Council - June Meeting – letters after that

Finance Petty Cash & Other Advances Recoups in Accounts and avoid accruals - 30 June EOY process

FRC - Final EOY Stocktake – 30 June EOY process

FINANCIAL IMPLICATIONS:

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

STATUTORY AND PLANNING IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

Identified as necessary – this report Nil

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

That Council receive the General & Financial Compliance Report for May 2018 and note the matters of non-compliance.

VOTING REQUIREMENTS:

Simple majority required.

08/0618

Moved Cr Bowey Seconded Cr Taylor that Council receive the General & Financial Compliance Report for May 2018 and note the matters of non-compliance.

Carried 9/0

7.2 Compliance Reporting – Delegations Exercised – May 2018

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

SUMMARY:

To report back to Council actions performed under delegated authority for the period ending 31 May 2018.

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

BACKGROUND & COMMENT:

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

ADMINISTRATION

Policy	Delegation	Officers
A1	Acting Chief Executive Officer	(CEO)
A2	Agreements for Payments of Debts to Council	(CEO/DCEO)
A3	Casual Hirer's Liability	(CEO)
A4	Complaint Handling	(CEO)
A5	Fees & Charges – Discounts	(CEO/DCEO/MW/MLS/CRC)

A6	Investment of Surplus Funds	(CEO/DCEO)
A7	IT & Social Media – Use Of	(CEO)
A8	Legal Advice, Representation & Cost Reimbursement	(CEO)
A9	Payments from Municipal and Trust Funds	(CEO – to numerous staff orders)
A10	Use of Common Seal	(CEO)
A11	Writing Off Debts	(CEO)
A12	Housing	(CEO)
A13	Procedure for Unpaid Rates Finance	(CEO)

GOVERNANCE

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

HUMAN RESOURCES

H1	Grievance Procedures	(CEO)
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COMMUNITY SERVICES

C1	Bushfire Control – Shire Plant for Use of	(CEO)
C2	Bushfire Control – Plant Use for Adjoining Shires	(CEO)
C3	Bushfire Prohibited / Restricted Burning Periods – Changes	(Shire President/CEO)
C4	Bushfire Training Administration	(CEO)
C5	Cat Ownership Limit – Cat Control	(CEO)
C6	Dog Control – Attacks	(CEO)
C7	Dog Ownership Limit – Dog Control	(CEO)
C8	Sea Containers Use of – Town Planning	(CEO)
C9	Second Hand Dwellings	(CEO)
C10	Temporary Accommodation	(CEO)
C11	Unauthorised Structures – Building Control	(CEO)
C12	Kulin Bush Races	(Kulin Bush Races Committee)
C13	Freebairn Recreation Club Committee	(FRC Club Committee)
C14	Kulin Child Care Centre Management Committee	(KCCC Mgmt. Committee)
C15	General – Community Services Practices	(CEO)

WORKS

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

COMMENT:

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

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

Municipal funds

Type	Rate	Deposit/(Withdrawal)
At Call	1.5%	(100,000)
Term Deposit	1.5%	500,000

A11 Write Off Debts – Totalling \$219

As part of end of year processes; CEO has written off debts for 9 debtors totalling \$219. Primarily related to CRC advertising, room hire and FRC hire. One or two of the accounts may have been raised in error and should never have been billed. Debts range back 2 years.

STATUTORY ENVIRONMENT:

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

FINANCIAL IMPLICATIONS:

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

STATUTORY AND PLANNING IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

There are no known policy implications relating to this report.

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

OFFICER’S RECOMMENDATION:

That Council receive the Delegation Exercised Report for May 2018.

VOTING REQUIREMENTS:

Simple majority required.

09/0618

Moved Cr Varone Seconded Cr Smoker that Council receive the Delegation Exercised Report for May 2018.

