



*'The Council and Staff of the Shire of Boddington, in partnership with the community,
are committed to operating effectively and efficiently to provide quality lifestyle
opportunities
that encourage population growth and development'*

MINUTES

For The
Ordinary Meeting of Council
To Be Held At

5PM, TUESDAY 21 NOVEMBER 2017

Council Chambers
39 Bannister Rd, Boddington

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Boddington for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff. The Shire of Boddington disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

In particular and with derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member or officer of the Shire of Boddington during the course of any meeting is not intended to be and is not taken as notice or approval from the Shire of Boddington. The Shire of Boddington warns that anyone who has an application lodged with the Shire of Boddington must obtain and only should rely on WRITTEN CONFIRMATION of the outcome of that application and any conditions attaching to the decision made by the Shire of Boddington in respect of the application.

Minutes

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1. DECLARATION OF OPENING:

Martin Glynn, Shire President declared the meeting open at 5:00pm.

"I would like to acknowledge the traditional custodians of the land, the Nyoongar People, and pay my respects to Elders, past and present".

2. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE:

2.1.1 Attendance

Cr M. Glynn
Cr D Smart
Cr S Manez
Cr J Hoffman
Cr S Manez
Cr W McGrath
Cr R McSwain
Cr G Ventris

Shire President
Shire Deputy President

Mr C Littlemore
Mr G Bartle
Mr J Rendell
Mr P Haas
Ms T Hodder

Chief Executive Officer
Director of Corporate & Community Services
Manager Financial Services
Principal Environmental Health & Building Officer
Executive Officer (Minutes)

4 Visitors

2.1.2 Apologies

Nil.

2.1.3 Leave of Absence

Nil.

3. DISCLOSURE OF FINANCIAL INTEREST:

Nil.

4. PUBLIC QUESTION TIME:

4.1 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE:

Nil.

4.2 WRITTEN QUESTIONS PROVIDED IN ADVANCE:

Nil.

4.3 PUBLIC QUESTIONS FROM THE GALLERY:

5. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS:

Nil.

6. CONFIRMATION OF MINUTES:

6.1.1	Ordinary Meeting of Council held on Tuesday 17 October 2017 & Special Meeting of Council held on Tuesday 31 October 2017
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COUNCIL RESOLUTION

131/17

Moved: Cr Manez

That

That the minutes of the Ordinary Meeting of Council held on Tuesday 17th October 2017 be confirmed as a true record of proceedings

That the minutes of the Special Meeting of Council held on Tuesday 31st October 2017 be confirmed as a true record of proceedings

Seconded:

Cr Hoffman

Carried: 7/0

7. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION:

Nil.

8. REPORTS OF OFFICERS AND COMMITTEES:

8.1 PLANNING CONSULTANT:

Nil.

8.2 MANAGER FINANCIAL SERVICES:

8.2.1 Monthly Financial Statements – October 2017

Disclosure of Interest: Nil
Date: 15 November 2017
Author: J Rendell – Manager Financial Services
Attachments: 8.2.1A Financial Statements – October 2017

Summary

Council is to consider **Monthly Financial Reports for October 2017.**

Background

In accordance with Local Government (Financial Management) Regulations 1996 Council is to adopt Monthly Financial Report including the Operating Statement, Statement of Financial Position at the end of each month. Council has also wishes to consider a summary of financial reconciliations on a monthly basis.

Councillors have the opportunity to query financials before the meeting to satisfy themselves before the item comes before Council.

Comment

The Operating Statement, Statement of Financial Position, Statement of Cash flow, Statement of Financial Activity and Summary of Reconciliations are submitted for the month of October 2017.

FINANCIAL SUMMARY YEAR TO DATE OCTOBER 2017

The following is provided to assist in the understanding of Councils financial position. It is emphasised that the comparatives and comments are relative to the YTD revised budget. The Shire of Boddington's financial position for year ended 30th June 2017, draft yet to be signed off by audit has been incorporated into the reports to provide comparatives and assist in reconciliations where relevant.

OPERATING RESULT

REVENUE

Revenue is now 4.2% or \$219k favourable to budget. Within the main items the following is noted:-

- **Operating Grants** is 153.6% or \$287k favourable to budget.
- **Fees & Charges** is 7.2% or \$40k unfavourable to budget, an analysis of this item has revealed that most of this variance is permanent and there is corresponding savings in related expenditure items.
- **Interest Earnings** is 44.1% or \$12k favourable to budget.
- **Other Revenue** is 54.8% or \$34k unfavourable to budget.
- **Profit from Asset sales** it is noted that there is not expected to be any profit from asset sales.

EXPENDITURE

Expenditure is 3.6% or \$84k favourable to budget, within the main items the following is noted:-

- Employee costs are 5.6% or \$43k favourable to budget.
- Materials and contracts are collectively 14.9% or \$91k favourable to budget.
- Utility charges are 3.4% or \$4k favourable to budget.
- Depreciation expense is 12.7% or \$70k unfavourable to budget.
- Insurance expenses is 6.3% or \$13k favourable to budget.
- Other expenditure is 11.7% or \$5k favourable to budget.

NET RESULT

The net result is 8.3% or \$303k favourable result to budget, due to total revenue being \$219k favourable and expenditure being \$84k favourable to budget.

CAPITAL ITEMS

Capital revenue is 125.4% or \$957k favourable to budget, this is considered as a timing difference at this stage, amounts received or brought to account thus far:-

- \$166k for Regional Roads Group
- \$16k for Visitor Centre Grant
- \$508k for DFES plant (not budgeted)
- \$1,030k for independent living complex.

FINANCIAL SUMMARY YEAR TO DATE OCTOBER 2017

Capital expenditure is 21.8% or \$426k favourable to budget. For a more detailed understanding refer to the Capital Expenditure by Asset Class report. In some cases there is a direct relationship between Capital income and Capital expenditure. Included within this year is an amount of \$570k for Councillor New Initiatives in accord with items contained in the Strategic Community Plan, to date only \$11k has been spent.

FUNDING ITEMS

Repayment of loan principal is favourable to budget, but this is only a timing issue.

RESERVE ITEMS

This will form a significant part of the restricted funds at year end.

CASH & INVESTMENTS

Cash and investments sits at \$6.1M, this represents a decrease of \$1.2M from the previous month, mainly due to revenue being higher, capital and operating expenses being lower. It

is emphasised however that the majority of funds is tagged as "restricted" and therefore cannot form part of Council's unrestricted or free cash. It is noted that Council has already collected 87% of its rates income and only has outstanding \$700k as at September 2017.

SUMMARY

The overall financial result 31.9% or \$939k better than budget, this is expected to decrease once capital expenditure and capital income comes in line with budget.

Statutory Environment – Local Government (Financial Management) Regulations 1996.

OFFICER'S RECOMMENDATION – 8.2.1

COUNCIL RESOLUTION

132/17

Moved: Cr McSwain

That Council adopt the:

1. monthly financial statements for the period ending 31 October; and
2. summary of reconciliations for the period ending 31 October 2017.

Seconded:

Cr Smart

Carried: 7/0

ATTACHMENT 8.2.1 A

SHIRE OF BODDINGTON

Preliminary Financial Reports for the period ended

31-Oct-17

Report Type

Page No.

Summary of Financial Activity

1

Comprehensive Income Statement by Nature/type

2

Comprehensive Income Statement by Programme

3

Rate Setting Statement

4

Statement of Financial Position

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Loan Repayments & Net Current Asset Position

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Capital Expenditure by Asset type

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Existing Buildings Capital Expenditure by Jobs

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Financial Graphs

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ATTACHMENT 8.2.1 A

SHIRE OF BODDINGTON PRELIMINARY SUMMARY OF FINANCIAL ACTIVITY by Nature or Type For the period ended

31-Oct-17

	2017/18 Budget			Actual	Variance	% Variance
	Approved	Current	YTD	YTD	YTD	YTD
Opening Funding Surplus (Deficit)	751,517	751,517	751,517	751,517	-	
Revenue						
Rates	4,386,000	4,386,000	4,374,535	4,367,908	- 6,627	-0.2%
Operating Grants, Subsidies and Contributions	572,602	572,602	186,813	473,695	286,882	153.6%
Fees and Charges	1,122,738	1,122,738	548,980	509,408	- 39,572	-7.2%
Interest Earnings	88,428	88,428	27,946	40,279	12,333	44.1%
Other Revenue	186,739	186,739	62,212	28,096	- 34,116	-54.8%
Profit from Asset Sales	-	-	-	-	-	
OPERATING INCOME	6,356,508	6,356,508	5,200,486	5,419,386	218,900	4.2%
Expenses						
Employee Costs	- 2,472,047	- 2,472,047	- 762,036	- 719,456	42,580	5.6%
Materials and Contracts	- 1,705,430	- 1,705,430	- 608,803	- 518,253	90,550	14.9%
Utility Charges	- 335,238	- 335,238	- 111,568	- 107,740	3,828	3.4%
Depreciation on Non-Current Assets	- 1,655,576	- 1,655,576	- 551,812	- 622,037	- 70,225	-12.7%
Interest Expenses	- 109,035	- 109,035	- 21,685	- 22,081	- 396	-1.8%
Insurance Expenses	- 202,424	- 202,424	- 202,382	- 189,710	12,672	6.3%
Loss on Asset Sales	-	-	-	-	-	
Other Expenditure	- 183,407	- 183,407	- 40,156	- 35,464	4,692	11.7%
OPERATING EXPENDITURE	- 6,663,157	- 6,663,157	- 2,298,442	- 2,214,741	83,701	3.6%
Net Result (incl. c/f surplus position)	444,868	444,868	3,653,561	3,956,162	302,601	8.3%
Adjustments for Non-Cash Items						
Depreciation	1,655,576	1,655,576	551,812	622,037	70,225	12.7%
Loss on Asset Disposals	-	-	-	-	-	
(Profit) on Asset Disposals	-	-	-	-	-	
Provisions and Accruals	-	-	-	-	-	
	1,655,576	1,655,576	551,812	622,037	70,225	12.7%
Net Result before funding and Capex items	2,100,444	2,100,444	4,205,373	4,578,199	372,826	8.9%
Capital Income and Expenditure						
Non-operating Grants & contributions	2,477,670	2,477,670	763,132	1,720,094	956,962	125.4%
Purchase Land & Buildings	- 3,223,666	- 3,223,666	- 1,105,324	- 1,572,899	- 467,575	-42.3%
Purchase Plant & Equipment	- 205,000	- 205,000	- 163,750	- 542,373	- 378,623	-231.2%
Purchase Roads, Streets & Bridges	- 1,157,491	- 1,157,491	- 297,146	- 181,883	115,263	38.8%
Purchase Other Infrastructure	- 665,019	- 665,019	- 350,245	- 71,688	278,557	79.5%
New Initiatives	- 569,500	- 569,500	- 38,000	- 10,773	27,227	71.7%
Proceeds from Asset Sales	300,000	300,000	-	-	-	
Net Capital Items	- 3,043,006	- 3,043,006	- 1,191,333	- 659,521	531,812	44.6%
Funding Items						
Proceeds from New loans	-	-	-	-	-	
Repayment of Loan Principal	- 220,541	- 220,541	- 73,514	- 39,424	34,090	46.4%
Self Supporting Loan Principal Income	-	-	-	-	-	
Total Funding Items	- 220,541	- 220,541	- 73,514	- 39,424	34,090	46.4%
Reserve Items						
Transfers to Reserves (interest)	- 30,900	- 30,900	-	-	-	#DIV/0
Transfers Reserves movement nett.	2,169,052	2,169,052	-	-	-	#DIV/0
Net Reserve movement	2,138,152	2,138,152	-	-	-	#DIV/0
Closing Funding Surplus (Deficit)	975,048	975,048	2,940,526	3,879,255	938,728	31.6%

ATTACHMENT 8.2.1 A

SHIRE OF BODDINGTON PRELIMINARY STATEMENT OF COMPREHENSIVE INCOME BY NATURE/TYPE For the period ended

31-Oct-17

	2017/18 Budget			Actual	Variance	% Variance
	Approved	Current	YTD	YTD	YTD	YTD
Revenue						
Rates	4,386,000	4,386,000	4,374,535	4,367,908	6,627	-0.2%
Operating Grants, Subsidies and Contributions	572,602	572,602	186,813	473,695	286,882	153.6%
Fees and Charges	1,122,738	1,122,738	548,980	509,408	39,572	-7.2%
Interest Earnings	88,428	88,428	27,946	40,279	12,333	44.1%
Other Revenue	186,739	186,739	62,212	28,096	34,116	-54.8%
OPERATING INCOME	6,356,508	6,356,508	5,200,486	5,419,386	218,900	4.2%
Expenses						
Employee Costs	- 2,472,047	- 2,472,047	- 762,036	- 719,456	42,580	5.6%
Materials and Contracts	- 1,705,430	- 1,705,430	- 608,803	- 518,253	90,550	14.9%
Utility Charges	- 335,238	- 335,238	- 111,568	- 107,972	3,596	3.2%
Depreciation on Non-Current Assets	- 1,655,576	- 1,655,576	- 551,812	- 622,037	70,225	-12.7%
Interest Expenses	- 109,035	- 109,035	- 21,685	- 22,081	396	-1.8%
Insurance Expenses	- 202,424	- 202,424	- 202,382	- 189,710	12,672	6.3%
Other Expenditure	- 183,407	- 183,407	- 40,156	- 35,464	4,692	11.7%
OPERATING EXPENDITURE	- 6,663,157	- 6,663,157	- 2,298,442	- 2,214,972	83,470	3.6%
Net Result before Capital Income	- 306,649	- 306,649	2,902,044	3,204,413	302,369	10.4%
Non-Op. Grants, Subsidies and Contributions	2,477,670	2,477,670	763,132	1,720,094	956,962	125.4%
Profit on Asset Disposals	-	-	-	-	-	-
Loss on Asset Disposals	-	-	-	-	-	-
OTHER	2,477,670	2,477,670	763,132	1,720,094	956,962	125.4%
NET RESULT	2,171,021	2,171,021	3,665,176	4,924,508	1,259,332	34.4%
Other Comprehensive Income						
Changes on Revaluation of Non-Current Assets	-	-	-	-	-	-
Total Other Comprehensive Income	-	-	-	-	-	-
TOTAL COMPREHENSIVE INCOME	2,171,021	2,171,021	3,665,176	4,924,508	1,259,332	34.4%

ATTACHMENT 8.2.1 A

SHIRE OF BODDINGTON						
PRELIMINARY STATEMENT OF COMPREHENSIVE INCOME BY PROGRAM						
For the period ended						
31-Oct-17						
	2017/18 Budget			Actual	Variance	% Variance
	Approved	Current	YTD	YTD	YTD	YTD
Revenue						
Governance	4,666,593	4,666,593	4,451,548	4,596,454	144,906	3.3%
General Purpose Funding	106,484	106,484	35,476	23,674	-11,802	-33.3%
Law, Order, Public Safety	211,411	211,411	77,538	202,678	125,140	161.4%
Health	26,429	26,429	7,868	11,679	3,811	48.4%
Education and Welfare	499,648	499,648	166,196	111,569	-54,627	-32.9%
Housing	20,402	20,402	6,800	2,320	-4,480	-65.9%
Community Amenities	295,078	295,078	260,477	269,367	8,890	3.4%
Recreation and Culture	133,690	133,690	57,051	92,037	34,986	61.3%
Transport	106,887	106,887	31,097	38,774	7,677	24.7%
Economic Services	244,045	244,045	91,159	66,397	-24,762	-27.2%
Other Property and Services	45,840	45,840	15,276	4,436	-10,840	-71.0%
	6,356,508	6,356,508	5,200,486	5,419,386	218,900	4.2%
Expenses excluding Finance Costs						
Governance	8,511	8,511	66,305	0	66,305	100.0%
General Purpose Funding	25,684	25,684	8,560	661	7,899	92.3%
Law, Order, Public Safety	615,523	615,523	209,324	189,646	19,678	9.4%
Health	213,840	213,840	73,374	87,667	14,293	-19.5%
Education and Welfare	621,700	621,700	200,725	172,120	28,605	14.3%
Housing	95,110	95,110	32,918	1,847	34,765	105.6%
Community Amenities	688,064	688,064	226,862	212,846	14,016	6.2%
Recreation and Culture	1,486,508.42	1,486,508	520,662	497,890	22,772	4.4%
Transport	2,422,088	2,422,088	792,805	909,006	116,201	-14.7%
Economic Services	410,386	410,386	142,778	142,202	576	0.4%
Other Property and Services	16,271	16,271	2,444	17,300	19,744	807.9%
	6,554,122	6,554,122	2,276,757	2,192,892	83,865	3.7%
Finance Costs						
Governance	35,955	35,955	-	-	-	-
General Purpose Funding	-	-	-	-	-	-
Law, Order, Public Safety	-	-	-	-	-	-
Health	-	-	-	-	-	-
Education and Welfare	10,219	10,219	5,109	5,219	110	-2.1%
Housing	33,297	33,297	1,795	1,847	52	-2.9%
Community Amenities	-	-	-	-	-	-
Recreation and Culture	29,564	29,564	14,781	15,015	234	-1.6%
Transport	-	-	-	-	-	#DIV/0!
Economic Services	-	-	-	-	-	-
Other Property and Services	-	-	-	-	-	-
	109,035	109,035	21,685	22,081	396	-1.8%
Net Result before Capital Income	306,649	306,649	2,902,044	3,204,413	303,161	
Non Operating Grants, Subsidies and Contributions						
Law, Order, Public Safety	-	-	-	508,819	508,819	
Education and Welfare	1,409,500	1,409,500	563,800	1,029,500	465,700	
Recreation and Culture	373,569	373,569	-	-	-	
Transport	594,601	594,601	166,332	166,000	332	-0.2%
Economic Services	100,000	100,000	33,000	15,775	17,225	
Other Property and Services	-	-	-	-	-	
	2,477,670	2,477,670	763,132	1,720,094	956,962	125.4%
Other Comprehensive Income						
Changes on Revaluation of Non-Current Assets	-	-	-	-	-	#DIV/0!
TOTAL COMPREHENSIVE INCOME	2,171,021	2,171,021	3,665,176	4,924,508	1,259,332	34.4%

