

ORDER OF BUSINESS

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Minutes of an Ordinary Meeting of Council held in the Council Chambers on Wednesday 17 May 2017 commencing at 5.40pm

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

3. PUBLIC QUESTION TIME

Nil

4. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

5. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Shire of Kulin Ordinary Meeting – 19 April 2017

01/0517

Moved Cr Robins Seconded Cr Bowey that the minutes of the Ordinary Council Meeting held on 19 April 2017 be confirmed as a true and correct record.

Carried 9/0

Shire of Kulin Occupational Safety & Health Meeting – 11 April 2017

02/0517

Moved Cr Duckworth Seconded Cr Taylor that the minutes of the Occupational Safety & Health Meeting held on 11 April 2017 be confirmed as a true and correct record.

Carried 9/0

Kulin Child Care Centre Management Committee Meeting – 2 May 2017

03/0517

Moved Cr Bowey Seconded Cr O'Brien that the minutes of the Kulin Child Care Centre Management Committee Meeting held on 2 May 2017 be confirmed as a true and correct record.

Carried 9/0

Kulin Bush Races – General Meeting 18 April 2017

04/0517

Moved Cr Bowey Seconded Cr Varone that the minutes of the Kulin Bush Races General Meeting held 18 April 2017 be confirmed as a true and correct record.

Carried 9/0

6 MATTERS REQUIRING COUNCIL DECISION

6.1 List of Accounts – May 2017

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

SUMMARY:

Attached is the list of accounts paid during the month of April 2017 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 April payments being cheque No's 227, 230 & 231 (Trip Fund) 357 - 358 (Trust Fund) 1987 - 1992 (Bush Races), 36778 - 36788 (Municipal), EFT No's 12533 - 12614, DD6121.1 - DD6129.10 (Municipal), credit card payments, creditor payments, and other vouchers from the Municipal Fund totalling \$462,359.19 be passed for payment.

VOTING REQUIREMENTS:

Simple majority required.

05/0517

Moved Cr Ledwith Seconded Cr Taylor that April payments being cheque No's 227, 230 & 231 (Trip Fund) 357 - 358 (Trust Fund) 1987 - 1992 (Bush Races), 36778 - 36788 (Municipal), EFT No's 12533 - 12614, DD6121.1 - DD6129.10 (Municipal), credit card payments, creditor payments, and other vouchers from the Municipal Fund totalling \$462,359.19 be passed for payment.

Carried 9/0

6.2 Financial Reports – April 2017

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

SUMMARY:

Attached is the financial report for the period ending 30 April 2017.

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 periods ending 30 April 2017.

VOTING REQUIREMENTS:

Simple majority required.

06/0517

Moved Cr Bowey Seconded Cr Robins that Council endorse the monthly financial statement for the periods ending 30 April 2017.

Carried 9/0

DCEO Cassi-Dee Vandenberg declared a financial interest and left the Council Chambers at 6.04pm

6.3 Unbudgeted Purchase of Vehicle

NAME OF APPLICANT: DCEO

RESPONSIBLE OFFICER: CEO

FILE REFERENCE:

AUTHOR: DCEO

DISCLOSURE OF INTEREST: Cassi-Dee Vandenberg – as above (reason for change to the report was to recognise writers financial interest)

SUMMARY:

To take advantage of the stamp duty and licensing concessions available to local governments for vehicles purchased prior 01 July 2017, it is proposed that Council changeover the Deputy CEO’s vehicle before the end of the financial year.

BACKGROUND & COMMENT:

Council have been given information on the investigation of the impact of the removal of government concessions around vehicle purchasing and licensing. One of the options investigated was to provide an employee a vehicle allowance which is paid back to the Shire to cover running costs, FBT liability and repayment of the purchase price of the vehicle.

The option shifts the responsibility of the increased cost of the vehicle, increased FBT liability and running costs to the employee. In addition to this, Council will no longer be responsible for the purchase of future vehicles for the Deputy CEO.

FINANCIAL IMPLICATIONS

The cost to Council in the first year will be as follows:

Purchase of new vehicle	\$45,000 (approx.)
Trade of current vehicle	<u>(\$32,000)</u> (approx.)
	\$13,000

The cost to Council in following years, until vehicle repaid.

Allowance paid annually	\$22,000
Running costs of vehicle	(\$24,000) estimated
Payments by employee	<u>(\$12,000)</u>
	(\$14,000)

As was suggested in the May 2017 Forum DCEO Report, looking into future trade-in values of executive vehicles may be difficult to ascertain therefore where possible alternate arrangements for employees could hold a solution.

The Holden Narrogin dealership has suggested that the additional \$4000 stamp duty on the majority of Shire vehicles post 1/7/2017, may push the trade-in cycle to 40,000km. Shire vehicles are currently priced from State Tender Board pricing, therefore the actual impact will only be determined by the dealerships when demand for the traded-in vehicles occurs into the future. At this point, they are working on the normal 40,000km cycle.

STATUTORY AND TOWN PLANNING IMPLICATIONS

Nil

POLICY IMPLICATIONS:

Nil

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

This policy could be offered to executive staff as a benefit towards their salary package.

RECOMMENDATION:

That Council approve the unbudgeted purchase of a vehicle for approximately \$45,000.

VOTING REQUIREMENTS:

Absolute majority required

07/0517

Moved Cr Robins Seconded Cr Varone that approve the unbudgeted purchase of a vehicle for approximately \$45,000.

