



*'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
Held At

5PM, TUESDAY 14 MARCH 2017

Council Chambers
39 Bannister Rd, Boddington

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1. DECLARATION OF OPENING:

Shire President John Allert declared the meeting open at 5:01pm.

2. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE:

2.1.1 Attendance

Cr John Allert
Cr N Crilly
Cr E Hoek
Cr D Smart
Cr Manez

Shire President
entered Chambers at 5:03pm.

Mr C Littlemore
Mr G Bartle
Mr J Rendell
Ms T Hodder (minutes)

Chief Executive Officer
Director of Corporate & Community Services
Manager Financial Services
Executive Assistant

Visitors: 6

2.1.2 Apologies

Cr T. Collins
Cr M. Glynn

2.1.3 Leave of Absence

Nil.

3. DISCLOSURE OF FINANCIAL INTEREST:

Cr E Hoek declared a Financial Interest in Item 8.1.1, as she is the owner of sea containers. Approvals are being processed.

Cr E Hoek declared a Financial Interest in Item 8.6.2, as she is employed by Boddington CRC, which receives grants from Newmont Boddington Gold.

4. PUBLIC QUESTION TIME:

4.1 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE:

Response to Mrs Bev James' questions regarding the library lease: CEO advises that the lease has been looked at and there are no issues with moving the library to the new location. Additionally, this has been confirmed by the School Principal Paul Mitcham.

4.2 WRITTEN QUESTIONS PROVIDED IN ADVANCE:

Nil.

4.3 PUBLIC QUESTIONS FROM THE GALLERY:

Mr Geoff Beaton addressed the following questions to Cr Hoek through the Shire President John Allert, who then asked Cr Hoek:

What date were you elected?

Cr Hoek confirmed she was elected in August 1998.

Did you attend many sessions regarding the Local Government Act?

Cr Hoek confirmed she has attended some training sessions.

Why did it take 2 years to confirm declaring gifts for the gift register?

Cr Hoek responded she answered the question regarding the gifts at the last meeting.

Cr Hoek had stated that she spoke to the CEO, who advised her she did not have to declare the gift. Is there written documentation of this?

Shire President asked Mr Chris Littlemore, CEO, who stated he did not recollect the particular conversation with Cr Hoek.

Shire President then asked Cr Hoek:

Do you have written confirmation of exemption from tabling the gifts?

Cr Hoek stated she did not recall saying she had an exemption; but that she did speak about discussions.

5. PETITIONS/DEPUTATIONS/PRESENTATIONS/ SUBMISSIONS:

Nil.

6. CONFIRMATION OF MINUTES:

6.1.1	Confidential Special Meeting Council held on Tuesday 7 February 2017
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COUNCIL RESOLUTION

34/17

Moved: Cr Crilly

That the minutes of the Confidential Special Meeting of Council held on Tuesday 7 February 2017 be confirmed as a true record of proceedings.

Seconded:

Cr Manez

Carried: 5/0

6.1.2	Confidential Ordinary Meeting of Council held on Tuesday 21 February 2017
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COUNCIL RESOLUTION

35/17

Moved: Cr Crilly

That the minutes of the Confidential Ordinary Meeting of Council held on Tuesday 21 February 2017 be confirmed as a true record of proceedings.

Seconded:

Cr Smart

Carried: 5/0

6.1.3	Confidential Special Meeting of Council held on Tuesday 7 March 2017
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COUNCIL RESOLUTION

36/17

Moved: Cr Manez

That the minutes of the Confidential Special Meeting of Council held on Tuesday 7 March 2017 be confirmed as a true record of proceedings.

Seconded:

Cr Crilly

Carried: 5/0

7. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION:

Nil.

8. REPORTS OF OFFICERS AND COMMITTEES:

8.1 PLANNING CONSULTANT:

Cr Hoek left Chambers 5:11pm having declared a Financial Interest in Item 8.1.1, as she is the owner of sea containers. Approvals are being processed.

8.1.1	Modifications to Local Planning Policy No. 1 – Sea Containers: Submitted for final adoption
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Location:	Applies throughout the district
File Ref. No:	ADM 0782
Disclosure of Interest:	Nil
Date:	7 March 2017
Author:	Steve Thompson
Attachments:	8.1.1A Local Planning Policy No. 1 – Sea Containers: version seeking final adoption 8.1.1B Response from Department of Water

Summary

To seek Council final adoption of a modified planning policy relating to sea containers.

Background

The purpose of this report is to inform Council of the public consultation outcomes and to seek Council's final adoption to the modified *Local Planning Policy No. 1 – Sea Containers*. The recommended adopted version of the Policy is set out in Attachment 8.1.1A which incorporates minor amendments from the version that was publicly advertised. Recommended amendments are outlined in 'highlight' or 'strikeout'.

The Council at its meeting on 20 December 2016 resolved the following at Resolution 104/16:

"That Council:

1. Support the public release of the modified draft *Local Planning Policy 1 – Sea Containers*, outlined in Attachment 8.1.1B, and require the draft policy to be publicly advertised for an increased period of six weeks.
2. Will reconsider the modified draft *Local Planning Policy 1 – Sea Containers* following the close of the public submission period and will determine whether or not to adopt the modified policy with or without modification."

In accordance with the Council resolution, the Shire administration consulted for a 6 week period through:

- writing to and inviting comments from relevant stakeholders and government agencies;
- placing public notices in local papers on multiple occasions;
- placing details on the Shire website; and
- having information available at the Shire office.

The Shire received one submission (see Attachment 8.1.1B) which raised no objection to the draft modified policy.

Comment

It is suggested that the Council is now in a position to finally adopt the modified *Local Planning Policy No. 1 – Sea Containers* as set out in Attachment 8.1.1A. This is slightly amended from the advertised draft version based on a review by the Shire administration. Considering the extensive consultation that occurred on the draft Policy, it can only be assumed that there is no objection to the modified Policy.

Strategic Implications

The Policy, if adopted, will assist the decision-making of the Council and the Shire administration and will inform applicants/landowners of Council requirements.

Statutory and Policy Environment

Planning and Development Act 2005, Planning and Development (Local Planning Schemes) Regulations 2015 and Shire of Boddington Local Planning Scheme No. 2.

Policy Implications

Outlined in this report.

Financial Implications

The Shire met the cost of advertising the draft modified planning policy.

Economic Implications – Nil

Social Implications - Nil

Environmental Considerations - Nil

Consultation

The draft Policy was recently subject to community and stakeholder consultation.

Options

The Council can:

1. finally adopt the planning policy without modifications;
2. finally adopt the planning policy with modifications;
3. defer consideration of the matter and require additional information; or
4. not agree to adopt the planning policy.

Voting Requirements - Simple Majority

OFFICER'S RECOMMENDATION – ITEM 8.1.1

COUNCIL RESOLUTION

37/17

Moved: Cr Crilly

That Council:

1. Revoke *Town Planning Policy No. 1 – Sea Containers* adopted on 8 August 2007.
2. Adopt *Local Planning Policy No. 1 – Sea Containers* as set out in Attachment 8.1.1A.

Seconded:

Cr Smart

Carried: Cr 4/0

Cr Hoek returned to Chambers at 5:13pm.

~~DRAFT~~

Shire of Boddington
Local Planning Policy No. 1 - Sea Containers

1. Objectives

It is Council's objective to:

- a) Regulate the use of sea containers within the Shire of Boddington so as to ensure that they do not detract from the amenity of the area.
- b) Allow for temporary controlled use of sea containers for storage and during building construction.

2. Purpose

The purpose of this Policy is to outline Council's development standards in regard to the location and use of sea containers within the Shire.

The Policy does not address the placement of transportable dwellings, relocated dwellings, railway carriages, or transportable offices, or the type of building commonly referred to as "Dongas".

3. Interpretation

For the purpose of this Policy, a sea container is a metal transportable structure designed for the storage and transport of goods from one location to another by road and sea, but can be used generally in **four (4)** different ways:

- a) Road and sea transport: Used by transport and shipping companies to transport and store goods or are temporary used for storage on private or public property.
- b) Temporary storage of materials on a building site.
- c) Conversion to a building for personal or commercial storage on a property.
- d) Conversion to a habitable building complying with the *Shire of Boddington Local Planning Scheme No. 2 (LPS2)*, *Building Code of Australia*, *Public Health Act 2016* and *Health (Miscellaneous Provisions) Act 1911* requirements.

A sea container is not deemed to be an outbuilding or minor structure exempted from Development Approval of the local government under the *Planning and Development (Local Planning Schemes) Regulations 2015* or LPS2.

All other terms within this Policy shall have the same meaning given under the provisions of LPS2 or the "deemed provisions" in the *Planning and Development (Local Planning Schemes) Regulations 2015*.

4. Application

Other than proposals set out in sections 5.1 and 5.2 of this Policy, a Development Application is required to be submitted to the local government with associated development approval and a Building Permit gained prior to siting a sea container on a property.

The following details are to be submitted with the Development Application:

- a) A completed Application for Development Approval and payment of the required fee.

Attachment 8.1.1A

- b) A neatly drawn and scaled site plan showing the proposed location of the sea container and detailing setbacks to boundaries. The site plan ~~should~~ **shall** also include other buildings, access ways, vegetation and other key features on the property.
- c) The proposed size and use of the sea container and if approval is being sought for a temporary period (state time period) or on a permanent basis.
- d) Evidence by photos that the sea container will be adequately screened from view and ~~is~~ **shall** not be easily seen from nearby roads, other public places, or adjoining properties.
- e) If a sea container can be easily seen from nearby roads, other public places, or adjoining properties, then details of any upgrading and/or colour to be painted ~~shall~~ **are to** be provided.

5. Assessment of Proposals

5.1 Road and sea transport **- temporary storage**

No development approval or Building Permit is required for temporary storage of one (1) sea container on a lot in all zones, other than in the Industrial or Rural zones, for up to three (3) months. **This is** subject to **the** sea containers not being located within the front boundary setback area or in areas designated for car parking or landscaping.

Multiple sea containers can be located on lots zoned Industrial and Rural for up to 3 months, without a requirement for development approval or a Building Permit, provided the sea containers are not located within the front boundary setback area, or in areas designated for car parking or landscaping. Subject to the intended use, such as a transport depot, the overall development may however require development approval.

Sea containers must be stored in neat rows (not stacked) and shall be screened by landscaping, fencing or other means acceptable to the local government, to ensure that storage areas are not exposed to view from nearby roads or other public places.