ATTACHMENT 8.2.1 A

SHIRE OF BODDINGTON PRELIMINARY RATE SETTING STATEMENT For the period ended

31-Oct-17

	Approved	2017/18 Budget Current	YTD	Actual YTD	Variance YTD	% Variance YTD
Revenue						
Operating Grants, Subsidies and Contributions	572,602	572,602	186,813	473,695	286,882	153.6%
Fees and Charges	1,122,738	1,122,738	548,980	509,408	39,572	-7.2%
Interest Earnings	88,428	88,428	27,946	40,279	12,333	44.1%
Other Revenue	186,739	186,739	62,212	28,096	34,116	-54.8%
Profit from Asset Sales	-	-	-	-	-	-
Total Operating Revenue excluding Rates	1,970,508	1,970,508	825,951	1,051,479	225,527	27.3%
Expenses						
Employee Costs	- 2,472,047	- 2,472,047	- 762,036	- 719,456	42,580	5.6%
Materials and Contracts	- 1,705,430	- 1,705,430	- 608,803	- 518,253	90,550	14.9%
Utility Charges	- 335,238	- 335,238	- 111,568	- 107,972	3,596	3.2%
Depreciation on Non-Current Assets	- 1,655,576	- 1,655,576	- 551,812	- 622,037	70,225	-12.7%
Interest Expenses	- 109,035	- 109,035	- 21,685	- 22,081	396	-1.8%
Insurance Expenses	- 202,424	- 202,424	- 202,382	- 189,710	12,672	6.3%
Loss on Asset Sales	-	-	-	-	-	-
Other Expenditure	- 183,407	- 183,407	- 40,156	- 35,464	4,692	11.7%
Operating Expenditure	- 6,663,157	- 6,663,157	- 2,298,442	- 2,214,972	83,470	3.6%
Operating Result Excluding Rates Income	- 4,692,649	- 4,692,649	- 1,472,491	- 1,163,493	308,997	21%
Adjustments for Non-Cash Items						
Depreciation	- 1,655,576	- 1,655,576	- 551,812	- 622,037	70,225	-12.7%
(Profit)/Loss on Asset Disposals	-	-	-	-	-	-
Provisions & Accruals	-	-	-	-	-	-
	1,655,576	1,655,576	551,812	622,037	70,225	-12.7%
Capital Income and Expenditure						
Purchase of Capital Expenditure	- 5,820,676	- 5,820,676	- 1,954,465	- 2,379,615	425,150	-21.8%
Non-operating Grants & contributions	2,477,670	2,477,670	763,132	1,720,094	956,962	-125.4%
Proceeds from Asset Sales	300,000	300,000	-	-	-	#DIV/0!
	- 3,043,006	- 3,043,006	- 1,191,333	- 659,521	531,812	44.6%
Funding & Reserve Items						
Proceeds from New loans	-	-	-	-	-	-
Repayment of Loan Principal	- 220,541	- 220,541	- 73,514	- 39,424	34,090	46.4%
Self Supporting Loan Principal Income	-	-	-	-	-	-
Transfers to Reserves	- 30,900	- 30,900	-	-	-	-
Transfers from Reserves	2,169,052	2,169,052	-	-	-	#DIV/0!
	1,917,611	1,917,611	- 73,514	- 39,424	34,090	46.4%
Estimated Surplus/(Deficit) July 1 B/Fd.	751,517	751,517	751,517	751,517	-	-
Estimated Surplus/(Deficit) C/F or YTD.	975,049	975,049	2,940,526	3,879,255	938,729	31.9%
Amount required from General Rate	- 4,386,000	- 4,386,000	- 4,374,535	- 4,368,139	6,396	-0.1%

ATTACHMENT 8.2.1 A

SHIRE OF BODDINGTON PRELIMINARY STATEMENT OF FINANCIAL POSITION For the period ended

	30-Jun-17	31-Oct-17
	Unaudited	YTD Actual
CURRENT ASSETS		
Cash and Cash Equivalents	5,053,829	6,092,793
Equity Reserve Investments	-	-
Trade & Other Receivables	338,977	2,101,805
Inventories	2,044	2,044
TOTAL CURRENT ASSETS	5,394,850	8,196,642
NON CURRENT ASSETS		
Property Plant & Equipment	27,432,220	29,275,105
Land Held for Resale	272,539	272,539
Infrastructure	46,816,094	45,709,530
TOTAL NON CURRENT ASSETS	74,520,853	75,257,174
TOTAL ASSETS	79,915,701	83,453,816
CURRENT LIABILITIES		
Trade & Other Payables	503,379	179,169
Employee Provisions	308,448	308,448
Borrowings	220,541	181,117
Trusts	79,097	77,594
TOTAL CURRENT LIABILITIES	1,111,465	746,327
NON CURRENT LIABILITIES		
Trade & Other Payables - Specific	300,000	300,000
Borrowings	2,284,898	2,284,898
Employee Provisions	47,369	47,369
TOTAL NON CURRENT LIABILITIES	2,632,267	2,632,267
TOTAL LIABILITIES	3,743,732	3,378,594
EQUITY		
Retained Earnings	30,902,870	34,716,654
Reserves Cash Backed	3,767,393	3,767,393
Revaluation Reserve	41,501,706	41,591,175
TOTAL EQUITY	76,171,969	80,075,222
TOTAL LIABILITIES & EQUITY	79,915,701	83,453,816
BALANCE SHEET VARIANCE	\$0.00	\$0.00

LOAN PRINCIPAL REPAYMENTS									
31/10/2017	COA	Description	IE Summary	Inc/Exp Analysis Summary	Original Budget	Current Budget	YTD Budget	YTD Actual	
	3042460	PRINCIPAL ON LOAN 105	71	Other Expenses	\$117,011	\$117,011	\$39,003.67	\$0	
	2113200	LOAN 106 - REC CENTRE	71	Other Expenses	\$0	\$0	\$0.00	\$0	
	3074200	PRINCIPAL LOAN 83	71	Other Expenses	\$9,993	\$9,993	\$3,331.00	\$4,916	
	3083000	PRINCIPAL ON LOAN 100	71	Other Expenses	\$13,845	\$13,845	\$4,615.00	\$6,813	
	3091402	PRINCIPAL ON LOAN 91	71	Other Expenses	\$0	\$0	\$0.00	\$0	
	3091460	PRINCIPAL ON LOAN 94	71	Other Expenses	\$11,835	\$11,835	\$3,945.00	\$0	
	3091470	PRINCIPAL ON LOAN 97	71	Other Expenses	\$12,002	\$12,002	\$4,000.67	\$0	
	3113046	PRINCIPAL - LOAN 103	71	Other Expenses	\$0	\$0	\$0.00	\$0	
	3113048	PRINCIPAL - LOAN 106 REC CENTRE	71	Other Expenses	\$55,855	\$55,855	\$18,618.33	\$27,695	
	3121100	PRINCIPAL LOAN 102	71	Other Expenses	\$0	\$0	\$0.00	\$0	
	TOTAL				\$220,541	\$220,541	\$73,514	\$39,424	

MOVEMENT NET CURRENT ASSET POSITION - RECONCILIATION					
		2016/17 Budget		Actual	
		Approved	Current	YTD	YTD
NCA Items from Statement of Financial Activity					
Current Assets		3,016,332	3,016,332		8,199,314
Less: Current Liabilities		-	412,044	-	552,666
Add: Restricted Assets/Principal Repayment		-	1,629,239	-	3,767,393
Net Current Assets		975,048	975,048		3,879,255
REPRESENTED BY - (From Financial Position) Movement					
Net Current Assets		975,048	975,048		3,879,255
REPRESENTED BY - (From Rate Setting Statement) Movement					
Closing Surplus Position		975,048	975,048		3,879,255
Net Current Assets		975,048	975,048		3,879,255

SHIRE OF BODDINGTON							31-Oct-17
PRELIMINARY CAPITAL EXPENDITURE BY ASSET CLASS							
For the period ended							
COA	Description	Asset Type	Original Budget	Current Budget	YTD Budget	YTD Actual	
3042202	EXISTING BUILDINGS 16/17	Land & Buildings	111,759	111,759	66,506	37,697	
3042212	CEO RESIDENCE	Land & Buildings	350,000	350,000	14,000	5	
3053025	OLD POLICE STATION REFURBISHMENT	Land & Buildings	65,000	65,000	65,000	49,818	
3082090	AGED CARE COMPLEX	Land & Buildings	2,549,381	2,549,381	849,792	1,389,566	
3113200	RECREATION CENTRE	Land & Buildings	22,526	22,526	22,526	32,119	
3135202	LAND PURCHASE	Land & Buildings	-	-	-	-	
3132008	VISITOR CENTRE	Land & Buildings	125,000	125,000	87,500	63,694	
		Land & Buildings Total	3,223,666	3,223,666	1,105,324	1,572,899	
		Other Infrastructure	30,000	30,000	7,500	6,443	
3102201	NEW REFUSE SITE	Other Infrastructure	112,121	112,121	-	-	
3105050	OVALS PARKS & CEMETERIES	Other Infrastructure	32,000	32,000	8,000	15,162	
3112208	LIGHTING - SPORTS OVAL	Other Infrastructure	256,670	256,670	256,669	50,083	
3112213	SWIMMING POOL - INFRASTRUCTURE	Other Infrastructure	234,228	234,228	78,076	-	
3132030	WATER TO RANFORD CAPEX	Other Infrastructure	665,019	665,019	350,245	71,688	
3113082	DAM IMPROVEMENTS - WATER TO OVAL	Other Infrastructure Total	665,019	665,019	350,245	71,688	
		Plant & Equip	15,000	15,000	3,750	18,997	
3042209	COMPUTER EQUIPMENT	Plant & Equip	20,000	20,000	20,000	14,557	
3042208	OFFICE EQUIPMENT	Plant & Equip	-	-	-	-	
3042219	VEHICLE COST UPGRADE	Plant & Equip	-	-	-	-	
3051220	Fire Tender Boddington	Plant & Equip	55,000	55,000	55,000	508,819	
3121096	TRACTOR	Plant & Equip	75,000	75,000	75,000	-	
3121066	FLAIL MOWER	Plant & Equip	40,000	40,000	10,000	-	
3139302	MINOR CAPITAL ITEMS	Plant & Equip	205,000	205,000	163,750	542,373	
		Plant & Equip Total	205,000	205,000	163,750	542,373	
3121086	Main Roads Bridge Program	Roads Infrastructure	42,500	42,500	-	94,000	
3121090	ROADS TO RECOVERY	Roads Infrastructure	96,358	96,358	31,798	1,252	
3121704	RESEALS - MUNI	Roads Infrastructure	163,642	163,642	-	-	
3121705	MAIN STREET UPGRADE	Roads Infrastructure	111,635	111,635	-	1,446	
3121706	CAR PARKS - SHIRE FACILITIES	Roads Infrastructure	100,000	100,000	25,000	-	
3121700	COMMODITY GRANT CAPITAL EXPENSE	Roads Infrastructure	-	-	-	-	
3121800	ROAD CONST. - RRG	Roads Infrastructure	601,500	601,500	198,493	44,685	
3121803	FOOTPATHS	Roads Infrastructure	41,856	41,856	41,855	40,500	
		Roads Infrastructure Total	1,157,491	1,157,491	297,146	181,883	
		Councillor New Initiatives	12,000	12,000	-	-	
3113207	DRINKING FOUNTAINS	Councillor New Initiatives	150,000	150,000	-	8,800	
3112100	SKATEPARK	Councillor New Initiatives	140,000	140,000	-	-	
3112205	PUMP TRACK	Councillor New Initiatives	100,000	100,000	-	-	
3105250	NATURE PLAYGROUND	Councillor New Initiatives	50,000	50,000	16,500	-	
3105500	FORESHORE LANDSCAPE/DESIGN	Councillor New Initiatives	7,500	7,500	-	-	
3105211	DOG PARK - FENCING	Councillor New Initiatives	20,000	20,000	-	-	
3105052	FLYING FOX	Councillor New Initiatives	40,000	40,000	13,200	-	
3112210	OUTDOOR EXERCISE FACILITIES	Councillor New Initiatives	10,000	10,000	-	-	
3082450	DEMENTIA HOUSE MODIFICATIONS	Councillor New Initiatives	25,000	25,000	-	1,973	
3105203	COMMUNITY CLUB MODIFICATIONS	Councillor New Initiatives	5,000	5,000	5,000	-	
3112000	VOLLEYBALL COURT (REC CTR.)	Councillor New Initiatives	10,000	10,000	3,300	-	
3146203	ART SHOWCASE (VISITOR CTR.)	Councillor New Initiatives	569,500	569,500	38,000	10,773	
		Councillor New Initiatives Total	569,500	569,500	38,000	10,773	
		Grand Total	5,820,676	5,820,676	1,954,465	2,379,615	