Carried by absolute majority 8/1

DCEO Cassi-Dee Vandenberg returned to the Council Chambers at 6.13pm

6.4 Approval in Principle – Lease for Solar Farm - Cropping Paddock

RESPONSIBLE OFFICER: CEO
FILE REFERENCE: 05.19 Lease of Land
AUTHOR: CEO
STRATEGIC REFERENCE/S: CSP – Environment – Sustainable alternate energy solutions
DISCLOSURE OF INTEREST: Nil

SUMMARY:

Blue Planet Developments in association with EPMS Consultants PL have requested the Shire of Kulin consider in-principle support for the development of a 4-5MW Solar PV project at Kulin.

If the Shire is willing to support this development, EPMS will respond by developing a formal proposal including a lease option and DA for Shire determination. This proposal would address one aspect of a composite strategy for energy sustainability locally.

BACKGROUND & COMMENT:

Blue Planet Developments in association with EPMS Consultants PL have visited Kulin and discussion was held (included Shire President – 26th April 2017) in relation to the possibility of obtaining Shire supporting for the development of a solar PV farm in Kulin.

Blue Planet Developments/EPMS in their email to Council have indicated;

“Subject to the support of the Shire and their willingness to lease a portion of the land to the west of town (top corner adjacent to Davies and Corrigin-Kulin Rd, as shown on the attached map) we would be keen to develop a PV Solar Project in Kulin. The solar farm size is limited by a number of factors, including: local load, 33kv transmission line constraints and distance from Kondinin Sub-station, the max size PV solar farm we would be looking at is in the region of 4-5MW.”

Blue Planet Developments/EPMS will produce a layout plan and would require approximately 25ha of this location. Typically the PV Solar facility will be very similar to pictures provided to the Shire.

If approval in principle is considered possible, the Shire has a number of options, requirements and procedures to complete;

1. A cautious approach by Council firstly agreeing in-principle to support the proposal subject to the issuance of development approval (DA) following receipt of a formal development application and a ground lease agreement for the land that's acceptable to both parties. Note: the Planning and Development Act requires for any lease that exceeds a term greater than 20 years, prior approval of the Western Australian Planning Commission is required.
2. If resolving to support the proposal in-principle, Council should include words in the resolution which state the proposed use for the intended purpose **may** be consistent with the objectives of the land's current 'Rural' zoning classification, with any application submitted to be advertised for public comment in accordance with the Planning Regulations. This will make processing of the DA quicker and simpler if/when it's ultimately received.
3. The land in question being Lot 9002 on the corner of Davies & Corrigin-Kulin Roads, Kulin is currently classified 'Rural' zone in TPS No.2 and will retain that zoning classification in the new consolidated version of that Scheme.
The land is currently cropped by the Kulin Kondinin Football Club on the basis of an agreement (tentatively called "lease" in Shire correspondence) until 2020. Arrangements with the KKFC would need to be resolved to allow use of the land.
4. Typically development and use of this type is classed as a 'Public Utility' however because the infrastructure will be owned and operated by private interests that use class doesn't fit which means the Shire must deal with it as a 'use not listed' in the Zoning Table of TPS No2.
5. In the planning process any Development Application (DA) received will be required to be advertised for public comment for the minimum required period of 14 days before Council considers it.
6. As the land fronts Corrigin-Kulin Road the Shire must also refer the proposal to Main Roads WA (MRWA) for review and comment. Under the Planning Regulations, MRWA will have up to 42 days to provide a formal response to the Shire's request for comment. As such Council is unable to make a final decision on any development application received until the 42 day period has expired.
7. The DA needs to provide information as to how long the infrastructure will be used on the land and what the alternative land use will be once the infrastructure reaches the end of its commercial life span, including details as to who will be responsible for its removal and reinstatement of the land to accommodate the alternative use.
8. A DA check of the Department of Aboriginal Affairs aboriginal heritage sites register should be done by the proponent at an early stage to confirm no heritage values exist.
9. LG Act requirements for the issue of a lease, advertising providing information in relation to the income/term/conditions including a public comment period, would be required. The lease area would need to be defined in simple survey for the lease agreement plan to clearly delineate the land.
10. Western Power as owner of the grid must also approve of the Blue Planet Development/EPMS proposal, and as one would expect, fees and charges, design standards of development and demand modelling for the electricity impact on both the design and ultimate decision as to whether the 5KW solar farm is needed in this location. Blue Planet Development/EPMS must submit the proposal to Western Power, the cost of which is borne wholly by them as developers, therefore the in principle support is an essential starting point of the process.
11. Blue Planet Development/EPMS have indicated that building by building solar options can also be part of the conversation and could be an option the Shire may want to discuss at a future date.

FINANCIAL IMPLICATIONS:

Financial return for the lease – not expected to be significant, but would certainly contribute to the cost of developing solar options on Shire properties. Income stream would be for the life of the lease which could be beyond 40 years.

The actual lease fee amount will be calculated after the Shire commits in principle support for the proposal. The developers once knowing of Shire commitment, can develop the modelling that supports the proposal and the rate of return they need to achieve, after they have presented preliminary explanation of the proposal to Western Power – who also seek financial contribution for the cost of use of the grid network. After this calculation has been completed, the actual lease payable is known. Design costs of development which will include lease fees, legal costs, DA all result as part of the modelling.

In this approach there is no capital investment or maintenance cost over the lifetime, the investor proponent pays for everything – the Shire transaction relates to the lease of the land.