5.2 Temporary storage of materials on a building site

In all zones, a sea container may be placed on a property to store building materials while construction of an approved dwelling, ~~or~~ **approved** commercial building, **or other approved building** is being carried out on the property, without requiring development approval or a Building Permit. A sea container must not, however, be placed on the property prior to the issue of a Building Permit for the dwelling, ~~or~~ **approved** commercial building **or other approved building** and the sea container must be removed immediately upon completion of construction or **the** expiry of the Building Permit.

5.3 Conversion to a building for personal or commercial storage

Proposals to permanently place a sea container on a property zoned Residential, Special Residential or Special Use (where the Structure Plan designates Residential and Special Residential) are generally discouraged as they can impact local amenity. Where a Development Application is received, to permanently place a sea container on a property zoned Residential, Special Residential or Special Use (where the Structure Plan designates Residential and Special Residential), the local government will invite comments from neighbours, prior to determining the **Development** Application.

The local government will consider Development Applications on their merits in other zones, including where the land is zoned Special Use where the Structure Plan designates Rural Residential or Rural **Smallholding** ~~Residential~~.

Attachment 8.1.1A

A Development Application proposing conversion to a building for personal or commercial storage on a property is required to address the following:

- a) The sea container not being used for habitable purposes.
- b) The sea container ~~is must be~~ screened from public view and ~~shall is~~ not be easily seen from nearby roads, other public places, or adjoining properties; and/or
- c) If the sea container will be easily seen from nearby roads, other public places, or adjoining properties, then the exterior of the sea container shall be in a state of good repair or shall be upgraded (i.e. painted to blend in with the surrounding development or landscape) within three (3) months of being placed on site.
- d) The sea container is not located within the front setback. The sea container is to be appropriately sited to address side and rear boundary setbacks as per LPS2, be within an approved building envelope, or located outside of building exclusion areas.
- e) The number of sea container/s per property is at the direction of the local government

5.4 Conversion to a building for habitation

Sea containers shall not be used for habitable purposes, unless they gain local government approval and comply with LPS2, the *Building Code of Australia*, *Public Health Act 2016* and *Health (Miscellaneous Provisions) Act 1911* as a habitable unit. The local government will have regard to other Local Planning Policies as relevant.

An application to permanently or temporarily place a sea container on a property for habitation purposes shall not be supported, unless the following criteria are met:

- a) The exterior of the sea container shall be in a state of good repair. Unless screened from nearby roads, other public places and adjoining properties, or suitably justified by the applicant, the local government will require the sea containers to be reclad and the dwelling to incorporate measures such as verandahs **to improve the visible appearance of the structure.**
- b) Set back from the boundary as required by LPS2, within an approved building envelope, or located outside of building exclusion areas.
- c) Comply with requirements of the *Building Code of Australia* *Public Health Act 2016*, and *Health (Miscellaneous Provisions) Act 1911* requirements.

6. Approval Conditions

Conditions of approval shall be applicable, as deemed necessary by the local government. The conditions may include:

- a) The exterior of the sea container shall be upgraded to blend with the surrounding development or landscape in terms of colour and finish within three (3) months of being placed on site to the satisfaction of the local government.
- b) The sea container is permitted to be used for (insert use) only and shall not be used for habitable purposes, unless approved **by the local government.**
- c) This approval shall expire (insert date or insert "if the development hereby permitted is not completed within 3 months"). The sea container shall be removed from the subject site at the expiry of the approval or after the expiry of any extension of that time which may be provided by the local government.
- d) If the sea container falls into disrepair, or becomes unsightly, the local government will require its removal, with the cost to be met or reimbursed by the landowner.

7. Building Permit

Attachment 8.1.1A

A Building Permit is required, prior to the placement of the sea container on site, where proposed to be permanent or located long term (refer to sections 5.3 and 5.4 of this Policy). The Building Permit shall include certification from a professional engineer, as to the method of providing structural tie down.

No Building Permit is required for a temporary sea container as set out in sections 5.1 and 5.2 of this Policy. Proponents should however adopt a risk-based approach regarding securing tie down. As outlined in section 5.2 of this Policy, a Building Permit is required for the associated dwelling, ~~or~~ commercial building, or other building.

Related Policies	<i>LPP 6 Development in Flood Affected Areas</i> <i>LPP 7 Outbuildings</i> <i>LPP 15 Buildings and Structures in and near Drainage Easements</i> <i>LPP 16 Residential Development and Design</i>
Related Procedures and Documents	<i>Planning and Development (Local Planning Schemes) Regulations 2015, Building Code of Australia</i>
Delegation Level	Chief Executive Officer, Principal Environmental Health Officer/Building Surveyor
Adopted	Originally adopted 8 August 2007 Revised policy granted final adoption on 14 14 March 2017.



Government of Western Australia
Department of Water

COPY FOR
ALE



Your ref: ADM 0657 & ADM 0782

Our ref: RF815-10

PA012123

Enquiries: Brett Dunn

SHIRE OF
BODDINGTON
RECEIVED

31 JAN 2017

Distribute to:

☒ DCS ☐ DSP ☐ MINS

☐ PEHO ☐ FM ☐ CEO

☐ MWS ☐ TPC ☐ MCS

Shire of Boddington
PO Box 4
Boddington WA 6390

Attention: Chief Executive Officer

File No _____
Date _____
Initial _____

Dear Sir,

**Re: Modified draft Local Planning Policy No. 1 – Sea Containers and
modified draft Local Planning Policy No. 18 – Cut, Fill and Retaining Walls**

Thank you for the opportunity to provide comment upon the abovementioned policies, received with correspondence dated 12 January 2017.

The Department of Water has reviewed the policy documents and wishes to advise it has no comments or objections.

Save time with Water Online

As your organisation is registered to use Water Online, we encourage you to lodge future referrals electronically via the Water Online customer portal at www.water.wa.gov.au. **Water Online** provides the fastest and most efficient process for submitting referrals or requests for planning advice. If you have any questions regarding the Water Online portal please contact our Business Support Unit on 1800 508 885 (select Option 2) or planning.enquiries@water.wa.gov.au.

If you have any queries relating to the above matter, please contact the undersigned at the DoW's Mandurah office on 9550 4202.

Yours faithfully

Brett Dunn
Program Manager – Urban Water Management
Peel Region

24 January 2017

Kwinana Peel Region
107 Breakwater Parade Mandurah Ocean Marina Mandurah Western Australia 6210
PO Box 332 Mandurah Western Australia 6210
Telephone (08) 9550 4222 Facsimile (08) 9581 4560
www.water.wa.gov.au

8.1.2 Modifications to Local Planning Policy No. 18 - Cut, Fill and Retaining Walls: Submitted for final adoption
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Location:	Applies throughout the district
File Ref. No:	ADM 0657
Disclosure of Interest:	Nil
Date:	7 March 2017
Author:	Steve Thompson
Attachments:	8.1.2A Local Planning Policy No. 18 – Cut, Fill and Retaining Walls: version seeking final adoption 8.1.2B Response from Department of Water

Summary

To seek Council final adoption of a modified planning policy relating to cut, fill and retaining walls.

Background

The purpose of this report is to inform Council of the public consultation outcomes and to seek Council's final adoption to the modified *Local Planning Policy No. 18 – Cut, Fill and Retaining Walls*. The recommended adopted version of the Policy is set out in Attachment 8.1.2A which incorporates minor amendments from the version that was publicly advertised. Recommended amendments are outlined in 'highlight' or 'strikeout'.

The Council at its meeting on 20 December 2016 resolved the following at Resolution 105/16:

'That Council:

3. Support the public release of the modified draft *Local Planning Policy 18 - Cut, Fill and Retaining Walls*, outlined in Attachment 8.1.2A, and require the draft policy to be publicly advertised for an increased period of six weeks.
4. Will reconsider the modified draft *Local Planning Policy 18 – Cut, Fill and Retaining Walls* following the close of the public submission period and will determine whether or not to adopt the modified policy with or without modification.'

In accordance with the Council resolution, the Shire administration consulted for a 6 week period through:

- writing to and inviting comments from relevant stakeholders and government agencies;
- placing public notices in local papers on multiple occasions;
- placing details on the Shire website; and
- having information available at the Shire office.

The Shire received one submission (see Attachment 8.1.2B) which raised no objection to the draft modified policy.

Comment

It is suggested that the Council is now in a position to finally adopt the modified *Local Planning Policy No. 18 – Cut, Fill and Retaining Walls* as set out in Attachment 8.1.2A. This is slightly amended from the advertised draft version based on a review by the Shire administration. Considering the extensive consultation that occurred on the draft Policy, it can only be assumed that there is no objection to the modified Policy.

Strategic Implications

The Policy, if adopted, will assist the decision-making of the Council and the Shire administration and will inform applicants/landowners of Council requirements.

Statutory and Policy Environment

Planning and Development Act 2005, Planning and Development (Local Planning Schemes) Regulations 2015 and Shire of Boddington Local Planning Scheme No. 2.

Policy Implications

Outlined in this report.

Financial Implications

The Shire met the cost of advertising the draft modified planning policy.

Economic Implications

There is always a cost to providing cut, fill, retaining walls and stormwater management. The Policy sets out that these considerations should be addressed as early on in the planning/design process as possible and generally implemented (e.g. retaining walls established) at the subdivision stage.

Depending on the nature of the proposal, proposed uses, lot sizes and landform conditions (e.g. slope, soil types), this may add additional costs to costs at the subdivision stage. While noting that these costs are typically passed on in the price of new lots, this is generally considered preferable than individual lot owners meeting the costs at the Building Permit stage and where a less holistic approach can result in greater impacts on adjoining/nearby properties.

Social Implications

Addressing cut, fill, retaining walls and stormwater management as early on in the planning/design process should reduce impacts on existing and future residents.

Environmental Considerations

The Policy supports accepted stormwater management principles of seeking to address matters early on in the planning/design process in a holistic manner, to retain/detain stormwater on-site and to generally not alter run-off from pre-development conditions.

Consultation

The draft Policy was recently subject to community and stakeholder consultation.

Options

The Council can:

5. finally adopt the planning policy without modifications;
6. finally adopt the planning policy with modifications;
7. defer consideration of the matter and require additional information; or
8. not agree to adopt the planning policy.

Voting Requirements - Simple Majority

OFFICER'S RECOMMENDATION – ITEM 8.1.2

COUNCIL RESOLUTION

38/17

Moved: Cr Smart

That Council:

1. Revoke *Local Planning Policy No. 18 – Cut, Fill and Retaining Walls* adopted on 16 April 2013.
2. Adopt *Local Planning Policy No. 18 – Cut, Fill and Retaining Walls* as set out in Attachment 8.1.2A.