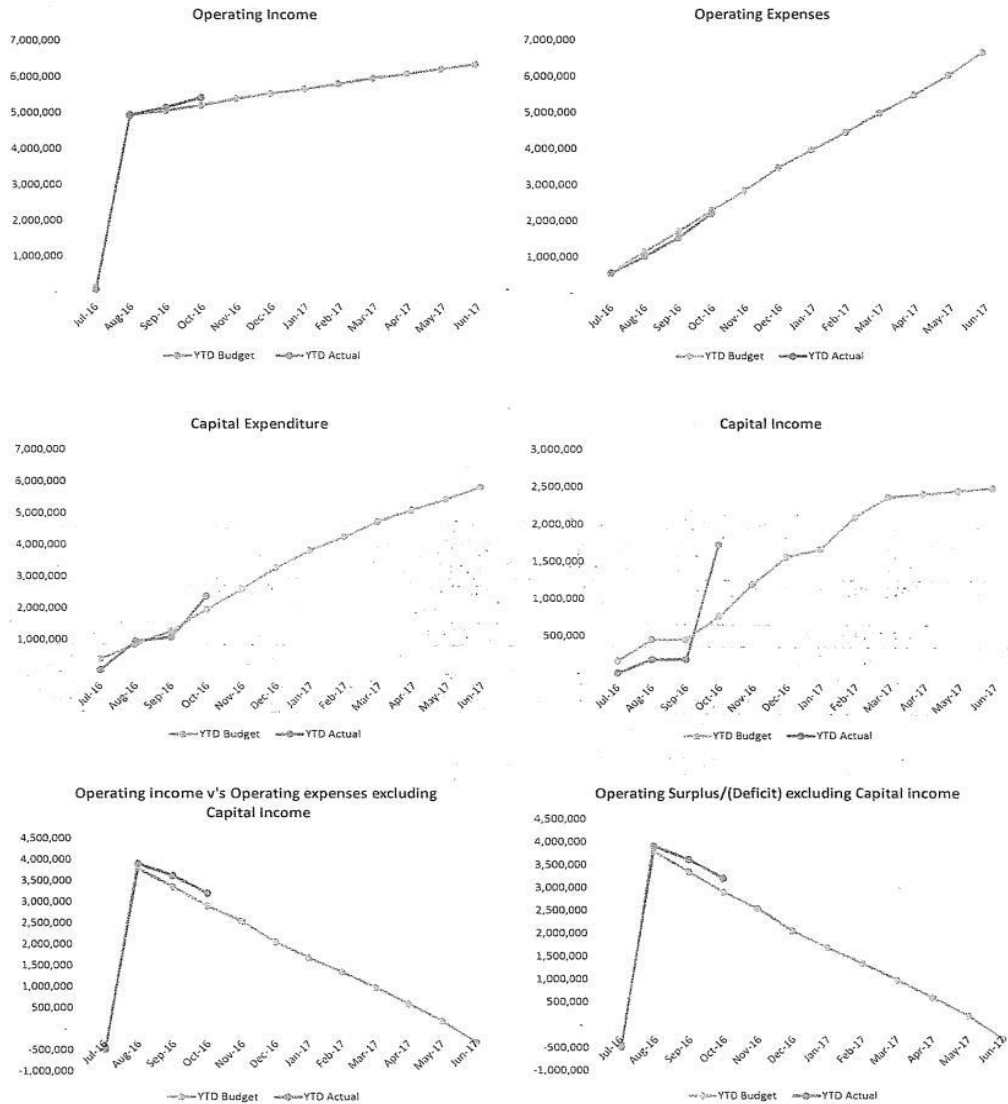
ATTACHMENT 8.2.1 A

PRELIMINARY CAPITAL EXPENDITURE - EXISTING BUILDINGS - By JOBS					31-Oct-17
Job	Description	Original Budget	Current Budget	YTD Budget	YTD Actual
BAC1999	Bannister Road Shire Office - Capital	33,000	33,000	33,000	29,990
BCC1028	Pollard Street Child Care Centre - Capital	1,000	1,000	332	-
BCC1029	Johnstone Street Community Newspaper - Capital	9,000	9,000	-	1,270
BCC1999	Bannister Road - Caravan Park Caretaker Residence - Capital	1,000	1,000	332	-
BDC1015	Farmer Ave - Depot Lunch Room - Capital	1,000	1,000	332	-
BEC1029	Johnstone Street Emergency Services Shed - Capital	1,000	1,000	332	-
BFC1039	Wurraming Ave - Foreshore Toilet Block - Capital	1,000	1,000	332	-
BIC1024	Hotham Street Ic Unit 1 - Capital	1,000	1,000	332	-
BIC2024	Hotham Street Ic Unit 2 - Capital	1,000	1,000	332	-
BIC3024	Hotham Street Ic Unit 3 - Capital	1,000	1,000	332	-
BIC4024	Hotham Street Ic Unit 4 - Capital	1,000	1,000	332	-
BMC1024	Hotham Street Medical Centre - Capital	1,000	1,000	332	-
BOC1025	Forrest Street Old School - Main Classroom - Capital	1,000	1,000	332	-
BOC3025	Forrest Street Old School Storeroom - Capital	-	-	-	-
BOC4025	Forrest Street Old School - Main Classroom - Capital	1,000	1,000	332	-
BPC1999	Bannister Road Public Toilets - Capital	1,000	1,000	332	-
BRC1025	Forrest Street Retirement Unit 1 - Capital	1,000	1,000	332	-
BRC2025	Forrest Street Retirement Unit 2 - Capital	1,000	1,000	332	-
BRC3025	Forrest Street Retirement Unit 3 - Capital	1,000	1,000	332	-
BRC4025	Forrest Street Retirement Unit 4 - Capital	1,000	1,000	332	-
BRC1999	Forrest Street Retirement Unit 4 - Capital	-	-	-	137
BSC1027	Hill Street 34 (Staff Housing) - Capital	1,000	1,000	332	-
BSC1028	Pollard Street Swimming Pool Ablutions - Capital	1,000	1,000	332	-
BSC1045	Pecan Place 3 (Staff Housing) - Capital	1,000	1,000	332	-
BSC1050	Prussian Way 20 (Staff Housing) - Capital	5,000	5,000	1,650	4,510
BSC1054	Blue Gum Close 15 (Staff Housing) - Capital	10,000	10,000	3,300	-
BSC1063	Club Drive Sporting Complex - Capital	1,000	1,000	332	-
BSC2029	Johnstone Street 46 (Staff Housing) - Capital	6,000	6,000	-	-
BSC2054	Blue Gum Close 16 (Staff Housing) - Capital	5,000	5,000	-	-
BSC3028	Pollard Street Swimming Pool Kiosk/Pump Room - Capital	21,000	21,000	21,000	1,790
BTC1029	Johnstone Street Town Hall - Capital	1,000	1,000	332	-
BWC1013	Robins Road Waste Site Office - Capital	759	759	252	-
BYC1999	Bannister Road Youth Centre - Capital	-	-	-	-
TOTAL EXISTING BUILDINGS		\$111,759	\$111,759	\$66,506	\$37,697
REPRESENTED BY:					
COA					
3042202 EXISTING BUILDINGS 16/17		111,759	111,759	66,506	37,697

ATTACHMENT 8.2.1 A

SHIRE OF BODDINGTON GRAPHICAL DISCLOSURE OF FINANCIAL PERFORMANCE For the period ended

31-Oct-17



8/11/20175:\Corporate Services\Manager Finance\Financial Reports\Council\2017-18\Oct 2017(Data for Graph

8.2.2 List of Payments – October 2017

Disclosure of Interest: Nil.
Date: 15 November 2017
Author: J Rendell
Attachments: 8.2.2A List of Payments – October 2017 (CONFIDENTIAL)

Summary

The Local Government (Financial Management) Regulations 1996 require the preparation of a List of Payments made from the Council's bank accounts.

Background

A list of the payments made in each month is to be prepared and presented to a meeting of Council in the following month.

This list of payments is to be reviewed by Council separately from the monthly financial statements. This will ensure that the requirement of the Financial Regulations for the list of payments made in one month to be presented to the Council meeting in the following month, will be met even if the financial statements are not presented to that meeting.

Councillors have the opportunity to query or inspect invoices before the meeting to satisfy themselves before the item comes before Council.

Comment

The List of Payments for the month of October 2017 is presented in Attachment 8.2.2A.

Statutory Environment

Local Government (Financial Management) Regulations 1996

13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared –
 - (a) the payee's name; and
 - (b) the amount of the payment; and
 - (c) the date of the payment; and
 - (d) sufficient information to identify the transaction.
- (2) A list of accounts for approval to be paid is to be prepared each month showing –
 - (a) for each account which requires council authorisation in that month –
 - (i) the payee's name; and
 - (ii) the amount of the payment; and
 - (iii) sufficient information to identify the transaction; and
 - (b) the date of the meeting of the council to which the list is to be presented.

- (3) A list prepared under subregulation (1) or (2) is to be –
- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
 - (b) recorded in the minutes of that meeting.

Policy Implications - Nil

OFFICER'S RECOMMENDATION – 8.2.2

COUNCIL RESOLUTION 133/17 Moved: Cr Ventris

That Council adopts the list of payments for the period ending 31 October 2017; at Attachment 8.2.2A.

Seconded: Cr Glynn Carried: 7/0

8.2.3 Audit Report 2017

File Ref. No:	ADM 0279
Disclosure of Interest:	Nil
Date:	15 November 2017
Author:	James Rendell
Attachments:	8.2.3A 2016/17 Audit Report 8.2.3B 2016/17 Management Report 8.2.3C 2016/17 Annual Report – A separate Attachment

Summary

The Audit Committee met on 14 November 2017 to consider the 2016/17 Auditor's Management Report, 2016/17 Audit Report and draft 2016/17 Annual Report to make a recommendation to Council to adopt the 2016/17 Annual Report.

Background

Council received their 2016/17 Audit Report and Management Letter on Friday 23 October 2017.

The Annual Electors Meeting will not be able to be held until December, given the requirement for advertising under the Local Government Act.

Comment

The audit review of compliance with the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996 did not indicate any issues of non-compliance which required reporting other than the asset renewal funding ratio not being included in the annual financial report as required by Local Government (Financial Management) Regulations 1996 Section 50 (1) (c).

Strategic Implications - There appear no further implications in this regard.

Statutory Environment

Local Government Act 1995

7.1A. Audit committee

- (1) A local government is to establish an audit committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.
- (2) The members of the audit committee of a local government are to be appointed* by the local government and at least 3 of the members, and the majority of the members, are to be council members.
* Absolute majority required.
- (3) A CEO is not to be a member of an audit committee and may not nominate a person to be a member of an audit committee or have a person to represent him or her as a member of an audit committee.
- (4) An employee is not to be a member of an audit committee.

7.1B. Delegation of some powers and duties to audit committees

- (1) Despite section 5.16, the only powers and duties that a local government may delegate* to its audit committee are any of its powers and duties under this Part other than this power of delegation.
* Absolute majority required.
- (2) A delegation to an audit committee is not subject to section 5.17.

7.1C. Decisions of audit committees

Despite section 5.20, a decision of an Audit Committee is to be made by a simple majority.

Policy Implications - There appear no further implications in this regard.

Financial Implications - There appear no further implications in this regard.

Economic Implications - There appear no further implications in this regard.

Social Implications - There appear no further implications in this regard.

Environmental Considerations - There appear no further implications in this regard.

Consultation

Ms Maria Cavallo, Director Audit AMD Chartered Accountants

Ms Melanie Blain, Client Advisor – Audit AMD Chartered Accountants

Options

The Committee can resolve the Officer's Recommendation or an amended resolution.

Voting Requirements - Simple Majority

OFFICER'S RECOMMENDATION – ITEM 8.2.3

COUNCIL RESOLUTION

134/17

Moved: Cr Hoffman

That Council accept the Audit Committee recommendations that Council:

1. accept the 2016/17 Audit Report included at Attachment 8.2.3A;

2. receive and note the 2016/17 Management Report included at Attachment 8.2.3B;
 3. accept the 2016/17 Annual Report included as separate Attachment 8.2.3C; and
- conduct the Annual Electors Meeting on Tuesday 16th January 2018 at the Council Chambers, Shire of Boddington Administration Building at 6:00pm.

Seconded:
/0

Cr McSwain

Carried: 7



T +61 (8) 9780 7555
F +61 (8) 9721 8982

E amd@amdonline.com.au
www.amdonline.com.au

AMD Audit & Assurance Pty Ltd
ACN 145 719 259 t/a AMD

Unit 1, 28-30 Wellington Street,
Bunbury, WA 6230
PO Box 1306, Bunbury, WA 6231

INDEPENDENT AUDITOR'S REPORT TO THE ELECTORS OF THE SHIRE OF BODDINGTON

Opinion

We have audited the accompanying financial report of the Shire of Boddington which comprises the statement of financial position as at 30 June 2017, the statement of comprehensive income, statement of changes in equity, the rate setting statement, and the statement of cash flows for the year then ended, a summary of significant accounting policies and other explanatory notes, and the Chief Executive Officer's statement.

In our opinion, the accompanying financial report of the Shire of Boddington:

- (i) gives a true and fair view, in all material respects, of the financial position of the Shire of Boddington as at 30 June 2017, and of its financial performance and its cash flows for the year then ended;
- (ii) complies with Australian Accounting Standards; and
- (iii) is prepared in accordance with the requirements of the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996.

Report on Other Legal and Regulatory Requirements

In accordance with the Local Government (Audit) Regulations 1996, we also report that:

- (i) There are no matters that in our opinion indicate significant adverse trends in the financial position or the financial management practices of the Shire of Boddington;
- (ii) There are no other matters indicating non-compliance with Part 6 of the Local Government Act 1995 (as amended), the Local Government (Financial Management) Regulations 1996 (as amended) or applicable financial controls of any other written law noted during the course of our audit;
- (iii) The asset consumption ratio included in the annual financial report is supported by verifiable information and reasonable assumptions;
- (iv) The asset renewal funding ratio is not included in the annual financial report, as required by Local Government (Financial Management) Regulations 1996 section 50(1)(c);
- (v) All necessary information and explanations were obtained by us; and
- (vi) All audit procedures were satisfactorily completed during our audit.

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the company in accordance with the ethical requirements the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

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Responsibilities of Management and Those Charged with Governance for the Financial Report

Management is responsible for the preparation of the financial report that gives a true and fair view in accordance with Accounting Standards, the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996 and for such internal control as the directors determine is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the directors are responsible for assessing the ability of the company to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the company or to cease operations, or has no realistic alternative but to do so.

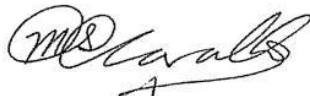
Those charged with governance are responsible for overseeing the company's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report.

A further description of our responsibility for the audit of the financial report is located at the Auditing and Assurance Standard Board website at: http://www.auasb.gov.au/auditors_files/ar3.pdf. This description forms part of our audit report.

AMD Chartered Accountants



MARIA CAVALLO
Director

28-30 Wellington Street, Bunbury, Western Australia

Dated this 27th day of October 2017



27 October 2017

T +61 (8) 9780 7555
F +61 (8) 9721 8982

E amd@amdonline.com.au
www.amdonline.com.au

AMD Audit & Assurance Pty Ltd
ACN 145 719 259 t/a AMD

Unit 1, 28-30 Wellington Street,
Bunbury, WA 6230
PO Box 1306, Bunbury, WA 6231

CR J Allert
President
Shire of Boddington
PO Box 4
BODDINGTON WA 6390

Dear John

**SHIRE OF BODDINGTON
30 JUNE 2017 MANAGEMENT REPORT**

Following completion of our 30 June 2017 audit, we provide our Management Report and audit recommendations.

1.0 Our Audit Approach

The Australian Auditing Standards are the professional Standards applicable to all audit engagements. Accordingly, our audit was conducted in accordance with Australian Auditing Standards, with testing designed solely to enable the expression of an opinion on the financial report of the Shire of Boddington. This involved us making an assessment of the risk of material misstatement, whether due to fraud or error, and then using our professional judgement, applying audit procedures to mitigate that risk.

To assist Council in understanding our role as external auditor, we have previously detailed our audit responsibilities and scope of work to be performed to meet those responsibilities in our audit engagement letter.

Australian Auditing Standards require us to document and evaluate Shire of Boddington's system of internal control to establish the level of reliance on the internal control system in determining the nature, timing and extent of other auditing procedures necessary to enable us to complete our audit. This work is not primarily directed towards the discovery of weaknesses or the detection of fraud or other irregularities and should not, therefore, be taken to assume that no other weaknesses exist. Accordingly the comments within this letter refer only to those matters that have come to our attention during the course of our normal audit work and may not identify all possible improvements that an internal controls review may detect.

Our audit approach is based on a risk analysis methodology which relies upon our understanding of Shire of Boddington's operations, strategies and risks. We performed a review of applicable accounting systems and tested those during our audit. The level of testing performed by us is determined by the degree of reliance we place on the internal control systems in place which has a resulting impact on the amount of substantive testing required during our audit procedures. The level of testing performed is also aligned with what is required to form an overall opinion on the financial statements which may not coincide with what the Shire of Boddington perceives should be tested.

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Our audit also included evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates and judgements, as well as evaluating the overall presentation of the financial report. There were no areas of disagreement either in the accounting estimates or judgements or in the presentation and disclosures made in the financial report.

2.0 Assessment of Fraud and Error

The primary responsibility for the prevention and detection of fraud is that of Council and management. As a result, it is important that management with the oversight of Council place a strong emphasis on fraud prevention, which may reduce opportunities for fraud to take place and fraud deterrence, which could persuade individuals not to commit fraud because of the likelihood of detection and resulting consequences.

In accordance with Australian Auditing Standards we are required to obtain reasonable assurance that the financial report taken as a whole is free from material misstatement, whether caused by fraud or error. While our procedures are designed to identify material weaknesses and misstatements from fraud and error, there is an unavoidable risk that even some material misstatements may remain undiscovered. This unavoidable risk is due to the test nature and other inherent limitations of an audit, together with the inherent limitations of any accounting and internal control system.

We have confirmed that nothing has come to management's attention that may constitute an incident of fraud. In addition our audit procedures did not identify any instances of suspected or actual fraud. We take this opportunity to remind you that our audit is not designed to detect fraud and therefore our audit procedures are not designed for that purpose.

3.0 Significant Difficulties Encountered during the Audit

During the course of our audit, there were no areas where we experienced significant difficulties.

4.0 Audit Adjustments and Unadjusted Audit Differences

During the course of our audit, we did not identify any misstatements considered to be material at a financial report level and therefore no adjustment was required to be reflected within the final audited financial report.