STATUTORY AND PLANNING IMPLICATIONS:

Key Planning considerations following receipt of a DA would include;

i) Site Works

Consideration needs to be given to the existing site contours. If any site levelling works are proposed to facilitate the development of a solar panel array the extent of these levelling works should be in the DA.

The development of a large scale solar array will require the delivery and storage of construction materials, plant, machinery and office accommodation & amenities. It is therefore likely that a temporary construction compound will be required. Such compounds should be carefully located in order to minimise environmental or amenity impact and any development application should contain details of their size and location.

The development of a large scale solar installation is likely to require the excavation of soils associated with construction compounds, access roads, cable trenching etc. Where such soil stripping occurs topsoil and subsoil should be stripped, stored and replaced separately in order to minimise soil damage and to provide optimal conditions for site restoration. Any DA should contain a methodology for soil stripping, storage and replacement and this methodology should subsequently be adhered to during site development.

ii) Visual Impact

The Shire is required to consider any potential visual impact the proposed development and use will have on the existing landscape character of the immediate locality. As such a visual impact assessment should accompany any development application prepared and submitted to the Shire;

iii) Ground Maintenance

Vegetation will grow under the solar panels and this will require management, particularly to avoid any potential fire risk and the site becoming overgrown with noxious weeds and assist with the eventual restoration of the site for future agriculture use. Details regarding ongoing ground maintenance arrangements should be included in the DA submitted to the Shire;

iv) Security

Overseas experience indicates that placing large quantities of expensive photovoltaic panels in isolated locations without adequate protection will attract criminals with the photovoltaic panels and associated infrastructure having significant potential to be stolen. Details as to what security measures will be put in place to guard against theft should be included in any development application submitted.

STRATEGIC & POLICY IMPLICATIONS:

Shire has indicated in the Community Strategic Plan 2013 (and the Review 2017) that research into solar options should be a continuing focus to ensure sustainable future electricity costs. This is one of the strategic items listed in the Shires Annual Action Plan which has been the genesis for the research by the CEO.

Strategically Shire should address all aspects of the solar question; namely building by building reductions in consumption, reduced consumer charges per kwh and localised generation feeding the grid to future proof demand and grid management issues. Refer to May Forum discussion.

COMMUNITY/CONSULTATION:

During the strategic planning consultations, solar energy was a talking point for many community members, namely in the sense of reducing energy costs, but this proposal looks toward that other implications of long term sustainability and security over localised supply.

In regards to this proposal, consultation would be required during the town planning phase and the lease agreement phase of the project – public comment is required to be invited.

WORKFORCE IMPLICATIONS:

Ongoing maintenance of the solar facility information will be presented in the DA, yet initial information suggests that maintenance is a very minor aspect. Weeds, fences and firebreaks being the bulk of the issues, EPMS suggesting this could be Shire private works or contracted out.

RECOMMENDATION:

The Shire of Kulin offer in principle support for the development of a solar PV farm proposal on leased Shire land by Blue Planet Developments/EPMS subject to;

- Finalising agreement with the Kulin Kondinin Football Club for the use of 25ha of the cropping paddock prior to the completion of the existing agreement as depicted on the attached plan;
- Approval of a Development Application (DA) by the Shire, submitted by the proponent addressing planning/other development and community issues as detailed in this report;
- Finalisation of a lease agreement with the Shire being completed for the proposed land;
- State Planning Commission approval for the creation of a lease with a longer life than 20 years;
- Western Power support for the proposal, with the proponent obtaining approvals to develop the project and connect to the grid network.

VOTING REQUIREMENTS:

Simple majority required.

08/0517

Moved Cr Duckworth Seconded Cr Taylor that the Shire of Kulin offer in principle support for the development of a solar PV farm proposal on leased Shire land by Blue Planet Developments/EPMS subject to;

- **Finalising agreement with the Kulin Kondinin Football Club for the use of 25ha of the cropping paddock prior to the completion of the existing agreement as depicted on the attached plan;**
- **Approval of a Development Application (DA) by the Shire, submitted by the proponent addressing planning/other development and community issues as detailed in this report;**
- **Finalisation of a lease agreement with the Shire being completed for the proposed land;**
- **State Planning Commission approval for the creation of a lease with a longer life than 20 years;**
- **Western Power support for the proposal, with the proponent obtaining approvals to develop the project and connect to the grid network.**

Carried 9/0

6.5 Caravan Park Review

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

SUMMARY:

The Set Your Own Price Caravan Park policy was a two year trial initiative that was to be revisited by Council in May 2017. Statistics for the last two years have been provided. The policy is set to expire on the 30 June 2017.

The Council is required to determine if an extension of the offer is deemed feasible and appropriate.

BACKGROUND & COMMENT:

As of August 2015, Kulin Caravan Park guests were welcome to contribute an amount which they feel their stay and experience is worth, according to their own financial ability. This is a unique financial model that is centred on the values of trust, generosity and respect.

The Shire of Kulin Caravan Park Income from August 2015 – May 2017 in total is \$40,894 with 1142 caravans staying at the park, mostly in couples (so 2284 people).

The average number of nights stayed is 1.7 per caravan with most caravaners still only staying overnight, however there is the occasional caravan which stayed 3 or 4 days.

In total 624 Caravans stayed in 15/16 and 513 so far in 16/17. The average rate paid per night is \$20.

The 2015/16 year was one of the best ever years (in the last 10) for the caravan park with total gross income of \$23,723. The 2016/17 year is shaping up well for the caravan park too with one month to go.

Word of the “Set Your Own Price Caravan Park’ continues to be circulated amongst caravanning enthusiasts via word of mouth with most campers new customers.