Seconded:

Cr Manez

Carried: 5/0

~~DRAFT~~

**Shire of Boddington
Local Planning Policy No. 18 – Cut, Fill and Retaining Walls**

1. Policy statement

The intention of this Policy is to provide guidance for landowners, subdividers and the Council to ensure that cut, fill and associated retaining walls are suitably located, designed and constructed to address safety, amenity and stormwater considerations.

2. Background and issues

The municipality, including the Boddington and Ranford townsites, contains various areas of moderately to steeper sloping land. Current building practices generally require buildings to be constructed on level pads. Cut, fill and the construction of retaining walls with associated building practices have contributed to more comfortable living conditions. However, cut, fill and retaining walls have the potential to impact on the natural topography and create safety, stormwater management, privacy and visual impact issues.

Relevant issues are more effectively addressed “upfront” in the planning/design process and preferably at the structure plan and scheme amendment stages. At the subdivision stage, the systematic development of retaining walls and associated stormwater management should generally be provided for the whole of the land as relevant to the application proposal. It is often significantly more problematic, when individual landowners seek to establish retaining walls and address stormwater management at the Building Permit stage, compared to previously addressing matters earlier in the planning/design process.

Building large retaining walls on the boundaries of an individual lot has the potential to create conflict between neighbours and can adversely affect the use and enjoyment of adjoining land. The impacts of unregulated designs and finishes include on immediate neighbours and the locality as a whole. In addition to the impact of the actual retaining wall, there is a requirement to place a fence on top of the wall to maintain privacy and safety.

Unless approvals for retaining walls have been obtained at the subdivision stage, a Building Permit is required for any retaining wall that retains ground 0.5 metres and above as set out in Schedule 4 of the *Building Regulations 2012*.

3. Definitions

For the purposes of this Policy, the following definitions apply:

“Boundary Fence” – a fence that separates the lands of different owners.

“Batter” – a slope, as of the outer face of a wall, which recedes from backwards and upwards.

“Building” – any structure or an appurtenance whether fixed or movable, temporary or permanent, placed or erected upon land, and the term shall include dwellings and buildings appurtenant to dwellings such as carports, garages, verandahs and retaining walls, but shall exclude a boundary fence, pergolas, garden sheds and the like, and swimming pools where no part is more than 600mm above surrounding ground level.

Attachment 8.1.2A

"Controlled Fill" – material that has been placed and compacted in layers by compaction equipment within a defined moisture range to a defined density requirement.

"Cut and Fill" – a process of localised gradation where material removed from one place is, subject to soil type, deposited a short distance away.

"Dwelling" – as defined in the *Residential Design Codes of Western Australia*, is "A building or portion of a building being used, adapted, or designed or intended to be used for the purpose of human habitation on a permanent basis by a single person, a single family, or no more than six persons who do not comprise a single family."

"Height" – the difference between the natural ground level to the top of the finished earthwork level, or between the natural ground level to the top of the retaining wall.

"Natural Ground Level" – as defined by the *Residential Design Codes of Western Australia* is "The levels on a site which precede the proposed development, excluding any site works unless approved by the **decision-maker council** or established as part of subdivision of the land preceding development".

"Outbuildings" – are an enclosed non-habitable structure that is detached from any dwelling.

"Professional Engineer" as defined in the *Building Code of Australia* is "a person who is:

- (a) if legislation is applicable – a registered professional engineer in the relevant discipline who has appropriate experience and competence in the relevant field; or
- (b) if legislation is not applicable –
 - (i) a Corporate Member of the Institution of Engineers, Australia; or
 - (ii) eligible to become a Corporate Member of the Institution of Engineers, Australia, and has appropriate experience and competence in the relevant field."

"R Codes" – the *Residential Design Codes of Western Australia*, adopted by the Western Australian Planning Commission including any updates.

"Retaining Wall" – a built wall intended to hold back water and/or earth. Under the *R Codes*, a retaining wall is included in the definition of a "building".

"Subdivisional Retaining Wall" – refers to a wall designed to retain soil resulting from earthworks associated with compliance with a condition of subdivisional approval issued by the Western Australian Planning Commission.

"Terrace" – is a series of flat platforms (or steps) on the side of a hill, rising one above the other. The base of the terrace is taken to be the bottom of the lowest step with the top being the highest point of the highest step.

"Topsoil" – is taken to be the soil zone containing decomposed organic matter and seed source, generally not to exceed 150mm in depth.

4. Objectives

The objectives of this Policy are to:

- (a) assess the safety and appearance of retaining walls over 0.9 metre in height;
- (b) preserve the natural topography by limiting the extent of cut and fill on steeper slopes;

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- (c) ensure that at the subdivision stage, an assessment is made in regards to the extent of cut, fill and retaining walls, based on the slope of the land, soil types, stormwater management, lot size and land use;
- (d) provide “acceptable development” standards that suit local conditions to limit the extent of cut and fill permitted on sites through the control of building pad levels;
- (e) minimise the impact of retaining walls on streetscapes/landscapes and the character and the amenity of adjoining/nearby properties;
- (f) assist in promoting housing and building designs which complement the natural slope of the land to reduce the building’s bulk and visual impact;
- (g) establish an “acceptable development” height for boundary retaining walls and allow retaining walls to be established on the boundary;
- (h) provide further interpretation of the *Shire of Boddington Local Planning Scheme No. 2* (LPS2) in the assessment of subdivision and development applications;
- (i) provide greater certainty for landowners, the community and others and to assist in providing greater consistency in decision making by the local government; and
- (j) facilitate the effective and timely processing of retaining wall applications in accordance with this Policy.

5. Application of the Policy

This Policy applies throughout the municipality.

6. Links to Local Planning Scheme and other documents

This Policy relates to various requirements set in LPS2, the R Codes, various Local Planning Policies relating to development, the *Building Code of Australia* and the *Building Regulations 2012*.

This Policy addresses filling, excavation and the re-contouring of land if there is greater than a 0.9 metre change to the natural ground level and it is not within a flood plain or flood affected area, as set out in the Supplemental Provisions of LPS2. This Policy also provides amplification for retaining walls above 0.9 metres in height as set out in the Supplemental Provisions of LPS2.

7. Policy Provisions

7.1 Address considerations early in the planning/design process

The Council requires that applicants/landowners consider the approach to cut, fill, retaining walls and stormwater management early on in the planning/design process. This includes at the scheme amendment and structure planning stages which is refined at the subdivision stage. For steeper land, this may require larger lots, restricting the level of cut and fill development or requiring building construction techniques such as pole homes and stump systems. At the subdivision stage, the agreed form of land preparation is be addressed with the local government

Attachment 8.1.2A

with the approved approach to cut, fill, retaining walls and stormwater management to be implemented prior to the creation of titles.

7.2 When a Development Application is required

Most cut, fill and retaining walls do not require the submission of a Development Application. A Development Application is however required:

- (a) where there is cutting (excavation) or filling which is more than a 0.9 metre change to the natural ground level and is not part of a Development Application for associated development; or
- (b) where the retaining wall is 0.9 metres and above and is not part of a Development Application for associated development; or
- (c) any filling within the flood plain or flood affected areas.

As a general guide, no Development Application is required for a single house where the cutting (excavation) is within the approved building footprint as provided via a Building Permit.

A Building Permit is required for all retaining walls above 0.5 metres which are to be accompanied by plans which are certified by a professional engineer.

7.3 Key considerations

When assessing cut, fill and retaining walls, the local government will consider matters including:

- (a) the extent of the works and its location;
- (b) physical restrictions of the property (easements, unusual shape, excessive gradients);
- (c) any alternative design options which may exist;
- (d) structural integrity;
- (e) how stormwater will be addressed;
- (f) relative levels, finish floor levels and contours of adjoining and abutting properties;
- (g) ease of vehicle accessibility to the site;
- (h) retaining wall construction;
- (i) retaining wall colours when viewed from the street and/or from public places (colours should be sympathetic to the streetscape and to public places with generally natural and earthy colours); and
- (j) the existing streetscape and the amenity of the locality.

Any permanent excavation with a slope steeper than the angle of repose or natural slope of the site, is required to have retaining walls of masonry or other materials approved by the local government. The retaining wall is to be of sufficient strength and stability to retain the embankment together with any surcharged loads.

7.4 Engineering/geotechnical assessment and engineering certification

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As part of a planning process, any retaining wall exceeding 0.9 metre in height shall be designed and certified by a professional engineer, with certified engineering drawings to be submitted to the local government for approval. As set out in section 7.2, a professional engineer is also required to certify all retaining walls above 0.5 metres as part of a Building Permit.

Retaining walls located within 1.0 metre of a dwelling (including neighbouring properties) are to be designed to accommodate any additional surcharge and shall be accompanied by a certificate from a professional engineer.

Information to be supplied with the engineering assessment, whether that is at the Subdivision Application, Development Application or Building Permit stages will generally include:

- (a) a site plan showing the main topographical features of the site including vegetation;
- (b) contours;
- (c) drainage lines and watercourses;
- (d) soil type/geotechnical assessment;
- (e) buildings and fences;
- (f) level of top of sand pad/fill;
- (g) finish floor level;
- (h) cut and fill section showing sub soil drainage and cut off drains;
- (i) cut and fill section (of greatest cut and fill) showing method of retention;
- (j) design and construction details of the retaining walls; and
- (k) other details required to address site specific issues.

The local government will require a compaction certificate at the Building Permit stage, including where fill is introduced to the site.

The landowner/applicant is responsible for meeting all costs associated with a geotechnical investigation and services undertaken by a professional engineer.

7.5 Subdivision

At the subdivision stage, unless justified and agreed to by the local government, a subdivider is to:

- (a) identify, through a slope analysis, all slopes of 1:10 and greater;
- (b) note the maximum extent of filling to be undertaken on individual lots is not to exceed 1.0 metre in height **unless there are exceptional circumstances that do not impact adjoining or nearby properties;**
- (c) construct retaining walls, up to a total maximum height of 3.0 metres along a property boundary or on other parts of the lot, to create a site capable and suitable for building construction including appropriate vehicle access between the lot and the public road;
- (d) ensure that where the proposed retaining wall is to be constructed on the outer boundary of the subdivision area, and it abuts an existing developed land parcel, the

Attachment 8.1.2A

- subdivider shall consult with the adjoining landowner/s to ensure the amenity of the neighbour's property is not compromised;
- (e) resolve stormwater management to ensure neighbouring properties are not impacted as a result of site works and construction; and
 - (f) confirm retaining wall construction and colours.

The Council generally prefers that lots created through the subdivision process below 1,000m² are flat **to gently sloping**. The Council will ~~however~~ support the following:

- (i) for lots below 500m²: a 0.5 metre (500mm) longitudinal slope and a 0.3 metre (300mm) crossfall; and
- (ii) for lots between 500m² – 999m²: a 1.0 metre longitudinal slope and a 0.5 metre crossfall.