Carried 9/0

7.3 Review of Policy Manual

NAME OF APPLICANT: CEO
RESPONSIBLE OFFICER: CEO
FILE REFERENCE: 04.04 Corporate Management – Policy Adoption
AUTHOR: CEO
STRATEGIC REFERENCE/S:
DISCLOSURE OF INTEREST: Nil

SUMMARY:

Council is required to review the Policy Manual on an annual basis. The policy manual was last reviewed at the June 2017 Council Meeting.

Updated electronic copies of the Policy Manual and Administrative Procedures and Operational Guidelines (APOG) Manual have been sent out to Councillors with the Agenda. A single copy will be available at the meeting for changes/review and signing.

BACKGROUND & COMMENT:

The Council adopted the renewed Policy Manual at the June 2017 meeting. It was decided in May 2017 to split the manual into pure “Policy items” and to separate out the Administrative Procedures and Operational Guidelines (APOG). The results of this change were significant but has been beneficial over time and is recommended to continue. Policy Manual now contains 24 pages of Policy, and the Administrative Procedures and Operational Guidelines (APOG) manual is up to 163 pages.

The change meant that the Policy Manual would hold the generally unchangeable fixed policy requirements of Council (requiring a direct report and a Council resolution to change) and the APOG would hold the more flexible operational instructions that could be amended by the CEO or Council as required. In the past year, most APOG changes have been the result of discussions at Council, though as can be seen below, many APOG items have been used.

Policy Manual Review

The Shire of Kulin reviews the Policy Manual in June each year. This is the first review since drafting and takes into account Cr Bowey's drafting corrections after the draft was adopted in June 2017.

In this 2018 Review, the following Policy Manual changes have been recommended;

A3 Corporate Credit Cards – Use – amend wording in opening policy statement, inserting semicolon.

A4 Disability Access and Inclusion – amend Policy wording by removing “; and” on last dot point and replacing with full stop. Insert semicolons at end of each Process item numbers 1-6.

A6 Legal Advice, Representation & Cost Reimbursement – amend numbering under Policy Principles, 1-3.

A8 Primary Documents – Amend Wording under Practice – Last Paragraph to improve clarity – Update Primary and Secondary Document Lists

A10 Regional Price Preference Policy – Add Note: detailing adoption after advertising 12/0917.

APOG Review

In June 2017, the APOG was viewed as “under review” and formal adoption was not part of that process. Over the past 12 months, staff have worked with and used the APOG and a number of items have been amended and reviewed. (the detail of which is contained below) The Shire could formally adopt the APOG in its current form, or opt to a less formal process and issue instruction to the CEO to continue with its use “under review” until more of the APOG items are used and reviewed.

In a work sense, the APOG has been very beneficial to our current needs. Some of the processes have been reviewed by the whole of the workforce, (HR1 Drugs and Alcohol) and in part by some of the staff (HR18 Workplace Bullying, HR16 Sexual Harassment, HR6 Grievance, A10 Complaints, HR1 Drugs and Alcohol) in live operational examples. In all cases, working with a documented process has provided a sound base from which to act. Only minor review has occurred because the original documents were comprehensive, well written and generally easy to follow.

Staff training on the APOG document needs to continue on an ongoing basis, but it is pleasing to know that some staff refer to it regularly as a guide and alert when APOG applies.

The Shire of Kulin APOG changes and reviews undertaken in the past 12 months have included;

New APOG items:

A14 Housing Policy – adopted July 2017 – adopting 4 scales of rental rates, combining all previous housing practices including bond, Agreements, vacating premises, annual inspection, dog and cat approvals, No smoking etc.

A14A – Sale of Land and Housing – adoption of processes for the sale of land and housing (July 2017).

A14 – Housing Policy Update – March 2018 – Incorporating staff incentives for purchasing a residence and increasing the Housing Allowances for staff to \$70 per week as of 1 July 2018.

HR17a – Superannuation – First Home Super Savers Scheme (FHSSS).

CS20 – Seed Collection – Detailing the process of the public applying for permission to collect seeds from Shire controlled land.