5.0 Accounting Policies

We confirm to you that we are not aware of any changes to the accounting policies of the Shire of Boddington since 30 June 2016 in respect of the preparation of the 30 June 2017 financial report other than those changes required under Australian Accounting Standards and the Local Government Act and Regulations which are adequately disclosed.

6.0 Commitments and Contingencies

On completion of our audit and subsequent discussions with management, we did not identify any additional commitments or contingencies that required disclosure within the financial report of the Shire of Boddington, apart from those already disclosed.

7.0 Subsequent Events

We did not identify any additional subsequent events up until the date of this report that required disclosure within the financial report of the Shire of Boddington, apart from those already disclosed.

8.0 Fair Value Re-assessment

As required by Regulation 17A of the Local Government (Financial Management) Regulations 1996 a local government must re-assess each class of asset every three years.

We note that the Shire of Boddington completed a fair value re-assessment for land and buildings classes of assets as at 30 June 2017.

9.0 Land Held for Re-sale

The Shire of Boddington's Statement of Financial Position at 30 June 2017 included land held for re-sale totalling \$272,539. Through discussions with management we understand that whilst the land is listed for sale, the land is not actively being marketed and no land sale is budgeted for 2017/18. Land held for re-sale may need to be reclassified from the asset class "land held for resale" to "land" within the Statement of Financial Position.

Land held for re-sale is required to be recorded at the lower of cost or net realisable value. As a result we recommend an independent valuation of land held for re-sale be obtained to determine whether an impairment write down is required.

10.0 Financial Ratio Performance Measures

A review of Shire of Boddington's financial ratios as included within Note 18 of the financial report indicates Shire of Boddington's calculated ratios are within the Department's recommended guidelines.

11.0 Interim Audit Recommendations

We note that the majority of recommendations from our interim audit completed in April 2017 which was communicated verbally with the Chief Executive Officer and Manager, Finance have been subsequently actioned/completed. We would like to thank management for being pro-active in responding to our internal control recommendations.

12.0 Local Government Act Compliance Measures

In conjunction with our review of the financial statements, we also perform a review of the Shire of Boddington's compliance with the Local Government Act.

Our review of compliance with the Local Government Act and Financial Management Regulations did not indicate any issues of non-compliance which required reporting other than the asset renewal ratio not being included in the annual financial report as required by the Local Government (Financial Management) Regulations 1996 Section 50(1)(c).

13.0 Other Matters

In accordance with the terms of our engagement letter, we have a responsibility to provide an opinion in respect to the Shire of Boddington's annual financial report as to whether it is free from material misstatement. Our audit report for 30 June 2017 is unqualified with our opinion stating the financial report presents fairly the financial position of the Shire of Boddington, as at and for the year ending 30 June 2017.

Our audit indicated procedures and controls in respect to the Shire of Boddington's internal processes, procedures and financial reporting framework are adequately designed and have been maintained to high standards throughout the audit period.

Please refer to Appendix 1 for our audit recommendations in relation to the 30 June 2017 audit. We provide these comments and recommendations to suggest improvements to Shire of Boddington's internal controls and procedures.

Our management report is on an exception basis, and therefore we have not commented on the various internal controls in place within your accounting systems.

We would like to take this opportunity to thank James and the finance team for the assistance provided to us during our audit.

Should you have any questions concerning the above or would like to discuss any other aspect of our audit, please do not hesitate to contact me.

Yours sincerely
AMD Chartered Accountants

A handwritten signature in black ink, appearing to read 'M Cavallo', with a stylized flourish underneath.

MARIA CAVALLO CA
Director

cc Chris Littlemore
 Chief Executive Officer

ATTACHMENT 8.2.3B MANAGEMENT REPORT

APPENDIX 1

Audit Recommendations for the year ended 30 June 2017

GUIDANCE TO FINDINGS RATING / IMPLICATION

Findings identified during the final audit have been weighted in accordance with the following scale:

Significant: *Those findings where there is potentially a significant risk to the entity should the finding not be addressed promptly.*

Moderate: *Those findings which are of sufficient concern to warrant action being taken by the entity as soon as possible.*

Minor: *Those findings that are not of primary concern however still warrant action being taken.*

AUDIT FINDINGS

1. ELECTRONIC PURCHASING SYSTEM

Finding Rating: Minor

Our inquiries indicated authority limits set up in Synergy for the purposes of raising a purchase requisition against the responsible officer does not necessary comply with Council delegated authority. Rather there is a manual checking process performed to ensure that the purchase requisition raised by the responsible officer is in accordance with Council's delegated authority.

Implication

Risk that purchases are made over and above the responsible officer's delegated authority.

Recommendation

We recommend the purchasing requisition component of Synergy is updated to reflect the responsible officer's delegated authority and that the purchasing limit is reviewed and updated when the purchasing policy and delegated authorities are reviewed.

Management Comment

The current financial software does not provide for electronic monitoring, the newer software does but Council is not intending to change, the purchase policy as endorsed by Council is regulated manually.

2. PRIVATE WORKS

Finding Rating: Minor

From our review of Schedule 14, we identified that the expenses charged to the private works is significantly lower than would be expected when compared to the private work revenue indicating that all expenses may not be allocated to private works.

Implication

Risk of overstatement of private works revenue.

Recommendation

We recommend a review of private works jobs is completed at least on a monthly basis to ensure that all expenses associated with the private works is allocated accordingly.

Management Comment

Management have discussed this issue with the Manager of Works, a more rigorous monitoring of private works expenses will be undertaken where relevant, into the future.

APPENDIX 1

Audit Recommendations for the year ended 30 June 2017

3. TITLE DEED LISTING

Finding Rating: Minor

From our review of the title deed listing, we identified that "Lot 15002 Albany Highway Boddington 6390" was listed, however we were notified that this land is held by the Department of Planning and Infrastructure.

Implication

Title deed listing included land that is not owned by the Shire of Boddington.

Recommendation

We recommend the title deed listing is reviewed and updated accordingly to ensure that all properties listed are owned by the Shire of Boddington.

Management Comment

In future the title deed listing, will be reviewed annually by the Shire's rates officer, and this will be matched to the Asset Register to ensure that land not owned by the Shire is not included in the Asset Register.

4. EXCESSIVE LEAVE

Finding Rating: Minor

From our review of the annual leave listing, we noted employees who have accrued in excess of six weeks annual leave at year end.

Implication

1. The cost to Council is greater if annual leave is not paid out on a regular basis due to the cumulative effect of salary increases over a period of time.
2. Recreational leave enhances employee performance.
3. It is a fundamental principle of good internal control that all employees take regular holidays.

Recommendation

We recommend leave balances are managed to reduce the number of employees with excessive leave.

Management Comment

Management are provided with excessive leave balances listing by employees, and are encouraged to get employees to take leave to reduce balances to a more acceptable level.

8.2.4 Amended Budget 2017/18

File Ref. No: ADM 0084
Disclosure of Interest: Nil
Date: 15 November 2017
Author: James Rendell
Attachments: 8.2.4A Amended Budget 2017/18 (separate attachment)

Summary

The Department of Local Government reviewed the 2017/18 Budget adopted by Council in July 2017 and discovered that it did not comply with the Local Government Act 1995 in that the rates set was outside the 90:110 rule. Subsequent to their review the Department advised that Council approve an amended budget 2017/18 that complies with the 90:110 rule, the change required increases to two Reserves being (Plant Replacement Reserve and Ages Housing Reserve each by \$300k). This would provide additional funds for heavy plant replacement scheduled to occur in 2018/19 and to rectify trust deposit amounts for Council retirement units so that they are "cash backed". The amended 2017/18 budget is to be approved and included within an Ordinary Meeting Agenda papers.

Background

The Annual Budget 2017/18 as approved by Council was based around increasing Council's cash position by approximately \$200k to \$250k per annum in order, to provide financial flexibility for future projects and building a cash bank. Whilst attempting to minimize the risk that Council is never placed in either a negative cash or extremely low working capital position again.

This objective was achieved within the approved 2017/18 Annual budget, where the retained earnings moved from \$751k to \$975k, an increase of \$224k, but unfortunately it did not comply to the 90:110 rule. Where rates income as disclosed in the rate setting statement is to be no less than 90% and no more than 110% of the amount of the budget deficiency, the % in the approved 2017/18 Annual Budget is 128%. The amended budget 2017/18 achieves Council's desired cash surplus increase but will transfer an additional \$600k in cash reserves, consequently Council's retained earnings position (after reserve transfers of additional \$600k) will be \$375k.

The amended Annual Budget 2017/18 is to be:

1. presented to the Audit Committee for consideration at a meeting of the Audit Committee; by Council;
2. recommended for Adoption by Council at an Audit Committee Meeting;
3. presented to the Council at a meeting of Council;
4. adopted by the Council; and
5. the adoption recorded in the minutes of the meeting at which it is adopted.

After the amended Annual Budget has been presented to Council, a copy of the amended budget 2017/18, along with the relevant section of the minutes is to be submitted to the Executive Director, Department of Local Government.

Comment

Council's Audit Committee is to consider the amended Annual Budget 2017/18 at their meeting to be held on Tuesday 14th November 2017. It is anticipated, although not certain, that the Committee's recommendation will be that included in the Committee's

Strategic Implications - There appear no further implications in this regard.

Statutory Environment

Local Government Act 1995

6.34 Limit on revenue or income from general rates

Unless the Minister otherwise approves, the amount shown in the annual budget as being the amount it is estimated will be yielded by the general rate is not to –

- (a) be more than 110% of the amount of the budget deficiency: or
- (b) be less than 90% of the amount of the budget deficiency.

Policy Implications - There appear no further implications in this regard.

Financial Implications - There appear no further implications in this regard.

Economic Implications - There appear no further implications in this regard.

Social Implications - There appear no further implications in this regard.

Environmental Considerations - There appear no further implications in this regard.

Consultation

The Shire of Boddington Audit Committee considered this matter in making the recommendation to Council.

Options

Council can approve the Audit Committee's Recommendation or not.

Voting Requirements - Simple Majority

OFFICER'S RECOMMENDATION – ITEM 8.2.4

COUNCIL RESOLUTION

135/17

Moved: Cr Smart

That the Council accept the Audit Committee recommendation that:
the amended Annual Budget 2017/18, included at Attachment 8.2.4A be endorsed by Council.

Seconded:

Cr Manez

Carried: 7/0

8.3 PRINCIPAL ENVIRONMENTAL HEALTH OFFICER/ BUILDING SURVEYOR:

8.5.1 Stall Holder

Location:	Boddington Gold Mine & Camp
Applicant:	Toni Gelissen
File Ref. No:	ADM0165
Disclosure of Interest:	Nil
Date:	13 November 2017
Author:	PEHO/BS – Peter Haas
Attachments:	8.5.1A E-mails 8.5.1B & 8.5.1C Screen shots of

Summary

To seek Council approval to extend the operating area of a Stallholder

Background

At its meeting 20 June 2017 Council resolved as follows;

COUNCIL RESOLUTION 70/17 Moved Cr Manez

That Council,

1. Approve Toni Gelissen to operate as a Stallholder subject to the following conditions:
 - Trade to take place at Memorial Park in front of the totem poles and the Foreshore Carpark in Wuraming Avenue
 - Days of trade seven days a week
 - Hours of trade 5.00am – 9.00pm
 - Trade not to be conducted at Memorial Park on ANZAC Day (25 April), Long Tan Day (18 August), Remembrance Day (11 November) and the Rodeo Weekend.
2. Make Stallholder & Traders Permit annual fee \$500.00 per annum backdated to 1 May 2017.

Seconded Cr Glynn Carried 6/0

An e-mail has been received from Toni Gelissen requesting permission also trade as a Stallholder at the Gold Mine at the request she received from the Gold Mine. Her request, my response to this request and her response to my response is attached as well as screen shots of proposed locations for the stall.

Comment

Ms Gelissen is applying to add the two locations as per the attached maps to her Stallholder's Permit at the request (as per her email) from a representative from the Gold Mine. Both locations are on land under the control of the Gold Mine and there does not appear to be any impediment to Ms Gelissen trading in these areas.

Days and times would be under the control of the Gold Mine and it would be prudent to cover all bases and get written permission from the Gold Mine allowing Ms Gelissen to set up as a Stallholder in the areas that have been nominated. It should be noted that Ms Gelissen's Food Business is registered under the Food Act as Food Van.

Strategic Implications - Nil

Statutory Environment

This is covered under the auspice of the Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law Part 5 – Trading in Thoroughfares and Public Places.

Policy Implications – Nil

Financial Implications - Nil

Economic Implications

Increase in business activity for a local business

Social Implications

Interaction with those on the Gold Mine Camp with a local business. Perhaps through this interaction it may encourage some living on the camp to venture into town and experience what we have to offer.

Environmental Considerations - Nil

Consultation

Toni Gelissen the applicant

Options

Approve Officer's Recommendation

Not approve Officer's Recommendation

Approve with amendment Officer's Recommendation

Voting Requirements – Simple Majority

OFFICER'S RECOMMENDATION – ITEM 8.5.1

COUNCIL RESOLUTION

136/17

Moved: Cr Hoffman

That Council approve Toni Gelissen to add to the areas where she can operate as a Stallholder with the inclusion of the Gold Mine Camp and the area in front of the Gold Mine Security Gate as per the screen shots attached with her emailed application, subject to;

1. Written permission to do so be forwarded to the Shire from the Gold Mine.

Seconded:

Cr Manez

Carried: 7 /0

Attachment 8.5.1A

On Thu, Sep 21, 2017 at 1:53 PM, Peter Haas <eho@boddington.wa.gov.au> wrote:

Toni,

This would need to go to Council for approval. Can you send location map of where you wish to set up.

I am going to be on leave from today until 16 October so the earliest it will go to Council is the November meeting.

Regards

Peter Haas

Principal Environmental Health Officer/Building Surveyor



M 0428 838 004 T 08 9883 4999 F 08 9883 8347

E eho@boddington.wa.gov.au

[39 Bannister Road](#) PO Box 4 BODDINGTON WA 6390

www.boddington.wa.gov.au

From: Toni Gelissen [mailto:thoroughfare17@gmail.com]

Sent: Thursday, 21 September 2017 1:02 PM

To: Peter Haas <eho@boddington.wa.gov.au>

Subject: Thoroughfare trading

Dear Mr Haas,

I have been approached by Craig Turley and Cheryl Noah from Newmont Gold to possibly trade at either at the village or the security gate. I would like to ask Boddington Shires permission to do this. If possible we would like the opportunity to trade when they require. Thank you for taking the time, we look forward to hearing from you.