It’s important to note that the Caravan Park has continued to be popular with caravans who would like to plug into power or prefer their own site, even with the free RV area also offered in town with great facilities. This defies what most industry experts are advising. Allowing visitors to pay what they think is fair and offering self-contained free camping in town creates a huge amount of good will and favour that is difficult to put a price on.

Year	Income	Expense	Profit/(Loss)
16/17	17,171	21,000	(3829)
15/16	23,723	21,000	2723
14/15 (Partial)	15,029	21,919	(6,890)
13/14	14,462	14,086	376
12/13	7,315	19,361	(12,046)
11/12			
10/11	21,662	28,016	(6,354)
09/10	18,470	28,952	(10,482)
08/09	17,587	25,141	(7,554)
07/08	20,796	32,344	(11,548)
06/07	10,432	21,771	(11,339)
05/06	12,353	30,353	(18,000)

FINANCIAL IMPLICATIONS:

The evidence is clear – income comparisons since the policy introduction with yesteryear are;
 Current 2 year average income - \$21,134
 Previous 9 year average income - \$15, 345

Income has risen by approx. 38% over then two year period. Value of word of mouth advertising not estimated.

STATUTORY AND TOWN PLANNING IMPLICATIONS

Nil.

POLICY IMPLICATIONS:

If adopted on this occasion, will be incorporated into Shire of Kulin Annual Fees and Charges rates.

COMMUNITY CONSULTATION:

Community Strategic Planning consultation indicated strong support for innovative methods to engage with tourists and the Caravan Park both in terms of the quality for a small park and of the unique pricing policy was mentioned.

WORKFORCE IMPLICATIONS:

Nil

RECOMMENDATION

The Shire of Kulin Caravan Park continue to operate on the “Set Your Own Price” policy. 2017/18 Shire of Kulin Schedule of Fees and Charges reflect this arrangement.

VOTING REQUIREMENTS

Simple Majority

09/0517

Moved Cr Robins Seconded Cr O’Brien that Shire of Kulin Caravan Park continue to operate on the “Set Your Own Price” policy. 2017/18 Shire of Kulin Schedule of Fees and Charges reflect this arrangement.

Carried 9/0

6.6 Adoption of Fees and Charges 2017/18

RESPONSIBLE OFFICER: DCEO
FILE REFERENCE: 12.04
AUTHOR: DCEO
STRATEGIC REFERENCE/S:
DISCLOSURE OF INTEREST: Nil

SUMMARY:

A schedule of proposed fees & charges for the 2017/18 financial year will be presented to Council at the meeting.

BACKGROUND & COMMENT:

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

Below is a table of significant changes which have been made to the 2016/17 User fees & Charges:

Description	2016/17	2017/18
All Internment Fees	\$256	\$300
Domestic bin charges	\$215	\$220
Recycling bin charges	\$115	\$125
Pool Season Pass (Adult)	\$74	\$80
Pool Season Pass (Family)	\$135	\$155
Pool Season Pass Inc Slide (Adult)	\$147	\$150
Pool Season Pass Inc Slide (Child)	\$91	\$100
Pool Season Pass Inc Slide (Family)	\$271	\$300
Canteen Hire – Junior Sports Training	-	\$15
Golf Club Hire (Function Room)	-	\$30 per hour
Golf Club Hire (Kitchen)	-	As per FRC
Ladies Golf Morning Tea (less than 5 people)	-	\$8
FRC Kitchen (Minimum Charge)	-	\$30 (2hrs or less)
Kath Room (Hourly Charge)	-	\$20
Phil Room (Hourly Charge)	-	\$30
Standpipe Access Card	-	\$25
Squash Court Hire (Per Hour)	-	\$10
Lease of Cropping Land	-	\$10 per hectare
Bendering Tip Fees	-	As per Shire of Corrigin
Advertising Package 0-6 months	-	5% Discount
Advertising Package 6-12 months	-	10% Discount
Front or Back page advertising	-	\$100

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

FINANCIAL IMPLICATIONS:

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

STATUTORY AND PLANNING IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

Nil

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

1. That Council adopt and incorporate the proposed schedule of fees and charges.
2. That the proposed fees and charges take effect 1 July 2017.

VOTING REQUIREMENTS:

Absolute majority required.

10/0517**Moved Cr O'Brien Seconded Cr Robins**

1. That Council adopt and incorporate the proposed schedule of fees and charges.
2. That the proposed fees and charges take effect 1 July 2017.

Carried 9/0

7 COMPLIANCE

7.1 Compliance Reporting – General & Financial Compliance – April 2017

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 April 2017. 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 sign off on completed items.

Prior month items not completed previously will be reported in the following month so Council remains aware of what items are still outstanding.

MATTERS OF NON COMPLIANCE FEBRUARY 2017 - GENERAL COMPLIANCE:

1. **Fair Value Calculations for Inclusion in accounting reporting**
In this year Council is required to undertake a fair value assessment for land and buildings. A Contractor has been engaged to undertake this work during June – which will suit Annual Accounting requirements –completed.

MATTERS OF NON COMPLIANCE – FINANCE COMPLIANCE: MARCH 2017

1. **Annual pre Budget Inspection of Roads** – Still to be completed.
Works Manager and CEO still planning Budget only jobs inspection – will notify Councillors when date known.
2. **Health Fees & Charges** – EHO Input required
EHO recommends no changes, additional fees and charges under bylaws etc. can be picked up mid-year once final approvals are completed but fees and charges review will be presented to Council in June for consideration.