The local government may require the subdivider to undertake a visual assessment to the requirements and satisfaction of the local government for land identified as "Landscape Protection" in the *Shire of Boddington Local Planning Strategy*, or the *Boddington-Ranford Townsite Strategy*, or on land containing slopes greater than 1:5.

Where the subdivision process has changed the natural ground levels, the relevant levels to be taken at the development/building stage are those established at the subdivision stage.

7.6 Cut (excavation)

Requirements relating to cut include:

- (a) where a slope is 1:5 or greater or the local government considers that a lot may contain unstable soil, a geotechnical report and/or a professional engineer's report is required;
- (b) any site with a slope of 1:5 or greater should not be developed using cut and fill techniques, unless it can be justified by the proponent and which is approved by the local government;
- (c) where a building is to be constructed partially on cut and partially on fill, the excavated material is to be placed outside the building footprint to form batters and embankments and the platform is to be filled with sand. Consolidated in even lifts, not exceeding 600mm, to produce a density which will resist seven blows per 300mm of standard 16mm diameter penetrometer. As an alternative, pile and beam foundations into natural uncut ground in the fill area are acceptable;
- (d) excavation below natural ground level is generally not visually obtrusive and is considered not to significantly impact on adjacent landowners **if the application addresses the deemed-to-comply or design principles for site works**. ~~Accordingly, excavation is to be undertaken in accordance with the Acceptable Development standards A1.1, A1.2 and A1.3 of the R Codes.~~ There is no maximum limit to the amount of excavation within the building footprint to allow for basements, garages and similar subject to the design and construction being certified by a professional engineer;
- water discharge from the site during development is to be controlled by the use of ripping, contour/grade banks, sumps and other approved measures to attenuate water leaving the site;
- access tracks are to be located in such a manner as to minimise required earthworks; and

Attachment 8.1.2A

- all exposed embankments are required to be suitably stabilised and generally landscaped. The local government encourages landowners/proponents to strip the topsoil, stockpile it, and redistribute the topsoil during the landscaping phase. A landscaping plan should be consistent with that set out in *Local Planning Policy 11 Landscaping and Revegetation*.

7.7 Fill

7.7.1 General

Filling above the natural ground level can result in visually prominent development and can create overlooking and/or overshadowing. In accordance with the R Codes, overlooking and overshadowing are valid planning considerations. The loss of views is however not a valid planning consideration if the subdivision/development complies with the R Codes, the Local Planning Strategy and/or LPS2.

On land zoned "Residential", "Special Residential", "Rural Residential" and "Special Use" (allocated as Residential, Special Residential and Rural Residential), filling should not exceed 1.0 metre in height unless justified by the proponent to the satisfaction of the local government.

The importation of fill to increase the building pad level shall generally be limited to no more than 0.3 metre above the average building pad level of the site. Sites where subsurface rock or clay occurs, which requires the importation of more than 0.3 metre of fill, shall be substantiated by a professional engineer's report that demonstrates such a presence.

Filling within the front setback is only supported if:

- (a) a terrace within 1.0 metre of the front boundary is not to exceed 0.5 metre in filling;
- (b) subsequent terraces should generally be of equal height and equally spaced across the slope;
- (c) the vertical ride of terraces are not to exceed the horizontal return; and
- (d) terraces are spaced a minimum of 1.0 metre apart.

Where required due to issues relating to flood risk, stormwater management, effluent disposal or other considerations, the Council will generally require subdividers to install fill, prior to the creation of new titles, for proposed lots less than 1000m² unless appropriately justified by the proponent. The Council may require fill to be installed prior to the creation of new titles for lots 1000m² and larger to ensure that the lot is capable of accommodating proposed development.

7.7.2 Filling in flood prone land

A Development Application is required for all retaining walls and fill within flood prone land either as set out in the *Shire of Boddington Floodplain Management Strategy* (floodway or flood fringe) or for other flood risk land in the opinion of the local government. The local government will consider the Floodplain Management Strategy, *Local Planning Policy 6 Development in Flood Affected Areas* and advice from the Department of Water in determining Development Applications.

7.8 Retaining walls

7.8.1 General

The Council will generally require subdividers to install retaining walls, prior to the creation of new titles, for proposed lots less than 1,000m² unless appropriately justified by the proponent.

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The Council may require retaining walls to be installed prior to the creation of new titles for lots 1,000m² and larger where site conditions are steep, there are issues associated with building construction, stormwater management or vehicular access, where a coordinated approach is required or to ensure that the lot is capable of accommodating proposed development.

Requirements relating to retaining walls include:

- (a) unless the retaining walls were provided as part of the subdivision, or part of a previous dwelling or approved building, retaining walls in areas subject to the R Codes will be treated as though they are a building wall, with the same setbacks from property boundaries as required for a dwelling;
- (b) unless otherwise provided for within this Policy, retaining walls will be required where cut or fill is equal to, or in excess, of 1.0 metre;
- (c) as outlined in section 7.4, retaining walls of 0.9 metre or greater in height require development approval, a Building Permit and an engineer's certificate before construction is to commence. Unless approvals for retaining walls have been obtained at the subdivision stage, a Building Permit is required for any retaining wall that retains ground 0.5 metres and above as set out in Schedule 4 of the *Building Regulations 2012*;
- (d) in areas subject to the R Codes, a retaining wall is generally not to exceed 3.0 metres in height;
- (e) where an unprotected embankment (the face area of a section of fill that is not subject to retaining or other forms of stabilisation) is proposed, no retaining will be required where it is in accordance with *Building Code of Australia*. Such embankments are to be landscaped in accordance with an approved landscaping plan;
- (f) where a retaining wall is proposed on a boundary, a licensed surveyor will generally be employed by the landowner/applicant to set out the boundaries prior to the commencement of any works; and
- (g) retaining walls which are subject to development approval are required to be finished to a professional standard to the satisfaction of the local government.

7.8.2 Retaining on property boundaries and boundary fences/walls

The maximum height of a retaining wall on a neighbouring property boundary is to be no higher than 3.0 metres, ~~with a maximum change in the height of the natural ground level being limited to 1.0 metre.~~

Any change of level along a property boundary must be retained by a retaining wall where the soil cannot be maintained on its natural angle of repose (slope of ratio in relation to the type of soil) within the property boundary.

The maximum combined height of a retaining wall and a fence on a property boundary is 4.29 metres above natural ground level. ~~Subject to applicant and neighbouring landowner requirements, the combined height of the retaining wall and fence with any combination exceeding 3.0 metres in height may comprise a "visually permeable" an "open fence" (wooden picket, wrought iron, etc.) upon the retaining wall.~~

No Development Application is required for side or rear fences/walls throughout the municipality unless it is within the floodway. LPS2 sets fencing standards in certain zones.

A Development Application is required for front fences in the Residential, Special Residential, Special Use (allocated as Residential and Special Residential) and Commercial zones where the

Attachment 8.1.2A

fence is above 1.2 metres. If the fence is above 1.2 metres, unless justified by the applicant, the fence should be visually permeable.

7.8.3 Retaining within the confines of the property

To conserve streetscape amenity, the local government will control retaining within the front setback of sites. For applications subject to the R-Codes, the local government will require the applicant to either address the deemed-to-comply or design principles for site works. For applications not subject to the R-Codes, the retaining walls in the front setback area should generally Retaining within 3.0 metres of the street frontage(s) is to be no higher than 2.0 metres, with a maximum change in the height of the natural ground level being limited to 1.0 metre.

Retaining within 3.0 metres of a neighbouring property boundary is to be no higher than 3.0 metres.

Beyond 3.0 metres of the property boundaries (other than in the front setback), retaining is to be generally no higher than 3.0 metres, with a maximum change in the height of the natural ground level being limited to 1.0 metre unless suitably justified by the applicant.

Where retaining is undertaken for the purpose of constructing a building, the external walls of the building should be designed as retaining walls and contain the soil created by the cutting and filling.

Minor retaining within the lot is acceptable to provide for garden areas, open spaces and to accommodate vehicle movements provided it is structurally sound and stormwater is appropriately controlled.

7.9 Drainage

The Council requires subdividers to appropriately address drainage and stormwater management for all proposed lots prior to the creation of new titles. All proposed lots are required to be capable of accommodating proposed development.

The Council will require applicants to ensure that stormwater is appropriately managed so as not to create undesirable impacts to adjoining/nearby properties. The Council prefers that stormwater disposal is retained or at least detained within the site wherever possible. If stormwater cannot be retained on site, stormwater should be directed to a Shire stormwater legal point of discharge.

As part of undertaking any cut, fill and retaining on a property, stormwater is not to be redirected onto adjoining properties. Additionally, adequate stormwater management should be provided during excavations and construction.

7.10 Location of essential services

Essential services, particularly when protected by an easement, should be located prior to excavation or works associated with the construction of a retaining wall. The proponent is to undertake required due diligence with servicing authorities including via *Dial Before You Dig*. Suitable design and materials need to should be used in regards to excavation in these areas.

7.11 Building and Landscape Design Guidelines

The Council supports subdividers formulating Building and Landscaping Guidelines for specific areas to guide the design of the subdivision/development to achieve a shared vision. The guidelines can further assist to promote sustainability, respond to site characteristics (including

cut, fill and retaining walls), provide a sense of place and assist to ensure that landowner investment is protected by maintaining similar standards for the development of neighbouring properties. The guidelines may be adopted as a Local Planning Policy. If a Building and Landscaping Guideline is adopted as a Local Planning Policy, it will override this Policy if there are any inconsistencies.

A Development Application is required for cut, fill and retaining walls which are inconsistent with Building and Landscaping Guidelines which are adopted as a Local Planning Policy.

7.12 Onus of proof

The "onus of proof" rests with the applicant to justify their Development Application and variations to this Policy, and for applicants to justify their application for a Building Permit.

8. Administration

8.1 Matters to be addressed prior to formally lodging the Development Application

Proponents are encouraged to discuss proposals that seek to vary Policy requirements with the Shire administration early on in the planning/design process and prior to the formal lodgement of a Development Application.

8.2 Application requirements

Development Applications are to include the following:

- (a) the requirements set out in Clauses 62 and 63 of Schedule 2 in the *Planning and Development (Local Planning Schemes) Regulations 2015* which includes a site plan and setting out the location of easements on the property;
- (b) details of intended use/s;
- (c) filling in the Development Application form;
- (d) payment of the Shire Development Application fee; and
- (e) a fully dimensioned cross sectional detail.

Should a Development Approval be issued, it may also be necessary for the proponent to submit a Building Permit Application (which gains necessary approval) prior to undertaking construction.