Kind

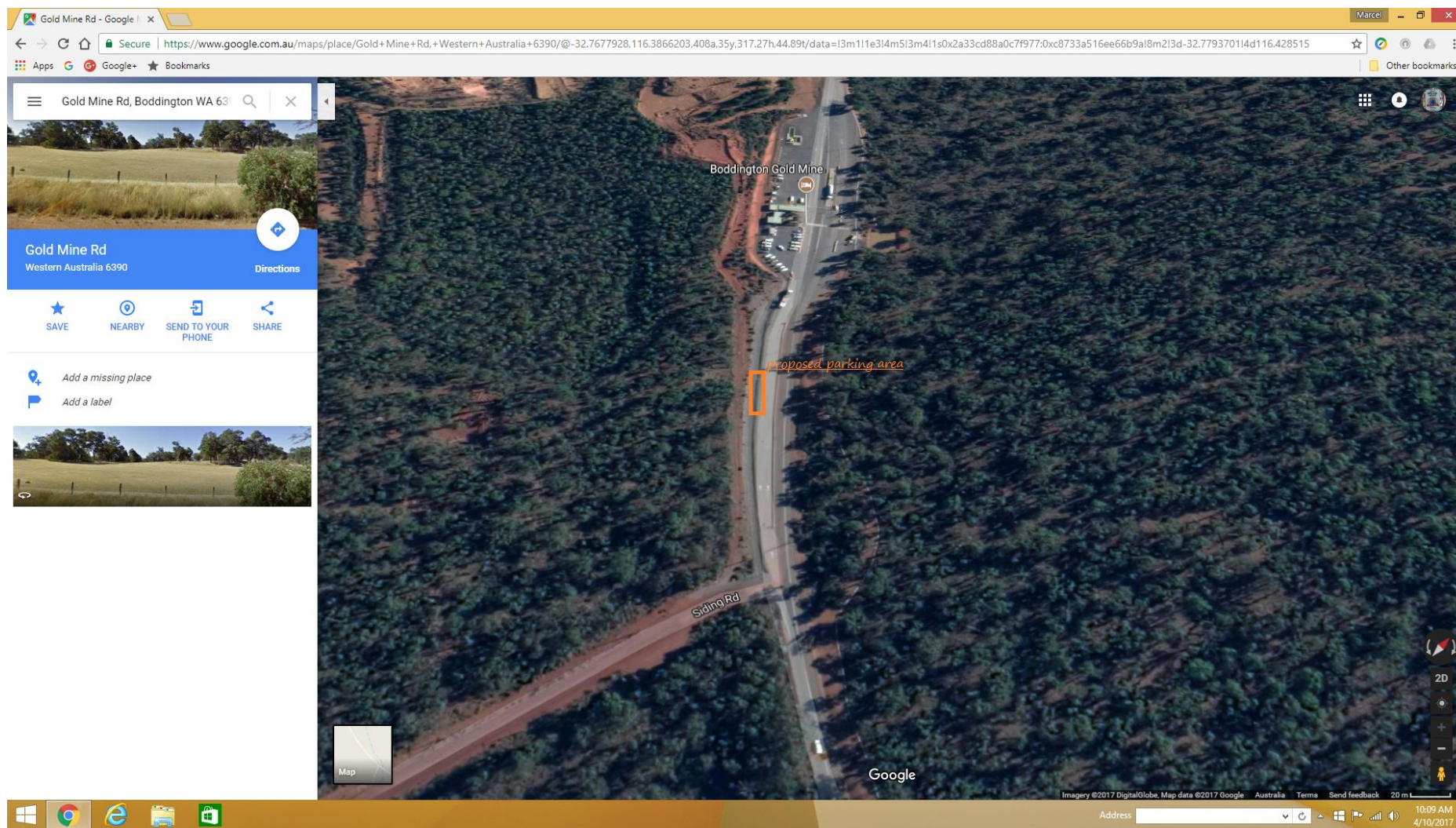
Regards

Toni Gelissen

Attachment 8.5.1B



Attachment 8.5.1C



8.4 MANAGER WORKS & SERVICES:

Nil

8.5 DIRECTOR CORPORATE & COMMUNITY SERVICES:

8.5.1	Policy Review
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File Ref. No:	ADM 0104
Disclosure of Interest:	Nil
Date:	13 November 2017
Author:	Grant Bartle
Attachments	Draft Policy Manual 8.5.1A (separate attachment)

Summary

Council's policies are due for revision and are presented with some recommended alterations, for endorsement.

Background

Council endorses many policies during a year. In some instances policies need to be altered to reflect the prevailing situation. Whilst the majority of policies in the Policy Manual submitted for consideration will require no alteration some policies have been identified that are difficult to comply with or are out of date. Changes are suggested to reflect the current situation.

Comment

Staff have completed a comprehensive review of Council's Policy Manual. Included at Attachment 8.5.1A is a draft Policy Manual with new text or policies included in shading, text that is to be deleted is in strikethrough.

The only aspect of the draft Policy Manual that is not correct is the contents page, which will be updated after resolution by Council.

Strategic Implications

The Policy Manual provides direction to staff from Council on the handling and dealing with many issues rather than Council direction on individual matters being required.

Statutory Environment - Nil

Policy Implications

10.3 - Policy Manual

Attachment 8.5.1C

That Council's Policy Manual, and all the policies contained therein, be reviewed biennially by Council, preferably prior to the Annual Budget being adopted for the following year.

Financial Implications – Nil

Economic Implications - Nil

Social Implications

Council's policies set out Council's guidelines in the Shire of Boddington's dealings with the wider community.

Environmental Considerations

Council's policies set out Council's environmental guidelines in the Shire of Boddington's dealings in the wider community.

Consultation

Senior Staff contributed to the review of the draft Policy Manual.

Options

Council can resolve to:

1. Accept the draft Policy Manual at Attachment 8.5.1A; or
2. Accept the draft Policy Manual at Attachment 8.5.1A with amendment(s); or
3. Not accept the draft Policy Manual at Attachment 8.5.1A, giving reasons

Voting Requirements - Simple Majority

OFFICER RECOMMENDATION – ITEM 8.5.1

COUNCIL RESOLUTION

137/17

Moved: Cr McSwain

That Council adopt the draft Policy Manual included as Attachment 8.5.1A.

Seconded:

Cr Glynn

Carried: 7/0

8.5.2 Codes of Conduct – Elected Members and Staff

File Ref. No:	ADM 0096
Author:	Grant Bartle
Disclosure of Interest:	Nil
Date:	14 th November 2017
Attachment	8.5.2A Draft - Code of Conduct – Elected Members 8.5.2B Draft - Code of Conduct - Staff

Summary

Council is required to consider reviewing the draft Codes of Conduct documents for Elected Members and Staff.

Background

Council adopted the current *Code of Conduct – Elected Members* and *Code of Conduct – Staff* in October 2011.

The Elected members Code of Conduct was last reviewed 7 April 2015 whilst the Code of Conduct- Staff was reviewed 15 December 2015.

Comment

For Council to meet its statutory responsibilities to adopt a Code of Conduct following each election, the two draft Codes of Conduct have been submitted for approval, one for Elected Members and one for Staff.

These draft Codes of Conduct are the same as previously adopted with a minor change in Code of Conduct- Staff.

Strategic Implications

Shire of Boddington Strategic Community Plan 2017-2027
Governance and Organisation

- Good governance and an effective and efficient organisation.
- Effective and efficient corporate and administrative services.

Statutory Environment

Local Government Act (1995)

5.103 Codes of conduct

- (1) *Every local government is to prepare or adopt a code of conduct to be observed by council members, committee members and employees.*
- (2) *A local government is to review its code of conduct within 12 months after each ordinary elections day and make such changes to the code as it considers appropriate.*
- (3) *Regulations may prescribe the content of, and matters in relation to, codes of conduct and any code of conduct or provision of a code of conduct applying to a local government is of effect only to the extent to which it is not inconsistent with regulations.*

Local Government (Administration) Regulations (1995)

34B. Codes of conduct (gifts) – s. 5.103(3)

- (1) In this regulation –
“**activity involving a local government discretion**” means an activity –
(a) that cannot be undertaken without an authorisation from the local government;
or
(b) by way of a commercial dealing with the local government;
- “**gift**” has the meaning given to that term in section 5.82(4) except that it does not include –
(a) a gift from a relative as defined in section 5.74(1); or
(b) a gift that must be disclosed under regulation 30B of the Local Government (Elections) Regulations 1997; or
(c) a gift from a statutory authority, government instrumentality or non-profit association for professional training;
- “**notifiable gift**”, in relation to a person who is an employee, means –
(a) a gift worth between \$50 and \$300; or
(b) a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth between \$50 and \$300;
- “**prohibited gift**”, in relation to a person who is an employee, means –
(a) a gift worth \$300 or more; or
(b) a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth \$300 or more.
- (2) A code of conduct is to contain a requirement that a person who is an employee refrain from accepting a prohibited gift from a person who –
(a) is undertaking or seeking to undertake an activity involving a local government discretion; or
(b) it is reasonable to believe is intending to undertake an activity involving a local government discretion.
- (3) A code of conduct is to contain a requirement that a person who is an employee and who accepts a notifiable gift from a person who –
(a) is undertaking or seeking to undertake an activity involving a local government discretion; or
(b) it is reasonable to believe is intending to undertake an activity involving a local government discretion,
notify the CEO, in accordance with subregulation (4) and within 10 days of accepting the gift, of the acceptance.
- (4) A code of conduct is to require that the notification of the acceptance of a notifiable gift be in writing and include –
(a) the name of the person who gave the gift; and
(b) the date on which the gift was accepted; and
(c) a description, and the estimated value, of the gift; and
(d) the nature of the relationship between the person who is an employee and the person who gave the gift; and
(e) if the gift is a notifiable gift under paragraph (b) of the definition of “notifiable gift” in subregulation (1) (whether or not it is also a notifiable gift under paragraph (a) of that definition) –
(i) a description; and
(ii) the estimated value; and

(iii) the date of acceptance,
of each other gift accepted within the 6 month period.

- (5) A code of conduct is to require that the CEO maintain a register of notifiable gifts and record in it details of notifications given to comply with a requirement made under subregulation (3).

[Regulation 34B inserted in Gazette 21 Aug 2007 p. 4190-1.]

34C. Codes of conduct (disclosure of interests affecting impartiality) — s. 5.103(3)

- (1) In this regulation —

“interest” means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

- (2) A code of conduct is to contain a requirement that a person who is an employee and who has an interest in any matter to be discussed at a council or committee meeting attended by the person disclose the nature of the interest —

- (a) in a written notice given to the CEO before the meeting; or
(b) at the meeting immediately before the matter is discussed.

- (3) A code of conduct is to contain a requirement that a person who is an employee and who has given, or will give, advice in respect of any matter to be discussed at a council or committee meeting not attended by the person disclose the nature of any interest the person has in the matter —

- (a) in a written notice given to the CEO before the meeting; or
(b) at the time the advice is given.

- (4) A code of conduct is to exclude from a requirement made under subregulation (2) or (3) an interest referred to in section 5.60.

- (5) A code of conduct is to excuse a person from a requirement made under subregulation (2) or (3) to disclose the nature of an interest if —

- (a) the person’s failure to disclose occurs because the person did not know he or she had an interest in the matter; or
(b) the person’s failure to disclose occurs because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person discloses the nature of the interest as soon as possible after becoming aware of the discussion of a matter of that kind.

- (6) A code of conduct is to require that if, to comply with a requirement made under subregulation (2) or (3), a person who is an employee makes a disclosure in a written notice given to the CEO before a meeting then —

- (a) before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
(b) immediately before a matter to which the disclosure relates is discussed at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present.

- (7) If —

- (a) to comply with a requirement made under subregulation (2), the nature of a person’s interest in a matter is disclosed at a meeting; or
(b) a disclosure is made as described in subregulation (5)(b) at a meeting; or

- (c) to comply with a requirement made under subregulation (6)(b), a notice disclosing the nature of a person's interest in a matter is brought to the attention of the persons present at a meeting,
the nature of the interest is to be recorded in the minutes of the meeting.

Consultation

Senior Staff

Policy Implications – Nil

Financial Implications - Nil

Economic Implications - Nil

Social Implications - Nil

Environmental Considerations - Nil

Strategic Implications - Nil

Options

Council can resolve:

1. the Officer's Recommendation;
2. amended Codes of Conduct; or
3. resolve to not accept the Officers Recommendation, giving reasons.

Voting Requirement - Simple Majority

OFFICER'S RECOMMENDATION – ITEM 8.5.2

COUNCIL RESOLUTION

138/17

Moved: Cr Smart

That Council adopt as the Codes of Conduct for the Shire of Boddington the:

1. Code of Conduct – Elected Members as included at Attachment 8.5.2A; and
2. Code of Conduct – Staff as included at Attachment 8.5.2B.

Seconded:

Cr Manez

Carried: 7/0



SHIRE OF BODDINGTON

ELECTED MEMBERS

CODE OF CONDUCT

(Date of Last Review ~~7 April 2015~~ 21 November 2017)

**SHIRE OF BODDINGTON
CODE OF CONDUCT – ELECTED MEMBERS**

1 INTRODUCTION

This Code of Conduct provides Elected Members at the Shire of Boddington with consistent guidelines for an acceptable standard of professional conduct. The Code addresses the broader issue of ethical responsibility and encourages greater transparency and accountability in the affairs of Council.

The Code is complementary to the principals adopted in the Local Government Act 1995 and Regulations which incorporates four fundamental aims to result in:

- better decision making by Council;
- greater community participation in the decisions and affairs of Council;
- greater accountability of Council to the community; and
- more efficient and effective local government.

The Code is independent from the requirements of the provisions of the Local Government (Rules of Conduct) Amendment Act, 2007 applicable from 2nd October 2007 and which contain mandatory behaviour standards to be observed by Elected Members.

2 ROLES AND OBJECTIVES

A primary role of the Elected Members when acting as Council is to make decisions in the best interest of the community.

A primary role of all Elected Members shall be the achievement of the Council objectives contained in the Corporate Strategic Plan.

The focus of Elected Members when acting as Council shall be the effective translation of the community's needs and aspirations into an agreed direction and future for the City.

An Elected Member shall always act:

- as a leader on issues of importance to the community;
- honestly, impartially and with integrity in its dealings with all elements of the community;
- responsibly by making decisions that are in the best interests of the wider Boddington community taking into account professional advice;
- openly by encouraging the participation of residents in the opinion forming and decision making process of Council;
- tolerantly by acknowledging the right of individuals both on Council and in the community, to hold differing opinions and to express those opinions;
- independently and free of undue influences created by pecuniary interests and other conflicts of interest; and
- in an ethical and procedurally fair manner in all of its dealings.

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3 CONDUCT

Elected Members shall act and be seen to act:

- properly and in accordance with the requirements of the law and the terms of this Code;
- as facilitators of community participation in Council processes;
- in a non-partisan way by seeking solutions and making decisions that are in the best interests of the broader Boddington community;
- to represent the whole community first and the interests of pressure groups or individuals only in a context of the greater community good;
- co-operatively with Council staff through appropriately defined communication channels;
- to communicate and confirm Council decisions and policies in a positive and proactive manner in the community, regardless of the level of personal support for Council's collective decisions; and
- to make no allegations which are improper or derogatory and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment.

Elected Members shall observe the highest standards of honesty and integrity and avoid conduct which might suggest any departure from these standards and be frank and honest in their official dealing with staff.

4 ADMINISTRATIVE COMPLIANCE

Elected Members shall ensure compliance with proper and reasonable administrative practices and conduct and professional and responsible management practices.

Elected Members are often asked to represent the Council on external organisations. Such positions should only be accepted within time and other constraints which do not adversely reflect on Council's commitment to that organisation and in doing so. Elected Members should fairly represent the Council's position to the best of their abilities, as it is understood by them at that time.

All aspects of communication by Elected Members (verbal or written) involving Council activities, should reflect the status and objectives of Council and should be accurate, polite and professional.

Elected Members shall only claim or accept travelling and sustenance expenses arising out of travel related matters which have a direct bearing on the services, processes or business of the Council in accordance with Council's policies.

Elected Members are expected to comply with neat and responsible dress standards at all times in their representation of Council.

When Elected Members are approached by members of the public to address an issue of individual concern on their behalf, the Elected Members:

- should ascertain if they have spoken to the relevant staff member and, if not, encourage the person(s) to do so, in the first instance;

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- should, prior to meeting with the person(s) or prior to discussing the matter in further detail, obtain comment and any related information from the relevant staff member; and
- should provide a brief file note of the meeting (who with, time, date, topic and outcome only) for Council's records, if considered appropriate by the Elected Member.

Elected Members shall direct any inquiries for staff to meet proponents or ratepayers concerning any application, proposal or issue to the CEO or relevant Director. Elected Members shall not advocate on behalf of proponents/ratepayers in meetings where staff are in attendance.

Unless not practicable, Elected Members are only to approach and seek advice from staff by:

- correspondence;
 - telephone;
 - fax;
 - email; or
 - appointment.
- (a) Any customer requests or enquiries made by Elected Members, must be lodged with the Council administration staff for recording.
- (b) Any requests or enquiries received by the Council administration staff, shall be forwarded to the relevant service unit for dealing with through the Customer Request System.
- (c) Elected Members shall be advised as soon as possible in writing by the responsible officer, of the progress, outcome or information related to the request or enquiry.

Elected Members shall refrain from contacting or dealing with any staff member on a matter in which they have an obligation to declare an interest, pursuant to the Local Government Act, 1995, or Council's Standing Orders unless approval to participate in the matter has been provided in accordance with sec. 5.69.

Unless not practicable, Elected Members shall only enter the staff work areas of the Administration Building after requesting and receiving approval from the CEO, a Director or relevant senior staff member.

Facilities provided for use by Elected Members within the Administration Building, shall only be available for the pursuit or conduct of Council business or interests.

5 MEDIA AND EXTERNAL COMMUNICATION

Unless acting in an authorised capacity as a Council spokesperson, pursuant to the Local Government Act, 1995:

- Councillors shall not speak, attempt to speak or give the perception of speaking on behalf of the local government; and

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- Councillors should ensure that statements made to the media are identified as their opinions only and do not necessarily represent the position of Council.

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SHIRE OF BODDINGTON



STAFF

CODE OF CONDUCT

(Date of Last Review ~~15th December 2015~~ 21st November 2017)

ATTACHMENT 8.5.2 B STAFF CODE OF CONDUCT

SHIRE OF BODDINGTON CODE OF CONDUCT – STAFF

1. INTRODUCTION

- 1.1 This Code of Conduct provides staff at the Shire of Boddington, with guidelines for an acceptable standard of professional conduct. The Code addresses the broader issue of ethical responsibility and encourages greater accountability in the affairs of Council.
- 1.2 The Code is complementary to the principles adopted in the Local Government Act 1995 and Regulations, which incorporates four fundamental aims to result in:-
 - better decision-making by Council;
 - greater community participation in the decisions and affairs of Council;
 - greater accountability of Council to the community; and
 - more efficient and effective local government.