MATTERS OF NON COMPLIANCE APRIL 2017 – GENERAL COMPLIANCE

1. **Freedom of Information Statement** - advertise and publish annual statement.
Actual requirements are still being researched to ensure Shire complying with correct provisions.
2. **Fire Break Order/ Fire Break Notice** – Publish in government gazette or distribute to all property owners with rate notice.
Actual requirements are still being researched to ensure Shire complying with correct provisions.
3. **FBT Return** – quarterly return to be completed by DCEO
Will be completed by end of Month May.
4. **Airconditioner filters clean** – all properties.
Organised for completion of building maintenance staff – still to be done for GEHA and Housing residents. Staff will receive Memo in next pay period.
5. **Reticulation Controller batteries** – normally completed by D Thomas who is on leave at present –
Gardening staff will complete
6. **Smoke Detector Batteries** - check
Organised for completion of building maintenance staff – still to be done for GEHA and Housing residents. Staff will receive Memo in next pay period.

FINANCIAL IMPLICATIONS:

In the generation of the report, Nil in terms of meeting compliance. 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 Reports for April 2017 and note the matters of non-compliance.

VOTING REQUIREMENTS:

Simple majority required.

11/0517

Moved Cr Taylor Seconded Cr Duckworth that Council receive the General & Financial Compliance Reports for April 2017 and note the matters of non-compliance.

Carried 9/0

7.2 Compliance Reporting – Delegations Exercised – April 2017

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 from the period ending 11th May 2017.

BACKGROUND & COMMENT:

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

Finance

- Investment of Surplus Funds (DCEO)
- Agreements for the payment of debts to Council (DCEO)
- Writing Off debts to Council – Up to \$100 (CEO)
-

Approvals

- Building Licenses issued (Building Officer)
- Swimming Pool Inspections completed (EHO)
- Health approvals issued or actions taken (EHO)
- Development Applications (DA's) issued (CEO)
-

Other Delegations

- Fire Fighting – plant hire (CEO)
- Temporary Road Closures (Works Manager)
- Cemeteries Act – exhumations (CEO)
- Use of the Common Seal (CEO)

COMMENT:

The following tables outline the actions performed within the organisation relative to the delegated authority for the month and are submitted to Council for information.

Finance

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

Delegation exercised for February 2017.

Municipal funds

At Call	1.5%	-50,000
At Call	1.5%	-100,000

Reserve Funds

Nil		
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Agreements for the payment of debts to Council (DCEO) - Local Government Act 1995 section 6.49

No delegated decisions were undertaken by staff pursuant to the establishment of agreements for the payment of debts to Council.

Writing Off debts to Council – Up to \$100 (CEO) - Local Government Act 1995 section 6.12

No delegated decisions were undertaken by staff pursuant to the payment of debts for the reporting period.

Approvals

No delegations for Building Licenses issued (Building Officer) - Building Act 2011, Building Code of Australia were undertaken by staff pursuant to this reporting period.

Swimming Pool Inspections completed (EHO)

No delegated decisions were undertaken by staff pursuant to the Inspection of Pools for the reporting period.

Health approvals issued or actions taken (EHO) - Health Act 1911, section 26

No delegated decisions were undertaken by staff pursuant to the issue of Health Approvals for the reporting period.

Development Applications (DA's) issued (CEO) – Shire of Kulin TPS2

No delegated decisions were undertaken by staff pursuant to Development Applications issued under the Shire of Kulin

Note: Approval for Shire residences at 9 Hodgson and 3 Rankin streets KULIN did not require planning approval as residential uses in residential zones.

Other Delegations

Fire Fighting – plant hire (CEO) - Local Government Act sections 5.42 and 5.44 and Bush Fires Act section 38 (3), (4) and (5).

No delegated decisions were undertaken by staff pursuant to the hire of firefighting plant for the reporting period.

Temporary Road Closures (Works Manager) - Local Government Act 1995 section 3.50

No delegated decisions were undertaken by staff pursuant to the temporary closure of roads for the reporting period.

Cemeteries Act – exhumations (CEO) - Cemeteries Act 1986 sections 6 and 59

No delegated decisions were undertaken by staff pursuant to exhumations for the reporting period.

Use of the Common Seal (CEO) - Local Government Act 1995 – Section 9.49A

No delegated decisions were undertaken by staff pursuant to the use of the Common Seal for the reporting period.

STATUTORY ENVIRONMENT:

Building Act 2011

Bushfires Act 1954

Cemeteries Act 1986

Health Act 1911, section 26

Health Act 1991 – s.107

Local Government Act 1995

Shire of Kulin TPS2

Town Planning Development Act

Town Planning Scheme

Trustees Act, Part III,

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 April 2017.

VOTING REQUIREMENTS:

Simple majority required.

12/0517

Moved Cr Robins Seconded Cr Bowey that Council receive the Delegation Exercised Report for April 2017.

Carried 9/0

7.3 Integrated Planning Report – Adoption of Community Strategic Plan (CSP) 2017 and Corporate Business Plan (CBP) 2017/18 – 2020/21

NAME OF APPLICANT: CEO

RESPONSIBLE OFFICER: CEO

FILE REFERENCE: 04.06 Strategic & Corporate Plans

STRATEGIC REFERENCE/S: Community Strategic Plan and Corporate Business Plan – Civic Leadership – CL4.1.1 a; CEO KRA 3.5

AUTHOR: CEO

DISCLOSURE OF INTEREST: Nil

SUMMARY:

To adopt the Community Strategic Plan (CSP) 2017 review following community advertising period as is required under the Local Government Act 1995 that closes on the 16th May 2017.