Subject to the proposed location and the scale of the proposed development, the local government may also require the applicant at the Subdivision Application, Development Application or Building Permit stages to provide:

- (i) a fully dimensioned cross sectional detail which shows the following for the proposed retaining wall:
 - overall height and thickness;
 - type of construction and material;
 - reinforcement details;
 - footing details;
 - drainage behind the retaining wall if applicable;
 - manufacturer's specifications; and
 - waterproofing details;

Attachment 8.1.2A

- (ii) detailed contour information and a site plan prepared by a licenced surveyor or professional retaining wall contractor depicting:
 - all existing and proposed natural ground levels (in RLs) with spot levels provided at 0.5 metre intervals for the subject site and finished floor levels immediately adjoining the property;
 - all existing or proposed built structures and their finish floor levels ~~e.g. dwellings~~;
 - top of wall and bottom of wall heights of all proposed and existing retaining walls in relative levels shown at each change in height;
 - Finish Floor Levels of neighbouring dwellings; and
 - a reference datum point;
- (iii) the provision of a professional engineers certification (including for retaining walls over 0.9 metres in height for planning proposals and 0.5 metres and above for a Building Permit);
- (iv) written information justifying why any requirements of this Policy should be varied; and
- (v) any other plan or information that the local government may reasonably require to enable the application to be determined.

8.3 Consultation with affected landowners and/or stakeholders

Where an application for a retaining wall is made that does not comply with the requirements as set out in this Policy, or is likely to have off-site impacts, the application may be referred to adjoining/nearby landowners, State Government agencies or other stakeholders for comment.

8.4 Assessing the Development Application

In assessing a Development Application, the local government will have regard to matters including the following:

- (a) lot size, shape and features;
- (b) the location of the cut, fill and retaining wall;
- (c) intended use of the site;
- (d) this Policy and LPS2;
- (e) information provided by the applicant and any submissions received; and
- (f) any other circumstance and factor affecting the application in the opinion of the local government.

Should a Development Application not comply with the requirements of this Policy, the application ~~will~~ **may** be referred to Council for consideration.

Where objections are received and the objections are not able to be adequately dealt with through conditions of approval, the application will be referred to Council for determination.

The Council may refuse a Development Application where the application is inconsistent with this Policy or LPS2, or based on information set out in any submissions received.

8.5 Building Permit

Attachment 8.1.2A

A Building Permit is required for all retaining walls 0.5 metres and above, and for all retaining walls within 1.0 metre of a dwelling or other building regardless of the height of the retaining wall.

8.6 Other Approvals

Approval for a retaining wall may also be required by other government departments or servicing authorities. It is the responsibility of the applicant/owner to obtain all required approvals. For example, at the time of adopting this Policy, retaining walls of 1.2 metres or greater in height require approval from the Water Corporation.

Related Policies	<i>LPP Urban Drainage Contribution LPP 6 Development in Flood Affected Areas LPP 15 Buildings and Structures in and near Drainage Easements LPP 17 Stormwater Management</i>
Related Procedures and Documents	<i>Planning and Development (Local Planning Schemes) Regulations 2015, Building Code of Australia</i>
Delegation Level	Chief Executive Officer, Principal Environmental Health Officer/Building Surveyor
Adopted	Originally adopted 16 April 2013 Revised policy granted final adoption on 14 March 2017



Government of Western Australia
Department of Water

COPY FOR
FILE



Your ref: ADM 0657 & ADM 0782

Our ref: RF815-10

PA012123

Enquiries: Brett Dunn

SHIRE OF
BODDINGTON
RECEIVED

31 JAN 2017

Distribute to:

☒ DCS ☐ DSP ☐ MINS

☐ PEHO ☐ FM ☐ CEO

☐ MWS ☐ TPC ☐ MCS

Shire of Boddington
PO Box 4
Boddington WA 6390

Attention: Chief Executive Officer

File No _____

Date _____

Initial _____

Dear Sir,

**Re: Modified draft Local Planning Policy No. 1 – Sea Containers and
modified draft Local Planning Policy No. 18 – Cut, Fill and Retaining Walls**

Thank you for the opportunity to provide comment upon the abovementioned policies, received with correspondence dated 12 January 2017.

The Department of Water has reviewed the policy documents and wishes to advise it has no comments or objections.

Save time with Water Online

As your organisation is registered to use Water Online, we encourage you to lodge future referrals electronically via the Water Online customer portal at www.water.wa.gov.au. **Water Online** provides the fastest and most efficient process for submitting referrals or requests for planning advice. If you have any questions regarding the Water Online portal please contact our Business Support Unit on 1800 508 885 (select Option 2) or planning.enquiries@water.wa.gov.au.

If you have any queries relating to the above matter, please contact the undersigned at the DoW's Mandurah office on 9550 4202.

Yours faithfully

Brett Dunn
Program Manager – Urban Water Management
Peel Region

24 January 2017

Kwinana Peel Region
107 Breakwater Parade Mandurah Ocean Marina Mandurah Western Australia 6210
PO Box 332 Mandurah Western Australia 6210
Telephone (08) 9550 4222 Facsimile (08) 9581 4560
www.water.wa.gov.au

8.2 MANAGER FINANCIAL SERVICES:

8.2.1 Monthly Financial Statements end 28 February 2017

Disclosure of Interest: Nil
Date: 7 March 2017
Author: J Rendell – Manager Financial Services
Attachments: 8.2.1A Financial Statements February

Summary

Council is to consider Monthly Financial Reports for February 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 February 2017.

Statutory Environment - Local Government (Financial Management) Regulations 1996

FINANCIAL SUMMARY YEAR TO DATE FEBRUARY 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 revised budget. The Shire of Boddington's financial position for year ended 30th June 2016 as finalised and signed off by audit has been incorporated into the reports to provide comparatives and assist in reconciliations where relevant.

OPERATING RESULT

REVENUE

Revenue is 4.8% or \$272k unfavourable to budget. Within the main items the following is noted:-

- **Operating Grants** is 31% or \$152k unfavourable to budget, primarily due to a repayment back to Argyl Water in respect of a proposed development in Ranford, of which the money was received in prior years. This will ultimately be funded out of restricted reserves and will be dealt with in the next budget review to be undertaken in March/April 2017.
- **Fees & Charges** is 4.5% or \$36k unfavourable to budget.
- **Interest Earnings** is 22% or \$23k unfavourable to budget.
- **Other Revenue** is 25% or \$36k 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 7.6% or \$334k favourable to budget. Within the main items the following is noted:-

- **Employee costs** are 8.6% or \$142k favourable to budget.
- **Materials and contracts** are collectively 17.2% or \$198k favourable to budget, it is too early in the year and the variance is considered as only timing.
- **Utility charges** are 4.4% or \$9k favourable to budget.
- **Depreciation** is 1% or \$10k favourable to budget.
- **Insurance expenses** is 6.6% or \$14k favourable to budget.
- **Other expenditure** is 25.6% or \$18k unfavourable to budget.

NET RESULT

The net result shows a 2.2% or \$39k unfavourable result to budget, due to total revenue being \$276k unfavourable and expenditure being \$237k favourable to budget.

CAPITAL ITEMS

Capital revenue is 38% or \$871k unfavourable to budget, this is considered as a timing difference at this stage, amounts received or brought to account thus far:-

- \$126k in respect of Bushfire ESL capital contribution
- \$300k for the Independent Care Living Grant
- \$469k for the Recreation Centre Grant
- \$194k for Regional Roads Group
- \$32k for Swimming Pool Capital Grant

FINANCIAL SUMMARY YEAR TO DATE FEBRUARY 2017

Capital expenditure is 28% or \$1.78M favourable to budget. For a more detailed understanding refer to the Capital Expenditure by Asset Class report.

FUNDING ITEMS

Repayment of loan principal is in line with budget.

RESERVE ITEMS

Reserve movement is 1.3% unfavourable to budget and is as a result of under expenditure in respect of capital expenditure for land and buildings. This will form a significant part of the restricted funds at year end and has been addressed in the budget review.

CASH & INVESTMENTS

Cash and investments sits at \$6.2M, this represents a decrease of \$0.5M from the previous month, mainly due to revenue being lower, capital and operating expenses being higher. 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.

SUMMARY

The financial result 31.7% or \$856k better than budget.

OFFICER'S RECOMMENDATION – 8.2.1

COUNCIL RESOLUTION

39/17

Moved: Cr Crilly

That Council adopt the:

1. monthly financial statements for the period ending 28 February 2017; and
2. Summary of reconciliations for the period ending 28 February 2017.

Seconded:

Cr Manez

Carried: 5/0

Attachment 8.2.1 A

SHIRE OF BODDINGTON

Financial Reports for the period ended

28-Feb-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	5
Loan Repayments & Net Current Asset Position	6
Capital Expenditure by Asset type	7
Existing Buildings Capital Expenditure by Jobs	8
Financial Graphs	9