2. ROLES AND OBJECTIVES

- 2.1 A primary role of all Council staff shall be the delivery of an efficient, effective and professional service to the community.
- 2.2 A primary role of all Council staff shall be the achievement of the Council objectives contained in the Corporate Strategic Plan.
- 2.3 The objective of Council staff is to ensure the Shire of Boddington is a competitive organisation committed to quality service to the community.

3. CONDUCT

- 3.1 Staff shall not use confidential information to gain improper advantage for themselves or for any other person or body, in ways which are inconsistent with their obligation to act impartially, or to improperly cause harm or detriment to any person or organisation.
- 3.2 Staff shall act and be seen to act:
 - properly and in accordance with the requirements of the law and the terms of this Code.
 - co-operatively with Council's Elected Members through appropriately defined communication channels.
 - to communicate and confirm Council decisions and policies in a positive and proactive manner in the community, regardless of the level of personal support for Council's collective decisions.
 - to make no allegations which are improper or derogatory and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment.

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ATTACHMENT 8.5.2 B STAFF CODE OF CONDUCT

- as being frank and honest in their official dealings with Elected Members.
- 3.3 Staff shall observe the highest standards of honesty and integrity and avoid conduct that might suggest any departure from these standards.
- 3.4 While on duty, staff shall give their whole time and attention to the Local Government's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Local Government.
- 3.5 Staff shall:
- be scrupulously honest in their use of Council's resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body.
 - use the Local Government resources entrusted to them effectively and economically in the course of their duties.
 - not use the Local Government's resources (including the services of Council staff) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so.
- 3.6 (1) In this Code:
- "interest" means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.
- (2) A person who is an employee and who has an interest in any matter to be discussed at a Council or Committee meeting attended by the person is to disclose the nature of the interest
- (a) in a written notice given to the CEO before the meeting; or
 - (b) at the meeting immediately before the matter is discussed.
- (3) A person who is an employee and who has given, or will give, advice in respect of any matter to be discussed at a Council or Committee meeting not attended by the person is to disclose the nature of any interest the person has in the matter:
- (a) in a written notice given to the CEO before the meeting; or
 - (b) at the time the advice is given.
- (4) This Code excludes Staff from a requirement made under sub-regulation (2) or (3) of Regulation 34C of the Local Government (Administration) Regulations in relation to an interest referred to in Section 5.60 of the Act.
- (5) this Code excuses a person from a requirement made under sub-regulation (2) or (3) of Regulation 34C to disclose the nature of an interest if:
- (a) the person's failure to disclose occurs because the person did not know he or she had an interest in the matter; or
 - (b) the person's failure to disclose occurs because the person did not know the matter in which he or she had an interest would be discussed at the

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ATTACHMENT 8.5.2 B STAFF CODE OF CONDUCT

meeting and the person discloses the nature of the interest as soon as possible after becoming aware of the discussion of a matter of that kind.

- (6) If, to comply with a requirement made under sub-regulation (2) or (3) of Regulation 34C, a person who is an employee makes a disclosure in a written notice given to the CEO before a meeting then:

- (a) before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
- (b) immediately before a matter to which the disclosure relates is discussed at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present.

- 3.7 Staff shall not take advantage of their position to improperly influence Elected Members or other staff in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.

- 3.8 (1) In this Code:

"activity involving a local government discretion" means an activity -

- (a) that cannot be undertaken without an authorisation from the local government; or
- (b) by way of a commercial dealing with the local government;

"gift" has the meaning given to that term in section 5.82(4) of the Act except that it does not include -

- (a) a gift from a relative as defined in section 5.74(1); or
- (b) a gift that must be disclosed under regulation 30B of the Local Government (Elections) Regulations 1997; or
- (c) a gift from a statutory authority, government instrumentality or non-profit association for professional training;

"notifiable gift", in relation to a person who is an employee, means -

- (a) a gift worth between \$50 and \$300; or
- (b) a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth between \$50 and \$300;

"prohibited gift", in relation to a person who is an employee, means -

- (a) a gift worth \$300 or more; or
- (b) a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth \$300 or more.

- (2) A person who is an employee is to refrain from accepting a prohibited gift from a person who:

- (a) is undertaking or seeking to undertake an activity involving a local government discretion; or
- (b) it is reasonable to believe is intending to undertake an activity involving a local government discretion.

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ATTACHMENT 8.5.2 B STAFF CODE OF CONDUCT

- (3) A person who is an employee and who accepts a notifiable gift from a person who:
- (a) is undertaking or seeking to undertake an activity involving a local government discretion; or
 - (b) it is reasonable to believe is intending to undertake an activity involving a local government discretion,
- is to notify the CEO, **in writing**, in accordance with Clause (4) below and within 10 days of accepting the gift, ~~of the acceptance~~.
- (4) Notification of the acceptance of a notifiable gift is to be in writing and include:
- (a) the name of the person who gave the gift; and
 - (b) the date on which the gift was accepted; and
 - (c) a description, and the estimated value, of the gift; and
 - (d) the nature of the relationship between the person who is an employee and the person who gave the gift; and
 - (e) if the gift is a notifiable gift under paragraph (b) of the definition of 'notifiable gift' in sub-regulation (1) (whether or not it is also a notifiable gift under paragraph (a) of that definition):
 - (i) a description; and
 - (ii) the estimated value; and
 - (iii) the date of acceptance.
- of each other gift accepted within the 6 month period.
- (5) The CEO is to maintain a register of notifiable gifts and record in it details of notifications given to comply with a requirement made under Clause (2).

4. ADMINISTRATIVE COMPLIANCE

- 4.1 Staff shall ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.
- 4.2 Staff are often asked to represent the Council on external organisations. Such positions should only be accepted within time and other constraints which do not adversely reflect on Council's commitment to that organisation and in doing so, staff should fairly represent the Council's position to the best of their abilities as it is understood by them at that time.
- 4.3 All aspects of communication by staff (verbal or written) involving Council activities should reflect the status and objectives of Council and should be accurate, polite and professional.
- 4.4 Staff shall only claim or accept travelling and sustenance expenses arising out of travel related matters which have a direct bearing on the services, processes or business of the Council in accordance with Council's policies and any other statutory obligation.
- 4.5 Staff are expected to comply with neat and responsible dress standards at all times as may be determined from time to time.

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ATTACHMENT 8.5.2 B STAFF CODE OF CONDUCT

- 4.6 Relevant staff shall respond to approaches from residents/ratepayers on matters referred through Elected Members, to which the resident/ratepayer has sought an Elected Member to address or resolve on their behalf in accordance with internal standards by either correspondence, telephone, fax, e-mail or appointment.
- 4.7 Staff shall respond to any requests or enquiries by Elected Members, in accordance with internal standards unless, at the direction of the CEO or Service Unit Manager, there is justification for prioritising the request. Staff shall advise Elected Members in writing as soon as possible of the progress, outcome or information related to the Elected Members request or enquiry.
- 4.8 Staff shall only attend meetings arranged and attended by Elected Members, to meet proponents or ratepayers concerning any application, proposal or issue, at the direction of the CEO or Director to whom any initial approach by an Elected Member shall be referred. Staff presence at such meetings will be in an advisory capacity only and shall be withdrawn in circumstances where advocacy on behalf of the ratepayers/proponents is demonstrated by Elected Members.
- 4.9 Staff shall report to the CEO any approaches by Elected Members who contact them on any issue in which the Elected Member has an obligation to declare an interest or if the approach is made in a manner which is directive, demanding or otherwise attempting to influence the officer in either providing information to which the Member is not entitled, or to prepare a report or recommendation to Council in a particular way, to further the interests of the Member or any other third party.
- 4.10 Relevant staff shall accommodate all reasonable requests from Elected Members to meet with them to discuss Council related matters in order to assist the Member(s) to fulfil their duties.
- 4.11 Unless not practicable, staff shall only enter the Elected Members' area of the Administration Building after requesting and receiving approval from the President, Deputy President or Councillor.

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8.5.3 Freedom of Information Statement

File Ref. No: ADM0113
Disclosure of Interest: Nil
Date: 14 November 2017
Author: Grant Bartle
Attachments: 8.5.3A Freedom of Information Statement

Summary

Council is to consider a revised Freedom of Information Statement.

Background

Under the requirements of the *Freedom of Information Act 1992*, the Shire of Boddington adopted a Freedom of Information (FOI) Information Statement in 2013.

Local Governments are required to have an information statement made available for inspection or purchase by members of the public. Some agencies have elected to publish their information statement electronically on their website. Others have elected to have both a hard copy and a copy available on their website. Another option is to have hard copy version incorporated in the agency's annual report. Whichever manner the agency chooses to publish its information statement in, it is required to provide a copy to the Information Commissioner. Given the extended period from its last revision, this document is now out of date.

Information statements are an important part of FOI legislation. They assist members of the public to exercise their rights under the FOI Act, by describing the information and records available, together with a summary of the responsibilities and functions carried out by each agency. The provisions in the FOI Act concerning information statements require that subsequent republishing of the information statement occur at intervals of not more than 12 months.

The last published statement was September 2016 following Council resolution on 20 September 2016.

Comment

An updated draft Information Statement has been prepared and is included at Attachment 8.5.3A. The preparation of the draft Information Statement has been completed with the assistance of the Office of the Information Commissioner.

A final, adopted Information Statement will be available on the Council website and from the Shire Administration Office.

Strategic Implications

Shire of Boddington Strategic Community Plan 2017-2027
Governance and Organisation

- Good governance and an effective and efficient organisation.
- Effective and efficient corporate and administrative services.

Statutory Environment

Part 5 — Publication of information about agencies

94. Term used: information statement

*A reference in this Act to an **information statement**, in relation to an agency, is a reference to a statement that contains —*

- (a) a statement of the structure and functions of the agency;*
- (b) a description of the ways in which the functions (including, in particular, the decision-making functions) of the agency affect members of the public;*
- (c) a description of any arrangements that exist to enable members of the public to participate in the formulation of the agency's policy and the performance of the agency's functions;*
- (d) a description of the kinds of documents that are usually held by the agency including —*
 - (i) which kinds of documents can be inspected at the agency under a written law other than this Act (whether or not inspection is subject to a fee or charge); and*
 - (ii) which kinds of documents can be purchased; and*
 - (iii) which kinds of documents can be obtained free of charge;*
- (e) a description of the agency's arrangements for giving members of the public access to documents mentioned in paragraph (d)(i), (ii) or (iii) including details of library facilities of the agency that are available for use by members of the public;*
- (f) a description of the agency's procedures for giving members of the public access to the documents of the agency under Part 2 including —*
 - (i) the designation of the officer or officers to whom initial inquiries as to access to documents can be made; and*
 - (ii) the address or addresses at which access applications can be lodged;*
- (g) a description of the agency's procedures for amending personal information in the documents of the agency under Part 3 including —*
 - (i) the designation of the officer or officers to whom initial inquiries as to amendment of personal information can be made; and*
 - (ii) the address or addresses at which applications for amendment of personal information can be lodged.*

95. Term used: internal manual

*A reference in this Act to an **internal manual**, in relation to an agency, is a reference to —*

- (a) a document containing interpretations, rules, guidelines, statements of policy, practices or precedents; or*
- (b) a document containing particulars of any administrative scheme; or*
- (c) a document containing a statement of the manner, or intended manner, of administration of any written law or administrative scheme; or*
- (d) a document describing the procedures to be followed in investigating any contravention or possible contravention of any written law or administrative scheme; or*
- (e) any other document of a similar kind, (other than a written law) that is used by the agency in connection with the performance of such of its functions as affect or are likely to affect rights, privileges or other benefits, or obligations, penalties or other detriments, to which members of the public are or may become entitled, eligible, liable or subject.*

96. Information statement, each agency to publish annually

- (1) An agency (other than a Minister or an exempt agency) has to cause an up-to-date information statement about the agency to be published in a manner approved by the Minister administering this Act –
 - (a) within 12 months after the commencement of this Act; and
 - (b) at subsequent intervals of not more than 12 months.
- (2) In giving approval under subsection (1) the Minister has to have regard, amongst other things, to the need to assist members of the public to exercise their rights under this Act effectively.
- (3) In the case of an agency that comes into existence after the commencement of this Act the reference in subsection (1)(a) to the commencement of this Act is to be read as a reference to the time when the agency commences its operations.
- (4) A subcontractor does not have to comply with subsection (1) if the relevant contractor has complied with that subsection on behalf of the subcontractor.

[Section 96 amended by No. 47 of 1999 s. 13.]

97. Information statement and internal manual, each agency to make available etc.

- (1) An agency (other than a Minister or an exempt agency) has to cause copies of –
 - (a) its most up-to-date information statement; and
 - (b) each of its internal manuals, to be made available for inspection and purchase by members of the public but may delete any exempt matter from those copies.
- (2) An agency has to provide a copy of its information statement to the Commissioner as soon as is practicable after the statement is published under section 96.
- (3) A subcontractor does not have to comply with subsections (1) and (2) if the relevant contractor has complied with those subsections on behalf of the subcontractor.

[Section 97 amended by No. 47 of 1999 s. 14.]

Policy Implications – Nil at this time

Financial Implications – Nil at this time

Economic Implications – Nil at this time

Social Implications – Nil at this time

Environmental Considerations – Nil at this time

Consultation

Office of the Information Commissioner.

Options

Council can resolve:

1. the Officer's Recommendation; or
2. to adopt an amended draft Information Statement; or
3. to not adopt the amended draft Information Statement, giving reasons.

Voting Requirements – Simple Majority

OFFICER'S RECOMMENDATION – ITEM 8.5.3

COUNCIL RESOLUTION

139/17

Moved: Cr Hoffman

That Council adopt the Draft Freedom of Information Statement included at Attachment 8.5.3A.

Seconded:

Cr Manez

Carried: 7/0



FREEDOM OF INFORMATION STATEMENT
2016 2017

This Information Statement is published by the Council in accordance with the requirements of Section 96 of the Freedom of Information Act 1992 (Western Australia).

The Council is pleased to comply with the legislation and welcomes enquiries.

An updated Information Statement will be published at least every 12 months.

Date of Adoption: Resolution 78/16
Date 20 September 2016

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1. MISSION STATEMENT

The Shire of Boddington operates in a relatively stable environment in which the expectations and requirements of the community and government, as well as environmental and economic factors impact on its activities and overall performance.

Council is committed to improve the quality of life of the residents of Boddington through services based on the principles of quality, equity, value and responsiveness and to ensure operations of the Shire are conducted in a cost efficient and effective manner as not to unfairly impose upon its ratepayers and residents.

The objectives of Council is to ensure that Boddington:

1. is a strong, healthy and safe community
2. is a clean, green and sustainable environment.
3. is a built environment and infrastructure that supports a growing community.
4. is a thriving and diverse economy.
5. has good governance and is an effective and efficient organisation.

By these means, the community confidence in the Shire as an efficient provider of services and an effective manager of its resources will be gained.

2. DETAILS OF LEGISLATION ADMINISTERED

Including, yet not limited to:

- Local Government Act 1995;
- Freedom of Information Act 1992;
- Dog Act 1976;
- Planning and Development Act 2005; and
- all other legislation relevant to Local Government functions

3. COUNCIL STRUCTURE

The Shire of Boddington consists of seven (7) Councillors including the Shire President. Councillors are elected for a four year term with four members retiring in one election and the balance (three) retiring at the next. Local Government Elections are held in October of every second year. The President of the Council is elected by the Councillors at the first meeting following each ordinary election. Extraordinary elections are held to fill any vacancies which may have occurred during the year.

Council is the decision making body of all policy matters.

The Chief Executive Officer reports to Council and the present Shire organisational structure is shown in Figure 1 (attached).

4. DETAIL OF DECISION MAKING PROCESS

Ordinary meetings of full Council are generally held on the third Tuesday of every month and commence at 5:00pm. Members of the public are welcome to attend and Public Question Time is an early item of business.

The main business of the meeting is to consider and make resolutions.

Correspondence and applications on any matters to be considered by Council must be received at the Council office at least one week prior to the week of the Council meeting if they are to be guaranteed of being dealt with at this meeting.

4.1 Minutes

Minutes of Full Council are placed on display in Council's Library and on its website within 10 days after Ordinary Council Meeting.