To adopt the Corporate Business Plan (CBP) 2017/18-2020/21 (2017 Review) that supports the Community Strategic Plan (CSP) 2017 review.

BACKGROUND & COMMENT:

Local governments are required to adopt Community Strategic Plans under S5.56 (1) of the *Local Government Act 1995*. Regulations made under S5.56 (2) require local governments to review the plans every 4 years, and that process of review is to include community engagement and consultation.

The reviewed/modified Community Strategic Plan 2017 (Draft) was adopted at the Shire of Kulin Ordinary Meeting held 19th April 2017. The modified Strategic Community Plan 2017 applies to the Shire of Kulin for the period 2013 – 2023.

The Department of Local Government also developed the *Integrated Planning and Reporting Advisory Standard* which advises local governments on presentation, strategy formulation, engagement actions, standards and report compilation. The Community Strategic Plan (CSP) 2017 Review details the consultation undertaken (as did the adoption report April 2017) and the number of consultation types achieves intermediate standards with this review.

Councillors have been provided with a summary of the final results of the community survey undertaken which addressed the compiled information from all previous community conversations. The summary was an attachment to the Community Development Officers Forum Report May 2017. The survey was the final piece of IPR consultation for 2017. Forty seven surveys were submitted, of which 44 were completed on-line.

The Draft Community Strategic Plan was advertised as follows:

27th April 2017 Public Notice advertised in the Kulin Update

27th April 2017 Public Notice advertised on the Shire of Kulin website

5th May 2017 Public Notice advertised on the Shire of Kulin face book page

11th May 2017 Community Survey statistics reported in the Kulin Update

Submission Period is 26th April 2017 – 16th May 2017.

No written submissions regarding the Strategic Community Plan have been received to date and the final tally of submissions will be advised to Council on meeting day. Only one in person meeting was held to discuss aspects of the CSP with Harold Proud. Harold raised a number of strategic issues; all of which have been included in the various strategic themes and a number of operational and non-strategic suggestions that staff have assessed. Many can and will be accommodated by future budget frameworks but did not require any changes to the draft of the CSP and the CBP.

Corporate Business Plan adoption

Local governments are to ensure that a Corporate Business Plan (CBP) is made for its district under S5.56 of the *Local Government Act 1995*.

Under the *Local Government (Administration) Regulations 1996* 19DA, council is to consider a corporate business plan, or modifications, submitted to it and is to determine (absolute majority required) whether or not to adopt the CBP plan or the modifications.

Staff have prepared the CBP. The Delivery Plan section of the CBP spells out the strategies and when they can be enacted across the 4 year life of the review. When adopted the CBP will include information relating to the process of the Shire's IPR for the district for the period specified 2017/18-2020/21. The format has been thinned on this occasion to make it a better fit to the CSP – thereby removing much of the information that was repeated in each plan. An introduction preamble and some information about the process will be included at the start of the Delivery Plan after its adoption. Those matters controlled by or are enacted as a result of requirements of the Local Government Act or that are the ongoing nature of local government have also been removed – as this information is contained in other formats by Council.

STATUTORY AND PLANNING IMPLICATIONS:

Local governments are required to adopt Community Strategic Plans under S5.56 (1) of the *Local Government Act 1995*. Regulations made under S5.56 (2) require the local governments to review the plans every 4 years, and that process of review is to include community engagement and consultation.

Local Government Act 1995 & Local Government (Administration) Regulations 1996

Division 3 - Planning for the future 19C. Planning for the future: strategic community plans — s. 5.56

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

(2) A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.

(3) A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.

(4) A local government is to review the current strategic community plan for its district at least once every 4 years.

(5) In making or reviewing a strategic community plan, a local government is to have regard to:-

- (a) the capacity of its current resources and the anticipated capacity of its future resources; and
- (b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and
- (c) demographic trends.

(6) Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.

(7) A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.

*Absolute majority required.

(8) If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

(9) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.

(10) A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.

19DA. Planning for the future: corporate business plans — 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

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

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

- (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
- (b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
- (c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.

(4) A local government is to review the current corporate business plan for its district every year.

(5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.

(6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.

*Absolute majority required.

(7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

The Integrated Planning Report (IPR) costs in 2013 should form part of the reflection as to what is being achieved during this review. It is important to recognise that the initial 2013 work laid the foundations (it is a review occurring on this occasion) and that work gave us the framework for reports etc. even though the inconsistency across all plans was noticeable.

This 2017 review involved more community engagement and brings additional community voice to the IPR plans already established.

Previously the consultancy work on elements of the IPR were as follows - Community Strategic Plan and Corporate Business Plan \$21k, Workforce Plan \$5k, Long Term Financial Plan \$6k and Asset Management Plan \$25k - Total IPR costs \$57k.

The CEO informed Councillors via email in March 2017 that additional administrative assistance via the employment of Sharyn McAdam until the 30 June 2017 had been undertaken to ensure sufficient resources are in-house to meet the tight timetable to undertake the engagement processes and produce the CSP and CBP. Estimated cost \$15k.

All CEO resources will be taken from the existing administration staff salaries budget and the Community Development Officer resources will create no additional financial impact doing this review work.

No additional costs will be incurred in preparing the in-house Corporate Business Plan (CEO/CDO/staff), 10yr Long Term Financial Plan (DCEO), Workforce Plan (CEO/CDO/staff) and Asset Management Plan (DCEO).