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

	2016/17 Budget			Actual	Variance	% Variance
	Approved	Current	YTD	YTD	YTD	YTD
Opening Funding Surplus (Deficit)	-	166,976	166,976	166,976	-	
Revenue						
Rates	4,106,113	4,107,173	4,106,817	4,082,071	- 24,746	-0.6%
Operating Grants, Subsidies and Contributions	736,081	628,861	488,238	336,666	- 151,572	-31.0%
Fees and Charges	1,050,142	1,038,971	794,391	758,446	- 35,945	-4.5%
Interest Earnings	131,797	156,797	104,520	81,113	- 23,407	-22.4%
Other Revenue	173,487	210,290	141,369	105,468	- 35,901	-25.4%
Profit from Asset Sales	-	-	-	-	-	
OPERATING INCOME	6,197,620	6,142,092	5,635,335	5,363,763	- 271,571	-4.8%
Expenses						
Employee Costs	- 2,518,897	- 2,518,897	- 1,638,736	- 1,496,992	141,744	8.6%
Materials and Contracts	- 1,536,744	- 1,722,068	- 1,149,653	- 951,582	198,071	17.2%
Utility Charges	- 313,296	- 297,083	- 204,255	- 195,270	8,985	4.4%
Depreciation on Non-Current Assets	- 1,378,259	- 1,563,291	- 1,042,096	- 1,031,962	10,134	1.0%
Interest Expenses	- 121,119	- 121,119	- 63,518	- 83,886	- 20,368	-32.1%
Insurance Expenses	- 208,937	- 209,933	- 209,916	- 196,068	13,848	6.6%
Loss on Asset Sales	-	-	-	-	-	
Other Expenditure	- 150,315	- 140,849	- 71,428	- 89,735	- 18,307	-25.6%
OPERATING EXPENDITURE	- 6,227,566	- 6,573,241	- 4,379,602	- 4,045,494	334,108	7.6%
Net Result (incl. c/f surplus position)	- 29,946	- 264,174	1,422,709	1,485,245	62,536	4.4%
Adjustments for Non-Cash Items						
Depreciation	1,378,259	1,563,291	1,042,096	1,031,962	- 10,134	-1.0%
Loss on Asset Disposals	-	-	-	-	-	
(Profit) on Asset Disposals	-	-	-	-	-	
Provisions and Accruals	-	-	-	-	-	
	1,378,259	1,563,291	1,042,096	1,031,962	- 10,134	-1.0%
Net Result before funding and Capex items	1,348,313	1,299,117	2,464,805	2,517,207	52,403	2.1%
Capital Income and Expenditure						
Non-operating Grants & contributions	762,767	3,556,217	2,294,767	1,423,982	- 870,785	37.9%
Purchase Land & Buildings	- 404,641	- 6,632,176	- 4,523,098	- 3,987,215	535,884	11.8%
Purchase Plant & Equipment	- 322,344	- 840,844	- 817,777	- 215,592	602,185	73.6%
Purchase Roads, Streets & Bridges	- 1,029,551	- 974,001	- 915,582	- 341,737	573,845	62.7%
Purchase Other Infrastructure	- 156,569	- 156,569	- 104,376	- 32,275	72,101	69.1%
Proceeds from Asset Sales	384,000	334,000	300,000	250,000	- 50,000	16.7%
Net Capital Items	- 766,338	- 4,713,373	- 3,766,066	- 2,902,838	863,228	22.9%
Funding Items						
Proceeds from New loans	-	-	-	-	-	
Repayment of Loan Principal	- 301,130	- 301,130	- 175,659	- 179,586	- 3,927	-2.2%
Self Supporting Loan Principal Income	-	-	-	-	-	
Total Funding Items	- 301,130	- 301,130	- 175,659	- 179,586	- 3,927	-2.2%
Reserve Items						
Transfers to Reserves	- 56,560	- 84,385	-	-	-	
Transfers from Reserves	-	4,159,483	4,172,761	4,116,677	- 56,084	1.3%
Net Reserve movement	- 56,560	4,075,098	4,172,761	4,116,677	- 56,084	1.3%
Closing Funding Surplus (Deficit)	224,285	359,712	2,695,840	3,551,460	855,619	31.7%

Attachment 8.2.1 A

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

28-Feb-17

	2016/17 Budget			Actual	Variance	% Variance
	Approved	Current	YTD	YTD	YTD	YTD
Revenue						
Rates	4,106,113	4,107,173	4,106,817	4,082,071	- 24,746	-0.6%
Operating Grants, Subsidies and Contributions	736,081	628,861	488,238	336,666	- 151,572	-31.0%
Fees and Charges	1,050,142	1,038,971	794,391	758,446	- 35,945	-4.5%
Interest Earnings	131,797	156,797	104,520	81,113	- 23,407	-22.4%
Other Revenue	173,487	210,290	141,369	105,468	- 35,901	-25.4%
OPERATING INCOME	6,197,620	6,142,092	5,635,335	5,363,763	- 271,571	-4.8%
Expenses						
Employee Costs	- 2,518,897	- 2,518,897	- 1,638,736	- 1,496,992	141,744	8.6%
Materials and Contracts	- 1,536,744	- 1,722,068	- 1,149,653	- 951,582	198,071	17.2%
Utility Charges	- 313,296	- 297,083	- 204,255	- 195,270	8,985	4.4%
Depreciation on Non-Current Assets	- 1,378,259	- 1,563,291	- 1,042,096	- 1,031,962	10,134	1.0%
Interest Expenses	- 121,119	- 121,119	- 63,518	- 83,886	20,368	-32.1%
Insurance Expenses	- 208,937	- 209,933	- 209,916	- 196,068	13,848	6.6%
Other Expenditure	- 150,315	- 140,849	- 71,428	- 89,735	18,307	-25.6%
OPERATING EXPENDITURE	- 6,227,566	- 6,573,241	- 4,379,602	- 4,045,494	334,108	7.6%
Net Result before Capital Income	- 29,946	- 431,150	1,255,733	1,318,269	62,536	5.0%
Non-Op. Grants, Subsidies and Contributions	762,767	3,556,217	2,294,767	1,423,982	- 870,785	-37.9%
Profit on Asset Disposals	-	-	-	-	-	-
Loss on Asset Disposals	-	-	-	-	-	-
OTHER	762,767	3,556,217	2,294,767	1,423,982	- 870,785	-37.9%
NET RESULT	732,821	3,125,067	3,550,500	2,742,251	- 808,249	-22.8%
Other Comprehensive Income						
Changes on Revaluation of Non-Current Assets	- 64,500	- 114,500	- 114,500	- 89,468	25,032	-
Total Other Comprehensive Income	- 64,500	- 114,500	- 114,500	- 89,468	25,032	-
TOTAL COMPREHENSIVE INCOME	668,321	3,010,567	3,436,000	2,652,783	- 783,217	-22.8%

Attachment 8.2.1 A

SHIRE OF BODDINGTON STATEMENT OF COMPREHENSIVE INCOME BY PROGRAM For the period ended

28-Feb-17

	2016/17 Budget Approved	Current	YTD	Actual YTD	Variance YTD	% Variance YTD
Revenue						
Governance	4,554,904	4,593,663	4,463,530	4,415,387	-48,143	-1.1%
General Purpose Funding	71,905	89,329	60,793	58,323	-2,470	-4.1%
Law, Order, Public Safety	291,921	200,829	153,380	154,232	852	0.6%
Health	29,770	29,770	19,832	11,580	-8,252	-41.6%
Education and Welfare	410,949	385,420	255,586	289,467	33,881	13.3%
Housing	20,073	20,073	13,368	15,842	2,474	18.5%
Community Amenities	286,608	289,868	266,932	261,025	-5,907	-2.2%
Recreation and Culture	79,548	104,548	87,698	75,156	-12,542	-14.3%
Transport	103,961	77,911	77,800	68,100	-9,700	-12.5%
Economic Services	268,758	271,458	183,608	7,862	-191,470	-104.3%
Other Property and Services	79,225	79,225	52,808	22,516	-30,292	-57.4%
	6,197,620	6,142,092	5,635,335	5,363,763	-271,571	-4.8%
Expenses excluding Finance Costs						
Governance	40,376	42,741	5,623	27,880	33,503	595.8%
General Purpose Funding	- 2,638	- 25,390	- 16,920	- 15,344	1,576	9.3%
Law, Order, Public Safety	- 515,359	- 565,990	- 381,471	- 387,516	6,045	-1.6%
Health	- 232,341	- 270,494	- 181,452	- 174,196	7,256	4.0%
Education and Welfare	- 625,589	- 609,558	- 402,815	- 349,441	53,374	13.3%
Housing	- 35,388	- 28,789	- 17,551	- 23,843	6,292	-35.8%
Community Amenities	- 688,702	- 683,905	- 455,403	- 431,904	23,499	5.2%
Recreation and Culture	- 1,194,104	- 1,394,993	- 937,737	- 840,067	97,670	10.4%
Transport	- 2,520,350	- 2,394,756	- 1,581,279	- 1,580,318	961	0.1%
Economic Services	- 425,782	- 558,077	- 352,539	- 322,682	29,857	8.5%
Other Property and Services	- 22,656	- 20,488	- 18,396	- 88,137	106,533	579.1%
	- 6,106,447	- 6,452,122	- 4,316,084	- 3,961,609	354,475	8.2%
Finance Costs						
Governance	- 40,510	- 40,510	- 20,254	- 27,883	7,629	
General Purpose Funding	-	-	-	-	-	
Law, Order, Public Safety	-	-	-	-	-	
Health	-	-	-	-	-	
Education and Welfare	- 11,067	- 11,067	- 5,533	- 6,822	1,289	-23.3%
Housing	- 35,389	- 35,389	- 19,800	- 23,843	4,043	-20.4%
Community Amenities	-	-	-	-	-	
Recreation and Culture	- 33,106	- 33,106	- 17,407	- 24,226	6,819	-39.2%
Transport	- 1,048	- 1,048	- 524	- 1,112	588	-112.2%
Economic Services	-	-	-	-	-	
Other Property and Services	-	-	-	-	-	
	- 121,119	- 121,119	- 63,518	- 83,886	20,368	-32.1%
Net Result before Capital Income	- 29,946	431,150	1,255,733	1,318,269	103,272	
Non Operating Grants, Subsidies and Contributions						
Law, Order, Public Safety	-	518,500	518,500	126,252	-392,248	
Education and Welfare	-	1,670,500	835,250	300,000	-535,250	
Recreation and Culture	30,000	640,000	335,000	500,748	165,748	
Transport	732,767	677,217	556,017	496,982	-59,035	-10.6%
Economic Services	-	50,000	50,000	-	50,000	
Other Property and Services	-	-	-	-	-	
	762,767	3,556,217	2,294,767	1,423,982	-870,785	-37.9%
Other Comprehensive Income						
Changes on Revaluation of Non-Current Assets	- 64,500	- 114,500	- 114,500	- 89,468	25,032	21.9%
TOTAL COMPREHENSIVE INCOME	668,321	3,010,567	3,436,000	2,652,783	-783,217	-22.8%