5. SHIRE OF BODDINGTON SHIRE COUNCILORS

Councillor JA (John) Allen J (Jason) Hoffman	President	Term expires October 2021
Councillor M (Martin) Glynn	Deputy President	Term expires October 2019
Councillor EK (Elizabeth) Hook W (William) McGrath		Term expires October 2021
Councillor D (David) Smart		Term expires October 2019
Councillor N (Neville) Crilly R (Rod) McSwain		Term expires October 2021
Councillor T (Toni) Collins G (Garry) Ventris		Term expires October 2021
Councillor S (Sharan) Manez		Term expires October 2019

Note: The following table has been updated to reflect the changes agreed at the special meeting on 31/10/17.

No.	Committee/Organisation	Delegate	Proxy Delegate
1	Shire of Boddington Audit Committee	Shire President, M Glynn Shire Deputy President, D Smart Cr R McSwain	Cr J Hoffman Cr S Manez Cr W McGrath Cr G Ventris
2	Shire of Boddington Cemeteries Advisory Committee	Shire Deputy President, D Smart	Cr J Hoffman
3	Local Emergency Management Committee	Shire President, M Glynn Cr McGrath Principal Environmental Health Officer (PEHO)	Cr G Ventris
4	Peel Regional Leaders Forum	Shire President, M Glynn Chief Executive Officer (CEO)	Shire Deputy President, D Smart Director Corporate & Community Services (DCCS)
5	Peel Zone of WALGA Delegate	Shire President, M Glynn Shire Deputy President, D Smart	Cr R McSwain Chief Executive Officer (CEO)

ATTACHMENT 8.5.3 A FREEDOM OF INFORMATION STATEMENT

No.	Committee/Organisation	Delegate	Proxy Delegate
6	Hotham William Economic Development Alliance	Cr R McSwain Local Business Rep Craig Barker	Shire President, M Glynn Chief Executive Officer (CEO)
7	South West Regional Road Group	Shire Deputy President, D Smart	Cr W McGrath Manager Works & Services (MWS)
8	Bushfire Advisory Committee	Shire President, M Glynn Director of Corporate & Community Services (DCCS)	Chief Executive Officer (CEO)
9	Boddington Local Health Advisory Group	Cr J Hoffman Cr G Ventris Community & Economic Development Officer (CEDO)	Cr S Manez Cr W McGrath Chief Executive Officer (CEO)
10	Recreation Centre Committee	Cr S Manez	Cr J Hoffman
11	Worsley Alumina Community Liaison Committee	Cr G Ventris	Cr R McSwain
12	Hotham Williams Catchment Environmental Alliance	Cr S Manez Community Economic Development Officer (CEDO)	Cr J Hoffman Chief Executive Officer (CEO)
13	Industry Roads Safety Alliance	Manager Works & Services (MWS)	Director of Corporate & Community Services (DCCS)
14	Peel Community Development Group	Cr J Hoffman	Cr W McGrath
15	Boddington Tidy Town/Townscape Committee	Community Economic Development Officer (CEDO)	Chief Executive Officer (CEO)
16	Rail Heritage Foundation of WA	Cr R McSwain	Chief Executive Officer (CEO)
17	Boddington Youth Centre Advisory Committee	Cr S Manez	Cr W McGrath
18	Community Reference Group (Newmont)	Shire Deputy President, D Smart	Cr G Ventris

6. DELEGATIONS

The Chief Executive Officer has the delegated authority from Council to make decisions on a number of specified administrative and policy matters. These delegations are listed in Council's Delegation Register and are reviewed by Council annually. The Chief Executive Officer has the power under the Local Government Act 1995 to sub-delegate these Authorities.

In keeping with the legislative requirements:

- to determine policies to be applied by the Council in exercising its discretionary powers;
- to determine the type, range and scope of projects to be undertaken by the Council; and
- to develop comprehensive management plans, budgets, financial controls and performance objectives and indicators for the operations of the Council

the Council makes decisions which direct and/or determine its activities and functions. Such decisions include the approval of works and services to be undertaken, and the allocation of resources to works and services.

Decisions are also made to determine whether or not approvals are to be granted for applications from residents for various forms of development.

7. SERVICES FOR THE COMMUNITY

Full Council makes decisions on policy issues relating to services that are provided for members of the public.

These services currently include, but one not limited to:

Roads/Footpaths/Kerbing	Stormwater Drainage
Traffic Control Devices	Street Lighting; Waste Disposal
Street Tree Planting	Refuse Collection Control
Public Toilets	Public Library
Aged Persons Accommodation	cemeteries, Parks and Reserves
Dog /Cat Control	Planning Controls
Environmental Health Matters	Pest Controls
Town Planning	Occupational Health and Safety
Community Information	Noxious Weed Controls
Building Control	Citizenship Ceremonies

8. PUBLIC PARTICIPATION

8.1 Council Meetings

Members of the public have a number of opportunities to put forward their views on particular issues before Council.

These are:

1. Deputations - With the permission of the Presiding Officer or President, a member of the public can address a Committee or Council personally or on behalf of a group of residents for a period of time determined by the Committee and/or Council on any issue relevant to Council;
2. Presentation to Council with prior notification, approval and arrangement with Council, a member of the public can address Council on any issue relevant to Council;
3. Petitions - Written petitions can be addressed to the Council on any issue within the Council's jurisdiction;
4. Written Requests - A member of the public can write to the Council on any Council policy, activity or service; and
5. Elected Members - Member of the Public can contact their Elected Members of Council, to discuss any issue relevant to Council

8.2 Community Consultation

The Council consults with local residents on particular issues that affect their neighbourhood as per the following examples:

1. Electors are invited to attend the annual general meeting of electors to discuss any specific issues over a large range of topics. All residents may attend, but only electors on the Council Electoral roll, are eligible to vote
2. Working Party/Sub-Committee - Local residents are invited to work with Members of Council and staff, to develop strategies to address various matters as they may arise

9. ACCESS TO DOCUMENTS

9.1 Documents Available for Inspection

The following documents are available for public inspection at the Council Office free of charge.

Members of the public may purchase printed copies of these documents and the charges are shown below:

Document	Fee
Council Agenda	
Council Minutes	\$41.65 44.00
Policy Manual	at the set photocopying rate
Council Budget	at the set photocopying rate
Council Annual Financial Statements	at the set photocopying rate
Council Local Laws	at the set photocopying rate
Planning/Building Application Register	at the set photocopying rate
Principal Activities Plan	at the set photocopying rate
Rates Assessment Book	at the set photocopying rate
Delegation Register	at the set photocopying rate
Building Plans	at the set photocopying rate
Council Town Planning Scheme No. 2	\$95.00 100.00
Consolidated Roll	\$ at the set photocopying rate
Owner & Occupier Roll	\$ at the set photocopying rate

10. OTHER INFORMATION REQUESTS

10.1 FOI Operations:

It is the aim of the agency to make information available promptly and at the least possible cost, and whenever possible documents will be provided outside the FOI process.

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

10.2 Freedom of Information Applications:

Access applications have to:

- be in writing,
- give enough information so that the documentation requested can be identified;
- give an Australian address to which notices can be sent; and
- be lodged at the agency with any application fee payable.

Applications and enquiries should be addressed to the Freedom of Information Coordinator:-

Postal Address:
Shire of Shire of Boddington
PO Box 4
BODDINGTON WA 6390

In Person:
39 Bannister Road
BODDINGTON WA 6390

An application will be acknowledged in writing and the applicant will be notified of the decision within 45 (calendar) days.

10.3 Freedom of Information Charges

A scale of fees and charges are set under the Freedom of Information Regulations 1993. Apart from the application fee for non – personal information all charges are discretionary. The charges are as follows:-

1. <u>Type of Fee</u>	
Personal information about the applicant	No Fee
Application fee (for non-personal information)	\$30
2. <u>Type of Charge</u>	
Charge for time dealing with application (per hour, or pro rata) time supervised by staff (per hour, or pro rata)	\$30
Photocopying staff time (per hour, or pro rata)	\$30
Per photocopy (Black & White)	0.20
Transcribing from tape, film or computer (per hour, or pro rata)	\$30

Duplicating a tape, film or computer information	Actual Cost
Delivery, packaging and postage	Actual Cost
3. <u>Deposits</u>	
Advance deposit may be required of the estimated charges	25%
Further advance deposit may be required to meet the charges for dealing with the application.	75%

11. ACCESS ARRANGEMENTS

Access to documents can be granted by way of inspection of a document, a copy of a computer disk or USB drive.

12. NOTICE OF DECISION

As soon as possible, but in any case within 45 days, the applicant will be provided with a notice of decision which will include details such as –

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

13. REFUSAL OF ACCESS

Applicants who are dissatisfied with a decision of the agency are entitled to ask for an internal review by the agency. Applications should be made in writing within 30 days of receiving the notice of decision.

Applicants will be notified of the outcome of the review within 15 days.

If the applicant disagrees with the result the applicant can apply to the Information Commissioner for an external review, and details would be advised to applicants when the internal review is issued.

14. ATTACHMENTS

Attachment 1 - Application for Access to Documents.

Figure 1 – Shire of Boddington Organisational Structure at 5 30th September 2016 7.

Attachment 1 - Application for Access to Documents

SHIRE OF BODDINGTON
Po Box 4 Boddington WA 6390
Phone: 08 9883 4999 Fax: 08 9883 8347
Email: shire@boddington.wa.gov.au

APPLICATION FOR ACCESS TO DOCUMENTS
(Under Freedom of Information Act 1992, S.12)

Details of Applicant:

Given Names:

Australian Postal Address:

Postcode:

Phone:

Mobile:

If application is on behalf of an organisation:

Name of Organisation/Business:

Details of Request: (please tick)

☐

Personal documents

☐

Non-personal documents

I am applying for access to document(s) concerning:

Form of Access (please tick appropriate box)

I wish to inspect the document(s)

☐

Yes

☐

No

I require a copy of the document(s)

☐

Yes

☐

No

I require access to another form

☐

Yes

☐

No

(Specify)

Fees and Charges:

Attached is a cheque/cash to the amount of \$_____ to cover the application fee.

I understand that before I obtain access to documents I may be required to pay processing charges in respect of this application and that I will be supplied with a statement of charges if appropriate.

Applicants Signature:

Date

NOTES

Freedom of Information Applications

- Please provide sufficient information to enable the correct document(s) to be identified.
- The Shire of Boddington may request proof of your identity.
- If you are seeking access to a document(s) on behalf of another person, the agency will require authorisation, usually in writing.
- Your application will be dealt with as soon as practicable (and, in any case, within 45 days) after it is received.
- Further information can be obtained from the Office of the Information Commissioner. The Freedom of Information Act is available for purchase from the State Law Publisher, sales@dpc.wa.gov.au (Telephone: 6552 6000)

Forms of Access

You can request access to documents by way of inspection, a copy of a document, a copy of an audio or video tape, a computer disk, a transcript of a recorded document or of works recorded in shorthand or encoded form, or a written document in the cost of a document from which words can be reproduced in written form.

Where the agency is unable to grant access in the form requested, access may be given in a different form.

Lodgement of Applications

Applications may be lodged by post or in person at:-

Shire of Boddington
PO Box 4
BODDINGTON WA 6390

(Office Use Only)

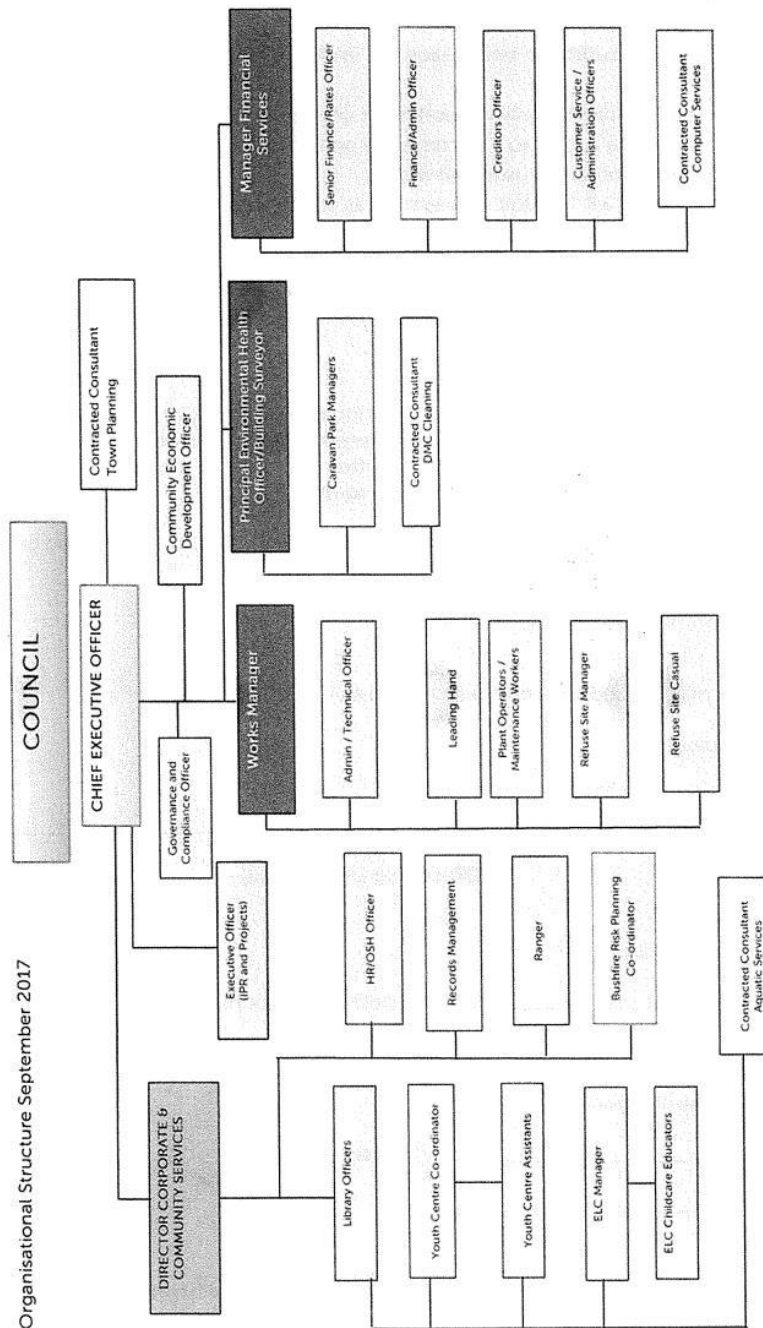
FOI Reference Number:

Received on: _____ Deadline for response _____

Acknowledgement sent on: _____

Proof of Identity (if applicable)

Type _____ Sighted _____



8.5.4 Boddington In-School Swimming Lessons Request

Location:	Boddington Swimming Pool
Applicant:	Boddington Deputy Principal (Primary)
File Ref. No:	ADM 0189
Disclosure of Interest:	Nil
Date:	15 November 2018
Author:	Grant Bartle

Summary

Council is asked to consider waiving the fee associated with opening the pool out of hours for Boddington District High School Primary students for their in-term swimming lessons.

Background

BDHS Deputy Principal (Primary) has sought approval to conduct the student's in-term swimming lessons each school day from Monday 27 November 2017 to Friday 8 December 2017 inclusive, except Tuesdays.

The requirement is for use from 9.15 am for approximately 4.5 hours. The time between 9.15am and 12.00pm (2.75 hours) each day would be additional opening hours and Council is requested to cover the additional cost of \$1,200, offset by entry costs.

Comment

Swimming lessons are an important part of the school sporting calendar each year. It not only allows the children to later participate in a sporting competition, it assists with team building, skill development and school pride.

In addition, it is great for their health, but it could one day save their life too.

Contract Aquatic Services will ensure a staff member is available to assist with this request.

Strategic Implications

Council's Strategic Community Plan highlights the importance of providing access to sport and recreation opportunities that support a healthy lifestyle.

Statutory Environment – Nil Policy Implications

06.14 EXCLUSIVE USE OF BODDINGTON SWIMMING POOL

Policy Statement:

That Council will permit exclusive use of up to 50% of the Boddington Swimming Pool by community and other groups conditional upon:

1. The use being arranged with the Chief Executive Officer and the Pool Manager prior to the use;

2. All other permits and permissions are in place for exclusive use of the Boddington Swimming Pool. Such permits include the running of a business activity from the Boddington Swimming Pool and the payment of all/any access and/or use charges;
3. All members attending the event are required to pay Council's fees for access to the Boddington Swimming Pool; and
4. Any requirement of Council or Council staff for the exclusive use of a section of the Boddington Swimming Pool is complied with at all times by the group.