Revised/Reviewed APOG items:

Communications and Social Media policy – WALGA – During the year WALGA produced a social media policy template. This was reviewed and read as a comparison to the APOG procedure. No changes were necessary to the previously adopted procedure – the APOG was considered to be more extensive and WALGA's was written more as a novel/guide to what to do in the social media space, not policy.

G1 Flags – Half Mast – Passing of Ex Shire Councillors, Local Residents, State and national Funerals – Incorporating changes to deal with Bereavements.

CS1 – Bushfire Administration – Confirmation Appointment – Dual Fire Control Officers; requiring notification and seeking permission for Brigade trucks to attend fire events more than 40km from the Shire boundary; requiring Brigade truck maintenance to be completed/inspected by Shire mechanic.

CS13 – General – Community Services Practices – Extending the APOG to include the process of application for persons wishing to hire the Kulin Bush Races facility from Shire for events.

HR 1 Drugs and Alcohol – updated on two occasions, once to place onus on employee to provide testing results proving not incapacitated and secondly to provide clarity for term “Legal Limit”.

Changes to the Primary and Secondary Documents list

Changes highlighted with notation in *italics*

PRIMARY DOCUMENTS - SHIRE OF KULIN

Shire of Kulin Policy Manual 2017 ed.

Shire of Kulin Administrative Procedures & Operational Guidelines (APOG) Manual June 2017

Shire of Kulin Community Strategic Plan 2017 ed.

Shire of Kulin Corporate Business Plan 2017 ed.

Shire of Kulin Employee Safety Manual – Policies and Procedures (ed. Nov 2016)

Shire of Kulin Employee Induction Manual (ed. Aug 2016)

SECONDARY DOCUMENTS – SHIRE OF KULIN

Shire of Kulin Workforce Plan 2017 ed.

Shire of Kulin Asset Management Plan 2017 ed.

Shire of Kulin Long Term Financial Plan 2017 ed.

Shire of Kulin Bushfire Brigade Register

Shire of Kulin Classification Guide - Records

Shire of Kulin Contracts and Legal Documents Register

Shire of Kulin Complaints Register

Shire of Kulin Corporate Style Guide

Shire of Kulin Councillor Attendance Register

Shire of Kulin Delegation Register June 2017

Shire of Kulin Disability Access and Inclusion Plan (DIAP) 2014-2019;

Shire of Kulin Disclosure of Financial Interests Register

Shire of Kulin Equal Employment Opportunity Plan 2017-2019; - Updated 2017 -2018

Shire of Kulin – Model Electoral Code of Conduct – adopted WALGA Code for Election participants

Shire of Kulin Freedom of Information Statement 2018; - Updated annually

Shire of Kulin Gifts Register

Shire of Kulin Incident Investigation Procedure 2017;

Shire of Kulin Induction and Training Procedure 2017;

Shire of Kulin – Kulin Aquatic Centre Operations Manual for Pool Plant, Equipment & Slide (ed. May 2014);

Shire of Kulin Management Orders (Landholdings) & Vesting Orders Register

Shire of Kulin Municipal Inventory of Heritage Places

Shire of Kulin Pecuniary Interest Register

Shire of Kulin - Public Interest Disclosure Procedures (Rights and Obligations - Public Interest Disclosure Act 2003) – Added, 2017/18

Shire of Kulin Records Management Manual – To be reviewed by Dec 2018

Shire of Kulin Safe Work Method Statements (as listed) 108, 109, 110.- Delete, now available on OSH website – constantly be reviewed and adjusted so not suitable as a fixed record

Shire of Kulin Tender Register

Shire of Kulin Town Planning Scheme No 2 2017ed.

Shire of Kulin Training and Development Practice (to be drafted) 2017 ed.- Delete - Not drafted, no longer required – Covered under OSH documentation

FINANCIAL IMPLICATIONS:

In the update of the Policy Manual and APOG - Nil.

STATUTORY AND PLANNING IMPLICATIONS:

Review of the Policy Manual is completed on an annual basis in June each year.

POLICY IMPLICATIONS:

Nil, the new APOG or Policy changes have been considered and approved by Council throughout the past year.