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SHIRE OF BODDINGTON RATE SETTING STATEMENT For the period ended							28-Feb-17
	Approved	2016/17 Budget Current	YTD	Actual YTD	Variance YTD	% Variance YTD	
Revenue							
Operating Grants, Subsidies and Contributions	736,081	628,861	488,238	336,666 -	151,572	-31.0%	
Fees and Charges	1,050,142	1,038,971	794,391	758,446 -	35,945	-4.5%	
Interest Earnings	131,797	156,797	104,520	81,113 -	23,407	-22.4%	
Other Revenue	173,487	210,290	141,369	105,468 -	35,901	-25.4%	
Profit from Asset Sales	-	-	-	-	-	-	
Total Operating Revenue excluding Rates	2,091,507	2,034,919	1,528,518	1,281,694 -	246,825	-16.1%	
Expenses							
Employee Costs	- 2,518,897 -	2,518,897 -	1,638,736 -	1,496,992	141,744	8.6%	
Materials and Contracts	- 1,536,744 -	1,722,068 -	1,149,653 -	951,582	198,071	17.2%	
Utility Charges	- 313,296 -	297,083 -	204,255 -	195,270	8,985	4.4%	
Depreciation on Non-Current Assets	- 1,378,259 -	1,563,291 -	1,042,096 -	1,031,962	10,134	1.0%	
Interest Expenses	- 121,119 -	121,119 -	63,518 -	83,886 -	20,368	-32.1%	
Insurance Expenses	- 208,937 -	209,933 -	209,916 -	196,068	13,848	6.6%	
Loss on Asset Sales	-	-	-	-	-	-	
Other Expenditure	- 150,315 -	140,849 -	71,428 -	89,735 -	18,307	-25.6%	
Operating Expenditure	- 6,227,566 -	6,573,241 -	4,379,602 -	4,045,494	334,108	7.6%	
Operating Result Excluding Rates Income	- 4,136,059 -	4,538,323 -	2,851,084 -	2,763,801	87,283	3%	
Adjustments for Non-Cash Items							
Depreciation	1,378,259	1,563,291	1,042,096	1,031,962 -	10,134	1.0%	
(Profit)/Loss on Asset Disposals	-	-	-	-	-	-	
Provisions & Accruals	-	-	-	-	-	-	
	1,378,259	1,563,291	1,042,096	1,031,962 -	10,134	1.0%	
Capital Income and Expenditure							
Purchase of Capital Expenditure	- 1,913,105 -	8,603,590 -	6,360,833 -	4,576,819	1,784,014	28.0%	
Non-operating Grants & contributions	762,767	3,556,217	2,294,767	1,423,982 -	870,785	37.9%	
Proceeds from Asset Sales	384,000	334,000	300,000	250,000 -	50,000	16.7%	
	- 766,338 -	4,713,373 -	3,766,066 -	2,902,838	863,228	22.9%	
Funding & Reserve Items							
Proceeds from New loans	-	-	-	-	-	-	
Repayment of Loan Principal	- 301,130 -	301,130 -	175,659 -	179,587 -	3,928	-2.2%	
Self Supporting Loan Principal Income	-	-	-	-	-	-	
Transfers to Reserves	- 56,560 -	84,385	-	-	-	-	
Transfers from Reserves	-	4,159,483	4,172,761	4,116,677 -	56,084	1.3%	
	- 357,690	3,773,968	3,997,102	3,937,089 -	60,013	1.5%	
Estimated Surplus/(Deficit) July 1 B/Fd.	-	166,976	166,976	166,976	-	-	
Estimated Surplus/(Deficit) June 30 C/Fd.	228,312	359,712	2,695,840	3,551,460 -	855,619	31.7%	
Amount required from General Rate	- 4,110,140 -	4,107,172 -	4,106,817 -	4,082,071 -	24,746	-0.6%	

Attachment 8.2.1 A

SHIRE OF BODDINGTON STATEMENT OF FINANCIAL POSITION For the period ended		
	30-Jun-16 Prior Year	28-Feb-17 YTD Actual
CURRENT ASSETS		
Cash and Cash Equivalents	7,423,388	6,188,651
Equity Reserve Investments	-	-
Trade & Other Receivables	309,629	676,842
Inventories	2,044	2,044
TOTAL CURRENT ASSETS	7,735,061	6,867,537
NON CURRENT ASSETS		
Property Plant & Equipment	21,291,196	24,862,409
Land Held for Resale	272,539	272,539
Infrastructure	46,191,095	45,825,270
TOTAL NON CURRENT ASSETS	67,754,830	70,960,218
TOTAL ASSETS	75,489,891	77,827,755
CURRENT LIABILITIES		
Trade & Other Payables	259,841	136,348
Employee Provisions	314,224	292,740
Borrowings	301,130	121,544
Trusts	193,867	203,512
TOTAL CURRENT LIABILITIES	1,069,062	754,145
NON CURRENT LIABILITIES		
Trade & Other Payables - Specific	300,000	300,000
Borrowings	2,505,439	2,505,439
Employee Provisions	62,352	62,352
TOTAL NON CURRENT LIABILITIES	2,867,791	2,867,790
TOTAL LIABILITIES	3,936,853	3,621,935
EQUITY		
Retained Earnings	24,466,178	31,325,105
Reserves Cash Backed	6,800,153	2,683,477
Revaluation Reserve	40,286,707	40,197,238
TOTAL EQUITY	71,553,038	74,205,820
TOTAL LIABILITIES & EQUITY	75,489,891	77,827,755
BALANCE SHEET VARIANCE	\$0.00	\$0.00

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LOAN PRINCIPAL REPAYMENTS							
COA	Description	IE Summary	Inc/Exp Analysis Summary	Original Budget	Current Budget	YTD Budget	YTD Actual
3042460	PRINCIPAL ON LOAN 105	71	Other Expenses	\$112,455.50	\$112,455.50	\$65,599.04	\$55,669.89
2113200	LOAN 106 - REC CENTRE	71	Other Expenses	\$0.00	\$0.00	\$0.00	\$0.00
3074200	PRINCIPAL LOAN 83	71	Other Expenses	\$9,367.50	\$9,367.50	\$5,464.38	\$9,367.78
3083000	PRINCIPAL ON LOAN 100	71	Other Expenses	\$12,997.00	\$12,997.00	\$7,581.58	\$6,395.84
3091402	PRINCIPAL ON LOAN 91	71	Other Expenses	\$0.00	\$0.00	\$0.00	\$0.00
3091460	PRINCIPAL ON LOAN 94	71	Other Expenses	\$11,107.00	\$11,107.00	\$6,479.08	\$5,465.35
3091470	PRINCIPAL ON LOAN 97	71	Other Expenses	\$11,264.00	\$11,264.00	\$6,570.67	\$5,542.62
3113046	PRINCIPAL - LOAN 103	71	Other Expenses	\$51,216.00	\$51,216.00	\$29,876.00	\$51,215.79
3113048	PRINCIPAL - LOAN 106 REC CENTRE	71	Other Expenses	\$54,025.00	\$54,025.00	\$31,514.58	\$26,787.27
3121100	PRINCIPAL LOAN 102	71	Other Expenses	\$38,698.00	\$38,698.00	\$22,573.83	\$19,141.82
TOTAL				\$301,130.00	\$301,130.00	\$175,659.17	\$179,586.36

NET CURRENT ASSET POSITION - RECONCILIATION				
	2016/17 Budget			Actual
	Approved	Current	YTD	YTD
NCA items from Statement of Financial Activity				
Current Assets	3,156,683	3,368,767	-	866,697
Less: Current Liabilities	- 819,828	- 585,130		134,504
Add: Restricted Assets/Principal Repayment	- 2,108,543	- 2,423,925		4,116,677
Net Current Assets	228,312	359,712		3,384,483
REPRESENTED BY - (From Financial Position) Movement				
Net Current Assets	228,312	359,712		3,384,483
REPRESENTED BY - (From Rate Setting Statement) Movement				
Opening Surplus Position	-	166,976		166,976
Closing Surplus Position	228,312	359,712		3,551,459
Net Current Assets	228,312	192,736		3,384,483

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SHIRE OF BODDINGTON
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SHIRE OF BODDINGTON CAPITAL EXPENDITURE BY ASSET CLASS For the period ended						
						28-Feb-17
COA	Description	Asset Type	Original Budget	Current Budget	YTD Budget	YTD Actual
3042202	EXISTING BUILDINGS 16/17	Land & Buildings	104,641	91,651	61,112	59,121
3082090	AGED CARE COMPLEX	Land & Buildings	-	1,670,500	450,000	106,369
3113200	RECREATION CENTRE	Land & Buildings	-	4,358,039	3,800,000	3,666,006
3135202	LAND PURCHASE	Land & Buildings	300,000	300,000	-	-
3132008	VISITOR CENTRE	Land & Buildings	-	211,986	211,986	155,718
		Land & Buildings Total	404,641	6,632,176	4,523,098	3,987,215
3102201	NEW REFUSE SITE	Other Infrastructure	31,000	31,000	20,664	14,319
3105050	OVALS PARKS & CEMETERIES	Other Infrastructure	83,713	83,713	55,808	2,957
3112213	SWIMMING POOL - INFRASTRUCTURE	Other Infrastructure	-	-	-	15,000
3053025	INFRASTRUCTURE OTHER	Other Infrastructure	41,856	41,856	27,904	-
		Other Infrastructure Total	156,569	156,569	104,376	32,275
3042209	COMPUTER EQUIPMENT	Plant & Equip	62,785	62,785	62,785	40,430
3042208	OFFICE EQUIPMENT	Plant & Equip	20,928	20,928	20,928	-
3051220	Fire Tender Boddington	Plant & Equip	-	518,500	518,500	126,252
3123466	PNEUMATIC TYRED ROLLER	Plant & Equip	162,237	162,237	162,237	-
3127025	WATER TANKS - PLANT & EQUIPMENT	Plant & Equip	7,773	7,773	7,773	29,010
3121066	TORO RIDE ON MOWER	Plant & Equip	28,621	28,621	18,890	19,900
3139302	MINOR CAPITAL ITEMS	Plant & Equip	40,000	40,000	26,664	-
		Plant & Equip Total	322,344	840,844	817,777	215,592
3121086	Main Roads Bridge Program	Roads Infrastructure	42,500	42,500	42,500	18,000
3121090	ROADS TO RECOVERY	Roads Infrastructure	302,582	302,582	302,582	36,640
3121705	MAIN STREET UPGRADE	Roads Infrastructure	132,563	132,563	88,376	-
3121700	COMMODITY GRANT CAPITAL EXPENSE	Roads Infrastructure	55,550	-	-	-
3121800	ROAD CONST. - RRG	Roads Infrastructure	454,500	454,500	454,500	287,097
3121803	FOOTPATHS	Roads Infrastructure	41,856	41,856	27,624	-
		Roads Infrastructure Total	1,029,551	974,001	915,582	341,737
		Grand Total	1,913,105	8,603,590	6,360,833	4,576,819