Objective:

To establish guidelines for use of the Boddington Swimming Pool and to ensure that public access is always available to a portion of the Boddington Swimming Pool.

Financial Implications

The cost of opening the pool outside of regular hours if Council support this request will be \$1,200.00 for the duration of the lessons offset by students paying the \$2.00 pool entry fee each per day to attend the lessons. Approx 80 students will be involved over this period.

Economic Implications - Nil

Social Implications

Swimming is an important life skill that all children should learn early on. There are so many benefits in learning to swim and children will get pleasure from the ability throughout childhood and into adulthood.

Environmental Considerations - Nil

Consultation

Ian Hislop – BDHS Deputy Principal (Primary)

Mat Mildwaters – Contract Aquatic Services

Options

That Council:

1. Accept the Officer's Recommendation;
2. Amend the Officer's Recommendation; or
3. Not accept the Officer's Recommendation, giving reasons

Voting Requirements – Simple Majority

OFFICER'S RECOMMENDATION – ITEM 8.5.4

COUNCIL RESOLUTION

140/17

Moved: Cr McSwain

That Council approves:

1. Use of all lanes until 12.00pm and then 3 lanes thereafter for the Boddington District High School Lower Primary In-School Swimming lessons programme between 27 November 2017 and 8 December 2017; and
2. Cover the cost of up to 24 hours (\$1,200) for opening the pool out of hours.

Seconded:

Cr Manez

Carried: 7/0

8.6 CHIEF EXECUTIVE OFFICER:

8.6.1 Action Sheet

Disclosure of Interest: Nil
Date: 11 October 2017
Author: Chris Littlemore

Purpose of Report

To bring forward Councillors information the Action Report with actions taken on previous Council resolutions.

Meeting Date	Resolution Number	Responsible Officer	Subject	Date Completed	Comments Current Status
17/10/17	123/17	DCCS	Fire Access Track Exemptions	18/10/17	completed
17/10/17	124/17	DCCS	Councillor Gift Policy	18/10/17	completed
17/10/17	125/17	CEO	Peel Regional Leaders' Forum (PRLF)	18/10/17	PRLF advised

8.6.2	Actions Performed Under Delegated Authority For The Month Of October 2017
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File Ref. No: ADM0686
Disclosure of Interest: Nil
Date: 12 October 2017
Author: Chief Executive Officer
Attachments: Nil

Summary

To report back to Council actions performed under delegated authority for the month of October 2017.

Background

There is no specific requirement to report on actions performed under delegated authority. However, to increase transparency this report has been prepared for Council and includes all actions performed under delegated authority for the month of October 2017.

Development Approvals issued;
Building Permits issued;
Health Approvals issued;
One off delegations to the Chief Executive Officer;
Affixing of Common Seal

Comment

The following tables outline the action performed within the organization relative to delegated authority for the month of September 2017 and are submitted to Council for information.

Common Seal	
Date Affixed	Documentation
19/10/17	Boddington Gold Mine Lease

Nil

Authorisation to call Tenders

Nil

Peter Haas - PEHO			
Building Applications – September 2017			
Application No.	Applicant	Lot & Street	Type of Building Work
2993E1	P & D Harley PO Box 13 Boddington	Lot 67 No. 257 Mitchell Crescent Ranford	BUILDING PERMIT EXTENSION
3154OP	Select Civil Pty Ltd 73 Reddalls Road Kembla Grange	Lot 2 Albany Highway North Bannister	Occupancy Permit for Permit No 3154
A1673BAC	Select Civil Pty Ltd 73 Reddalls Road Kembla Grange	Lot 2 Albany Highway North Bannister	Building Approval Certificate for Verandah & decking
3181	Shire of Boddington PO Box 4 Boddington	Lot 9 No 39 Bannister Road Boddington	Install Solar Panels
3180	C Marechal 3 Roberts Road Ranford	Lot 70 No 9607 Albany Highway Crossman	Rammed Earth dwelling
3182	G & K Gillespie 56 Hakea Road Boddington	Lot 300 No 56 Hakea Road Boddington	Verandah on all side around Granny Flat

Building Applications – October 2017			
Application No.	Applicant	Lot & Street	Type of Building Work
3183	Treed Tops Mighty JV 15 Moffat Place Warwick	Lot 72 No 44 Twin Bridges Place Crossman	Car parking shelter

Health

Nil

Steve Thompson - Town Planning Consultant			
Development Approvals September & October 2017			
Application No.	Applicant	Lot & Street	Type of Approval
A283	Cheryl Jones – Black Sheep Cafe	Lot 20 On Deposited Plan 69428, No. 53 Bannister Road, Boddington	Change of use to small bar/café
Subdivision Applications September & October 2017			
Nil			
Land Administration September & October 2017			
Application No.	Applicant	Lot & Street	Action
Nil			
Development Approvals			

Application No.	Applicant	Lot & Street	Action
Nil			
Subdivision Applications			
Application No.	Applicant	Lot & Street	Action
Nil			

Strategic Implications – Nil

Statutory Environment

Regulation 19 of the *Local Government (Administration) Regulations 1996* requires delegates to keep a record of each occasion on which they exercise the powers or discharge the duties delegated to them.

Policy Implications - Nil

Financial Implications - Nil

Economic Implications – Nil

Social Implications - Nil

Environmental Considerations – Nil

Consultation - Nil

Voting Requirements – Simple Majority

OFFICER'S RECOMMENDATION – ITEM 8.6.2

COUNCIL RESOLUTION

141/17

Moved: Cr Smart

That Council accept the report outlining the actions performed under delegated authority for the month of October 2017.

Seconded:

Cr Glynn

Carried: 7/0

8.6.3 PHCC MOU and Funding Commitment

File Ref. No: ADM 0811
Disclosure of Interest: Nil
Date: 11 December 2017
Author: Chris Littlemore CEO

Summary

Council is to consider entering into a MOU and funding commitment for the Peel Harvey Catchment Council.

Background

Peel-Harvey Catchment Council CEO Jane O'Malley presented to Councillor Information Session on 6 June 2017. The gist of the presentation was to provide Council with information concerning their proposed activities and staffing levels for Boddington and the upper catchment over the next few years. At that point, their budget appeared as follows

Employment Costs	(full time) \$114,600
Supervision & Administration	[20% of Salary] \$15,900
Lease of Vehicle/year	\$7,200
Running costs of vehicle/hr	[inc fuel, service, insurance, general maintenance & depreciation] \$7,800
Total cost	\$145,500

PHCC Contribution	
Employment, Supervision and Administration	\$90,000
Vehicle and running costs	\$15,000
Governance, Supervisor & support including Steering Committee	In-kind
Gap	~ \$40,000

Comment

The PHCC has been in contact with the four Shires in the upper catchment, Cuballing, Wandering, Williams and Boddington Shire regarding a long-term commitment in terms of the MOU covering the next five years. This will coincide with the next round of Federal government grant funding support for the Catchment Council. As stated in their letter of 9 August 2017:

"We look forward to a response from Council to formalise a partnership in order to:

1. confirm shared outcomes (in line with the Hotham-Williams NRM Plan);
2. ensure Boddington Shire's input is included into the NRM approach for the upper catchment;
3. detail the funding and/or in-kind arrangements; and
4. enable the delivery of NRM services across the upper catchment."

Williams Shire has been prepared to commit to \$10,000 in their current budget.

Cuballing Shire is considering a contribution between \$2,500 and \$5,000

Wandering Shire is only able to commit to in kind support in the coming year.

Narrogin Shire has some NRM funds about to become available, which they may be prepared to commit.

Boddington has contributed \$11,000 to the PHCC over the last three budget cycles and has provided \$10,100 in the current budget.

It also provided \$15,000 for HWEDA but the subscription this year is \$7,500. The surplus could be transferred in a budget review.

If Council was to consider a funding commitment of \$25,000 in the first year of the MOU, no additional funds would need to be found in the first year, as the MOU would cover periods that do not coincide with financial years. In other words, Council could allocate the balance of the commitment in next year's budget. Council's commitment in future years may be lessened, as the other Shires in the catchment come to appreciate the benefits a local presence of the PHCC brings.

Given Council's long association with and former cash commitments to the PHCC, entering into a formal MOU and long term funding agreement is a logical next step to ensure the benefits of the PHCC presence are maintained in the upper catchment.

Strategic Implications

Protection of the environment and preserving the natural assets of the Shire is one of the key strategies identified in the Strategic Community Plan.

Policy Implications - Nil

Financial Implications

Funds have been allocated in this year's budget.

Economic Implications

The continued presence of Peel Harvey Catchment Council can only have positive economic implications of the district.

Social Implications - Nil

Environmental Considerations - Nil

Consultation

Williams Shire CEO
Cuballing Shire CEO
Wandering Shire CEO
Narrogin Shire CEO

Options

Council can:

1. adopt the recommendation/s;
2. adopt the recommendation/s with further amendments; or
3. not accept the recommendation/s, giving reasons..

Voting Requirements - Simple Majority

OFFICER'S RECOMMENDATION – ITEM 8.6.3

COUNCIL RESOLUTION

142/17

Moved: Cr Smart

That Council

1. Enter into a negotiated 5 year MOU with the Peel Harvey Catchment Council
2. Commit to \$25,000 financial support in year one of the MOU
3. Consider the commitments to subsequent years, once the details of the MOU are finalised.

Seconded:

Cr Glynn

Carried: 7/0

8.6.4 WALGA Peel Zone Committee Representation

File Ref. No:	ADM 0126
Disclosure of Interest:	Nil
Date:	11 December 2017
Author:	Chris Littlemore CEO

Summary

Council is to consider nomination of a committee member to the Peel Zone Committee.

Background

WALGA State Council is the decision making representative body of all Member Councils, who are responsible for sector-wide policymaking and strategic planning on behalf of Local Government.

Zones are groups of geographically aligned Member Councils who are responsible for direct elections of State Councillors, providing input into policy formulation and providing advice on various matters.

Nominations have been called for 1 State Council Representative, 1 Deputy State Council Representative, Zone Chair and Deputy Zone Chair.

Comment

The process of calling for nominations for the election of the State Council Representatives and Deputy State Council Representative and election of Zone Chair and Deputy Zone Chair for the two year period commencing in December 2017 is a formal nomination process that precedes the election to be held at the Peel Zone meeting, Wednesday 29 November 2017, at the Shire of Murray.

WALGA CEO to receive written nominations from Zone Delegates for the above positions. WALGA will provide written confirmation to Member Councils of the nominations received via the Zone Agenda.

Completed forms were required to be emailed to nominations@walga.asn.au by Monday 20 November 2017. On this basis, Councillor Glynn's nomination for Deputy Zone Chair has been submitted

Strategic Implications N/A

Policy Implications - Nil

Financial Implications N/A

Economic Implications N/A

Social Implications – N/A

Environmental Considerations Nil

Consultation N/A

Options

Council can:

1. adopt the recommendation/s;

2. adopt the recommendation/s with further amendments; or
3. not accept the recommendation/s, giving reasons..

Voting Requirements - Simple Majority

OFFICER'S RECOMMENDATION – ITEM 8.6.4

COUNCIL RESOLUTION

143/17

Moved: Cr Hoffman

That Council endorse the nomination of Cr Martin Glynn for the position of Deputy Chair WALGA Peel Zone.

Seconded:

Cr Manez

Carried: 7/0

8.6.5 Peel Development Commission Representation

File Ref. No: ADM 0552
Disclosure of Interest: Nil
Date: 11 December 2017
Author: Chris Littlemore CEO

Summary

Council is to consider nomination of a board member to the Peel Development Commission.

Background

Nominations have been called for to fill two vacancies On the Board of the Peel Development Commission that have become available due to recent local elections and expiry of term.

Comment

Boddington has been represented on the board of the Peel Development Commission in previous years and it would be good for Boddington to be represented after the short break of about two years.

The Objects of the Commission are to:

- Maximise job creation and economic diversification within the region;
- Develop and broaden the economic base of the region; Identifying infrastructure services to promote economic and social development within the region;
- Provide information and advice to promote business development within the region;
- Seek to ensure that the general standard of government services and access to those services in the region is comparable to that which applies in the metropolitan area; and
- Generally take steps to encourage, promote, facilitate and monitor the economic development in the region.

The Minister for Regional Development will receive written nominations until Monday 11 December 2017.

Shire President Councillor Martin Glynn has indicated an interest in nominating for a position on the board.

Strategic Implications Nil

Policy Implications - Nil

Financial Implications Nil

Economic Implications Nil

Social Implications – Nil

Environmental Considerations - Nil

Consultation -_Nil

Options

Council can:

1. adopt the recommendation/s;
2. adopt the recommendation/s with further amendments; or
3. not accept the recommendation/s, giving reasons..

Voting Requirements - Simple Majority

OFFICER'S RECOMMENDATION – ITEM 8.6.5

COUNCIL RESOLUTION

144/17

Moved: Cr Smart

That Council endorse the nomination of Cr Martin Glynn as board member on the Peel Development Commission.

Seconded:

Cr Hoffman

Carried: 7/0

8.6.6 Peel Harvey Catchment Council Representation

File Ref. No: ADM 0193
Disclosure of Interest: Nil
Date: 11 December 2017
Author: Chris Littlemore CEO

Summary

Council is to consider nomination of a Local Government Representative (Inland) to the Peel Harvey Catchment Council.

Background

Nominations have been called for to fill the vacancy on the Board of the Peel Harvey Catchment Council. This has become available due to the retirement of former Shire President Councillor John Allert.

Comment

Councillor John Allert had been the Inland local government representative for the Peel Harvey catchment Council since his appointment in 2013. The PHCC has invited Council to nominate one of its elected members to the PHCC as a member or deputy member. Given the continued support of the PHCC by the Boddington Shire Council, it would be good for Boddington to be represented on the board.

The Goals of the PHCC are:

- Governing, leading and managing the Peel Harvey Catchment Council
- Securing our Future
- Influencing key decision-makers for better catchment governance
- Facilitating collaborative adaptive management

- Delivering quality environmental outcomes
- Engaging and enabling individuals and communities

The PHCC holds formal meetings a maximum of six times a year, usually on the third Thursday of every second month, with travel costs for those meetings being reimbursed by the PHCC. Members are expected to be active ambassadors and contribute beyond general meeting attendance, on behalf of all Inland councils. The successful applicant would be provided clarity as to those expectations via an induction process and mentoring

The Peel Harvey Catchment Council has requested nominations by Thursday, 23 November 2017.

Strategic Implications- Nil

Policy Implications - Nil

Financial Implications -Nil

Economic Implications- Nil

Social Implications – Nil

Environmental Considerations -Nil

Consultation - Nil

Options

Council can:

1. adopt the recommendation/s;
2. adopt the recommendation/s with further amendments; or
3. not accept the recommendation/s, giving reasons..

Voting Requirements - Simple Majority

OFFICER'S RECOMMENDATION – ITEM 8.6.6

COUNCIL RESOLUTION

145/17

Moved: Cr Glynn

That Council nominate Councillor Smart as Local Government Representation (Inland) on the Peel Harvey Catchment Council.

Seconded:

Cr Manez

Carried: 7/0

9. ELECTED MEMBERS' MOTION OF WHICH PREVIOUS MOTION HAS BEEN GIVEN:

Nil.

10. URGENT BUSINESS WITHOUT NOTICE WITH THE APPROVAL OF THE PRESIDENT OR MEETING:

Nil.

The Chief Executive Officer advises that, in accordance with Section 5.23 (2) (c) of the Local Government Act 1995, the meeting is recommended to be closed to the public prior to discussion of the following confidential report regarding a contract proposed to be entered into.

COUNCIL RESOLUTION

146/17

Moved: Cr Hoffman

that the Council close the meeting to members of the public.

Seconded:
7/0

Cr McSwain

Carried:

The members of the public left the room at 5:31pm.

11. CONFIDENTIAL ITEM:

11.1.1	Boddington Health Centre – Lease Agreement – Erasméd Pty Ltd
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OFFICER RECOMMENDATION – ITEM 11.1.1

COUNCIL RESOLUTION 148/17 Moved: Cr Hoffman

That the meeting be re-opened to the public.

Seconded: Cr Smart Carried: 7/0

COUNCIL RESOLUTION 149/17 Moved: Cr Smart

That Council adopts the confidential schedule of recommendations of the closed committee

Seconded: Cr Manéz Carried: 7/0

12. CLOSURE OF MEETING:

The Shire President, Martin Glynn declared the meeting closed at 5:40pm.

These minutes were confirmed by the Council as a true and accurate record at the Ordinary Council Meeting on 19 December 2017.
--

..... Martin Glynn (Shire President)
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