There will be some design, printing layout, printing and presentation costs for the IPR Plans once produced in final layout form.

COMMUNITY CONSULTATION:

As detailed in the report.

IPR Engagement - when reporting to Council in December 2016 it was proposed that the following framework be adopted for the community engagement phase of the work.

Strategic Community Plan - Community Engagement Strategy 2017		
Type of Community Engagement	Attending	Timing
Community Workshop – Open Session	Anyone	28 th March 2017 5.30pm – 7.00pm
Kulin District High School sessions	Students	30 th March 2017 (link in with Camp Kulin)
Business Forum	Business owners	Evening or weekend
Community Survey	Anyone	3 rd April 2017 (open) 7 th April 2017 (close)
Draft Plan completed	CEO	10 th April 2017
Submissions regarding draft Plan	Anyone wanting to submit a comment regarding the draft Strategic Community Plan	Will be open for a period of 21 days
Adoption of Strategic Community Plan	Council	17 th May 2017 (Council Meeting)

WORKFORCE IMPLICATIONS:

Nil

OFFICERS RECOMMENDATION:

That Council adopt the Shire of Kulin Strategic Community Plan 2013-2023 and the Shire of Kulin Corporate Business Plan 2017 Review following advertising and acknowledge the public comment included in the review.

VOTING REQUIREMENTS:

Absolute majority required to adopt the draft CSP and CBP.

13/0517

Moved Cr Duckworth Seconded Cr Robins that following formal advertising Council adopt the Shire of Kulin Strategic Community Plan 2013-2023 and the Shire of Kulin Corporate Business Plan 2017 Review, including S 1.4.3 that was omitted from the Councillors version. Council acknowledge the public comment included in the review.

Carried 9/0

NOTE: Recommendation was changed for clarity and to include S.1.4.3 – Sports & Leisure that was omitted in the Councillor’s print version.

Council thanked staff for the large amount of work involved in the review of the Integrated Planning documents.

8 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

9.1 Fees & Charges Discount Delegation

NAME OF APPLICANT: CEO
RESPONSIBLE OFFICER: CEO
FILE REFERENCE: 04.04 Policy Manual – Delegation
STRATEGIC REFERENCE/S: Civic Leadership – CL4.1.1 a; CEO KRA 3.5
AUTHOR: CEO – Edit DCEO.
DISCLOSURE OF INTEREST: Nil

SUMMARY:

Seeking Council approval to issue a delegation to the CEO for the offer of a discount for Shire of Kulin fees and charges.

BACKGROUND & COMMENT:

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

Many occasions arise throughout the year where a payee will request a reduced fee or charge on a Shire determined fee or charge on the basis of either and or;

- Reduced numbers of participants making use of the facility;
- A claim against suitability of the service;
- Reduced hours of use etc.;
- Total cost of the job/service/fee;

There is no scope for the officer dealing with the payee to adjust the levied amount for any reason, nor is there an avenue for the payee to request a change to the fee for varying circumstances and or request a discount for early payment in full etc. In the past, requests for discount can only be dealt with by the full Council who would receive a written request, which becomes a lot of work for everyone involved.

It is proposed the delegation to the CEO be amended to allow;

- for the CEO to offer up to a 30% reduction of the hire fee or charge without reference to Council;
- for the CEO to have the authority to delegate to the DCEO, CRC Manager, Manager Leisure Services (FRC/Pool), Works Manager and front counter staff members (named) the capacity to offer a 10% discount on the fees and charges applicable to their services, as a direct response to a request by the payee, correcting a service or expectation requirement;
- All delegations exercised to be recorded in the monthly delegation exercised register;
- All discount amounts be recorded as Shire contributions through the normal process.

All requests for a reduction in excess of 30% must be made direct to Council in writing indicating reasons for the request for discount or waiver.

The delegation to become effective as of the 1st July 2017, when all existing delegations are renewed.

FINANCIAL IMPLICATIONS:

The schedule of fees and charges forms the basis upon which any fee or charge is created. Minimal requests occur from time to time and this delegation is not expected to result in any significant reduction in the fees and charges that the Shire would normally attract.

As indicated in the report, all uses of the delegation would be reported to Council in the normal monthly delegation register reports and the level of the discount will be recorded as a contribution under the Shire's accounting regime.

STATUTORY AND PLANNING IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

Nil

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Staff in receipt of the delegation will be informed as to when, why the delegation can be exercised, and the requirements for reporting use of and contributions made.

OFFICER’S RECOMMENDATION:

That Council delegate to the CEO the power to issue a discount on Shire of Kulin Schedule of Fees and Charges payable for the purpose of resolving fairness and service expectations;

- for the CEO to offer up to a 30% reduction of the hire fee or charge without reference to Council;
- for the CEO to have the authority to delegate to the DCEO, CRC Manager, Manager Leisure Services (FRC/Pool), Works Manager and front counter staff members (named) the capacity to offer a 10% discount on the fees and charges applicable to their services, as a direct response to a request by the payee, correcting a service or expectation requirement;
- All delegations exercised to be recorded in the monthly delegation exercised register;
- All discount amounts be recorded as Shire contributions through the normal process.

VOTING REQUIREMENTS:

Absolute majority required.