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

That the Policy Manual and APOG Reviews for June 2018 as detailed be adopted.

VOTING REQUIREMENTS:

Absolute majority required.

10/0618

Moved Cr Lucchesi Seconded Cr Varone that the Policy Manual and APOG Reviews for June 2018 as detailed be adopted.

Carried 9/0

7.4 Register of Delegations – Review

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

SUMMARY:

Council is required to review the Delegations Register on an annual basis. This document is the rewrite of the Delegation Register adopted in June 2017, and is being reviewed for the first time.

Attached to the agenda is a copy of the Delegation Register for adoption by Council.

BACKGROUND & COMMENT:

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

Amendments to the Register;

A9 Payments from Municipal and Trust Funds – Increase DCEO authorisation to \$50,000 and include Building Maintenance Officer at \$1,000.

Two more items have been added to the Register;

C16 Bushfire Control – Appointment of Dual Fire Control Officers

C17 Seed Collection

It is not the intention to capture every decision making process of the CEO and staff in the delegation register, more so those items where it could be possible for the Council to be involved in the decision. In these cases, the policy, practice or guideline creates the detail of how the decision will be taken and in those cases the Council feels comfortable with the staff making the decision and reporting back at the next meeting.

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

FINANCIAL IMPLICATIONS:

Nil

STATUTORY AND PLANNING IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

Review of Delegations Register is required on an annual basis.

COMMUNITY CONSULTATION:

Not applicable – Council function.

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

That the Delegations Register June 2018 be adopted.

VOTING REQUIREMENTS:

Absolute majority required.

11/0618

Moved Cr Robins Seconded Cr Varone that the Delegations Register June 2018 be adopted.

Carried 9/0

6.4 Presentation of Draft Budget

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

SUMMARY:

Councillors are presented with the draft budget at the June 2018 meeting of Council. (refer to Forum item)

The draft budget is prepared in a different format compared to previous years to bring more focus to the major items, without having to plough through all the incidental expenditure and income.

BACKGROUND & COMMENT:

The Deputy CEO has created an Excel sheet draft Budget as per normal, but a summary document of what is contained in the draft budget, supported with additional information on roads, capital projects, plant replacement program, cost centres etc. is presented for your reading prior to the meeting day. Payroll information will be presented on meeting day.

Additionally, we have included all requests, so the process will be one of elimination, i.e. what expenditure can we do without to bring the budget back to balance. It is hoped that this presentation will provide greater understanding in terms of what is included and what was left out, taken off or couldn't be afforded.

The draft Budget is presented in the formal meeting so that decisions relating to amounts and priorities can be decided by resolutions, thereby giving staff clear direction of what Council requires.

The draft when finalised will be prepared in AAS27 format for final adoption in July, along with the rate setting statement and the updated information on net current assets (rollover balance) and include any changes proposed at the June meeting.

FINANCIAL IMPLICATIONS:

The budget sets the Council approved expenditure for the 2018/2019 financial year.

STATUTORY AND PLANNING IMPLICATIONS:

Nil

STRATEGIC & POLICY IMPLICATIONS:

Nil

COMMUNITY/CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

The budget considers the Council workforce plan and expenditure for the 2018/2019 financial year.

RECOMMENDATION:

That the 2018/19 Budget be framed around the information contained in the draft budget supporting documentation and the following decisions;

- 1.
- 2.
- 3.

VOTING REQUIREMENTS:

Simple majority required.

12/0618

Moved Cr McInnes Seconded Cr Robins that the 2018/19 Budget be framed around the information contained in the draft budget supporting documents which includes a rate increase of 3.5%.

Carried 5/4

8 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

Nil

Cassi-Dee Vandenberg, Nicole Thompson & Judd Hobson left the Council Chambers at 6.51pm

10 MATTERS FOR WHICH THE MEETING IS CLOSED TO THE PUBLIC

- 10.1 DCEO Item – Community Award – held over until July
- 10.2 CEO Item

There being no further business the President declared the meeting closed at 7.15pm.