14/0517

Moved Cr McInnes Seconded Cr Varone that Council delegate to the CEO the power to issue a discount on Shire of Kulin Schedule of Fees and Charges payable for the purpose of resolving fairness and service expectations;

- **for the CEO to offer up to a 30% reduction of the hire fee or charge without reference to Council;**
 - **for the CEO to have the authority to delegate to the DCEO, CRC Manager, Manager Leisure Services (FRC/Pool), Works Manager and front counter staff members (named) the capacity to offer a 10% discount on the fees and charges applicable to their services, as a direct response to a request by the payee, correcting a service or expectation requirement;**
 - **All delegations exercised to be recorded in the monthly delegation exercised register;**
- All discount amounts be recorded as Shire contributions through the normal process.**

Carried 9/0

9.2 Loss of Funds – FRC Till

NAME OF APPLICANT: CEO
RESPONSIBLE OFFICER: CEO
FILE REFERENCE: 05.05.01 FRC management
STRATEGIC REFERENCE/S: Civic Leadership – CL4.1.1 a; CEO KRA 3.5
AUTHOR: CEO – Edit DCEO.
DISCLOSURE OF INTEREST: Nil

SUMMARY:

Refers to a financial loss at the FRC following the conduct of a private function at which casual staff provided the bar staff on the night. Upon balancing, funds were missing from the take.

No provisions exist under the LG Act 1995 for the CEO to write off an identified loss – therefore the report to Council.

Acknowledgement of the loss by Council and report to the Shire Audit Committee on action taken to rectify the risks identified at this point. The Manager FRC has acknowledged the need to report this item, and the proposed actions to rectify.

BACKGROUND & COMMENT:

Following the receipt of an Incident Report concerning the loss of approx. \$600 from a till used for a private function at the FRC on the 8th April 2017, the DCEO has now confirmed for the CEO that the subsequent and second banking check for the week ending 19th April 2017 has also failed to locate the funds. No “visible” banking errors were found, one over was identified that brings the total loss to approx. \$550; therefore it can be reasonably assumed that cash has been removed from the till by persons unknown. The amount is less than which would be required to trigger an insurance claim.

This means that as per my email of the 13th April (to FRC Manager) as CEO I will now be required to report the matter to Council and the Shire Audit Committee (in relation to the security of funds) and provide them with an explanation as to how staff will address the identified shortcomings in our security.

In terms of how the issue is to be addressed;

- The DCEO will write to the FRC Manager and all staff who were present on the night indicating what has been identified, explaining that whilst no action will arise, as management Shire is less than impressed that security of the till was such that this loss occurred,
- The previous plan to install CCTV to cover the tills and the FRC generally will proceed immediately,
- An informal complaint has been discussed with the Kulin Police – as we have not been able to identify what actually occurred, a formal complaint cannot be made,
- A formal report to the WA CCC breach of the Code of Conduct cannot occur as Shire is not in a position to ascertain exactly what has occurred,
- Formal supervision of the FRC Manager in relation to the financial accounting of the FRC will occur until 30th June 2017.

As the matter is regarded as “serious” in terms of the mismanagement of Council funds; it behoves a response that is seen as reasonable and directed toward addressing the shortcomings of accountability of the till take. The lack of adequate supervision of staff in control of the cash in this instance was a direct contributor to the missing money and to this end, a response that addresses that aspect should form the majority of what is done to resolve the security. Other managerial decisions in relation to who was on roster etc. are secondary to the fact that limited supervision of the till resulted in the loss of money.

It has already been implemented, that the financial management of the FRC and the manager’s role (collection/banking/bar staff rosters) will be performance managed for period until 30th June 2017, to ensure that a second staff member is across all aspects of this part of the FRC operations.

Nicole Thompson will act as the performance manager in relation to the collection/banking/bar staff rosters for this period. The Shire has no formal performance management structures to make this happen and this is only possible with the agreement of the FRC Manager, which has occurred in this instance.

These steps should adequately demonstrate that we have taken the necessary measures to ensure the risk of the loss of funds has been addressed.

FINANCIAL IMPLICATIONS:

No additional financial implications other than the loss of funds. The fit of CCTV was planned as a budget item in 2017, just has not been installed to date. Installation date will be the 15/16 May 2017.

STATUTORY AND TOWN PLANNING IMPLICATIONS:

Nil.

POLICY IMPLICATIONS:

Performance management framework does not exist in policy or procedures at present; this will need to be rectified. The detailed actions above and the FRC Managers agreement to undertake performance management in relation to the finances has been agreed. This should resolve problems identified.

COMMUNITY CONSULTATION:

N/A

WORKFORCE IMPLICATIONS:

Bar rosters are generally drawn from a local network of available, qualified, casual workers. More managerial supervision of this casual workforce is recommended where possible to ensure a loss cannot occur.

RECOMMENDATION:

That Council acknowledge the loss of \$600 from the till at the Freebairn Recreation Centre and the actions taken to improve security of the tills. The matter be reported to the Shire of Kulin Audit Committee at its next meeting for follow-up on the effectiveness of adopted security measures.

VOTING REQUIREMENTS:

Simple Majority

15/0517

Moved Cr Duckworth Seconded Cr Bowey that acknowledge the loss of \$600 from the till at the Freebairn Recreation Centre and the actions taken to improve security of the tills. The matter be reported to the Shire of Kulin Audit Committee at its next meeting for follow-up on the effectiveness of adopted security measures.

Carried 9/0

10 MATTERS FOR WHICH THE MEETING IS CLOSED TO THE PUBLIC

Nil

11 DATE AND TIME OF NEXT MEETING

The next Ordinary Council meeting will be held on Wednesday 21 June at 1:00pm.

12 CLOSURE OF MEETING

There being no further business the meeting closed at 7.20pm