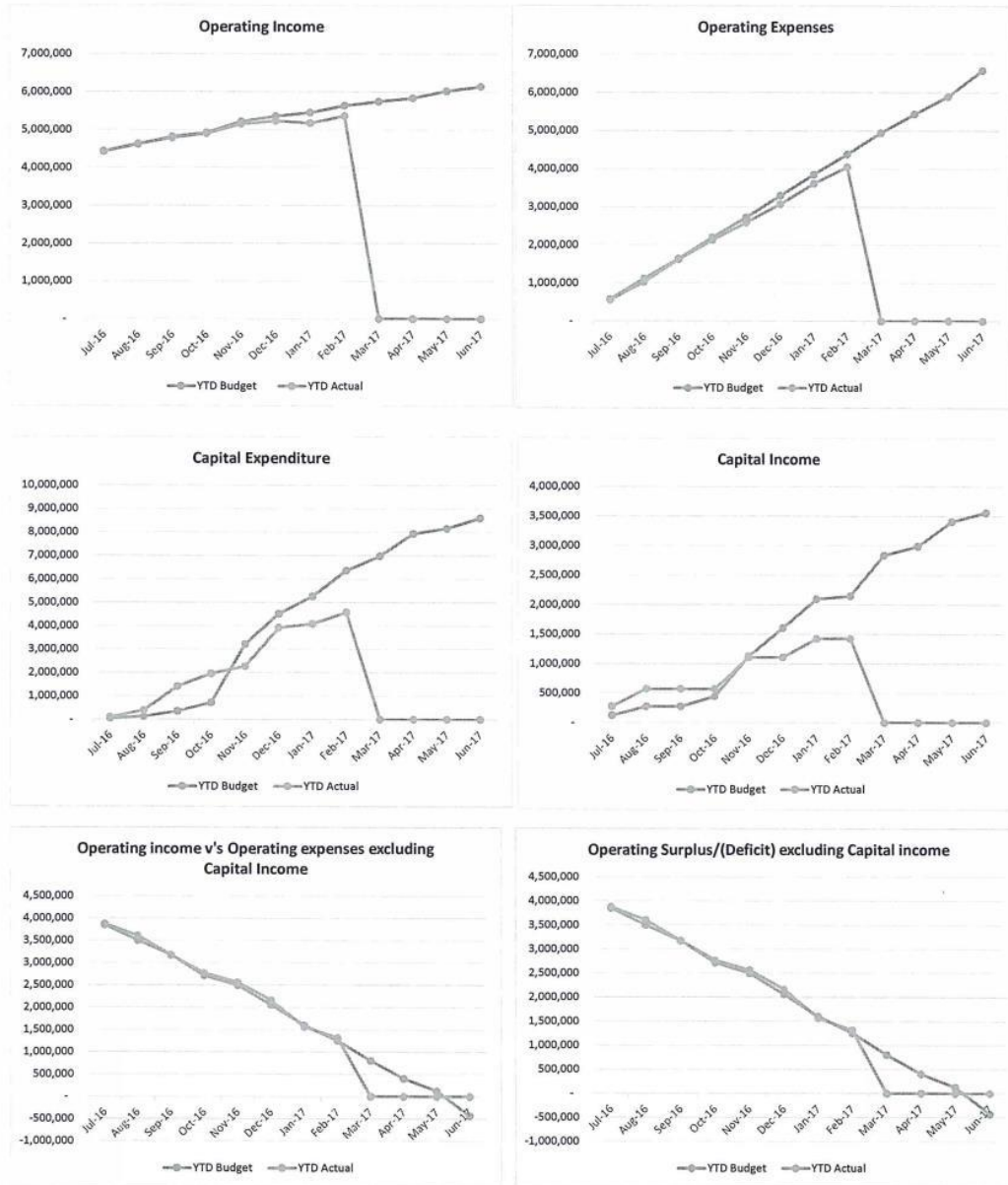
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CAPITAL EXPENDITURE - EXISTING BUILDINGS - By JOBS					28-Feb-17
Job	Description	Original Budget	Current Budget	YTD Budget	YTD Actual
BAC1999	Bannister Road Shire Office - Capital	2,100	2,100	1,400	-
BCC1028	Pollard Street Child Care Centre - Capital	8,700	8,700	5,800	4,700
BCC1029	Johnstone Street Community Newspaper - Capital	4,650	4,650	3,104	4,219
BCC1999	Bannister Road - Caravan Park Caretaker Residence - Capital	3,900	3,900	2,600	4,070
BDC1015	Farmer Ave - Depot Lunch Room - Capital	600	600	400	-
BEC1029	Johnstone Street Emergency Services Shed - Capital	-	-	-	173
BFC1039	Wurraming Ave - Foreshore Toilet Block - Capital	2,100	2,100	1,400	-
BIC1024	Hotham Street Ic Unit 1 - Capital	1,331	1,331	888	-
BIC2024	Hotham Street Ic Unit 2 - Capital	1,331	1,331	888	-
BIC3024	Hotham Street Ic Unit 3 - Capital	1,331	1,331	888	-
BIC4024	Hotham Street Ic Unit 4 - Capital	1,332	1,332	888	-
BMC1024	Hotham Street Medical Centre - Capital	1,500	1,500	1,000	-
BOC1025	Forrest Street Old School - Main Classroom - Capital	1,500	1,500	1,000	-
BOC4025	Forrest Street Old School Toilets - Capital	16,000	16,000	10,664	-
BPC1999	Bannister Road Public Toilets - Capital	900	900	600	-
BRC1025	Forrest Street Retirement Unit 1 - Capital	225	225	152	-
BRC2025	Forrest Street Retirement Unit 2 - Capital	225	225	152	-
BRC3025	Forrest Street Retirement Unit 3 - Capital	225	225	152	-
BRC4025	Forrest Street Retirement Unit 4 - Capital	225	225	152	-
BSC1027	Hill Street 34 (Staff Housing) - Capital	1,370	1,370	912	1,944
BSC1028	Pollard Street Swimming Pool Ablutions - Capital	900	900	600	8,645
BSC1029	Johnstone Street 25 (Staff Housing) - Capital	12,990	-	-	-
BSC1045	Pecan Place 3 (Staff Housing) - Capital	900	900	600	4,390
BSC1050	Prussian Way 20 (Staff Housing) - Capital	4,300	4,300	2,864	3,911
BSC1054	Blue Gum Close 15 (Staff Housing) - Capital	3,900	3,900	2,600	-
BSC1063	Club Drive Sporting Complex - Capital	1,500	1,500	1,000	-
BSC2029	Johnstone Street 46 (Staff Housing) - Capital	900	900	600	1,540
BSC2054	Blue Gum Close 16 (Staff Housing) - Capital	7,300	7,300	4,864	3,850
BSC3028	Pollard Street Swimming Pool Kiosk/Pump Room - Capital	4,675	4,675	3,120	4,250
BTC1029	Johnstone Street Town Hall - Capital	16,200	16,200	10,800	17,430
BWC1013	Robins Road Waste Site Office - Capital	600	600	400	-
BYC1999	Bannister Road Youth Centre - Capital	931	931	624	-
TOTAL EXISTING BUILDINGS		\$104,641	\$91,651	\$61,112	\$59,121
REPRESENTED BY:					
COA					
3042202 EXISTING BUILDINGS 16/17		104,641	91,651	61,112	59,121

Attachment 8.2.1 A

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

28-Feb-17



7/03/2017S:\Corporate Services\Manager Finance\Financial Reports\Council\2016-17\08 February 2017\Data for Graphs

8.2.2 List of Payments February 2017

Disclosure of Interest: Nil
Date: 7 March 2017
Author: J Rendell
Attachments: 8.2.2A List of Payments for February 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 February 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

40/17

Moved: Cr Smart

That Council adopts the list of payments for the period ending 28 February 2017; at Attachment 8.2.2A.

Seconded:

Cr Hoek

Carried: 5/0

8.2.3 2016 Financial Management Systems Review

File Ref. No: ADM 0279
Disclosure of Interest: Nil
Date: 8 March 2017
Author: James Rendell
Attachments: 8.2.3A 2016 Financial Management Systems Review (FMSR) Regulation 17

Summary

Council is to consider the 2016 Financial Management Systems Review (FMSR) Regulation 17 undertaken by our auditors AMD to make a recommendation to Council to adopt the 2016 Financial Management Systems Review (FMSR) Regulation 17 report.

Background

Council received the 2016 Financial Management Systems Review (FMSR) Regulation 17 in May 2016. In accordance with the LG Act, this review is required to be undertaken every 4 years.

Comment

The FMSR review of compliance with the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996 did not indicate any major issues of non-compliance.

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

Statutory Environment

Local Government Act 1995

The responsibility of determining the adequacy of the procedures undertaken by us is that of the Chief Executive Officer ("CEO"). The procedures were performed solely to assist the CEO in satisfying his duty under Section 6.10 of the Local Government Act 1995 and Regulation 5(1) of the Local Government (Financial Management) Regulations 1996.

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.
Audit Committee of Council.

Options

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

Voting Requirements - Simple Majority

OFFICER'S RECOMMENDATION – ITEM 8.2.3

COUNCIL RESOLUTION

41/17

Moved: Cr Crilly

That Council:

1. accept the 2016 Financial Management Systems Review at Attachment 5.1.1A as endorsed by the Audit Committee of Council.

Seconded:

Cr Hoek

Carried: 5/0



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20 December 2016

Mr C Littlemore
Chief Executive Officer
Shire of Boddington
PO Box 4
BODDINGTON WA 6390

Dear Chris

**AGREED UPON PROCEDURE – LOCAL GOVERNMENT (AUDIT) REGULATIONS 1996
REGULATION 17 REVIEW**

Pursuant to our Proposal dated 2 November 2016, we have performed the procedures agreed with you to report factual findings for the purpose of assisting you in complying with the Local Government (Audit) Regulations 1996 Regulation 17 Review.

The Shire of Boddington is responsible for the adequacy or otherwise of procedures agreed to be performed by us. The Shire of Boddington is responsible for determining whether the factual findings provided by us, in combination with any other information obtained, provide a reasonable basis for any conclusions which you or other intended users wish to draw on the review.

Our responsibility is to report factual findings obtained from conducting the procedures agreed. We conducted the engagement in accordance with the Standard on related services ASRS 4400 Agreed Upon Procedure Engagements to Report Factual Findings. We have complied with ethical requirements equivalent to those applicable to Other Assurance Engagements.

Information acquired by us in the course of our engagement is subject to strict ethical and confidentiality requirements and will not be disclosed by us to other parties except as required or allowed for by law or professional standards, or with your express consent.

1.0 SCOPE OF REVIEW

In accordance with our Proposal, we performed the following procedures and hereby report to you the factual findings resulting from our review, incorporating the following:

1.1 Terms of Reference – Risk Management

As part of our review in respect to risk management, we performed the following procedures:

- Assessed whether the Local Government has an effective risk management system and that material operating risks to the Local Government are appropriately considered.
- Assessed whether the Local Government has a current and effective business continuity plan (including disaster recovery) which is tested from time to time;

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Independent Member of
B K R
INTERNATIONAL

A
CHARTERED ACCOUNTANTS
AUSTRALIA • NEW ZEALAND

- Assessed the internal processes for determining and managing material operating risks in accordance with the local government's identified tolerance for risk, particularly in the following areas:
 - Potential non-compliance with legislation, regulations and standards and local government's policies;
 - Important accounting judgements or estimates that prove to be wrong;
 - Litigation and claims;
 - Misconduct, fraud and theft; and
 - Significant business risks, recognising responsibility for general or specific risk areas, for example, environmental risk, occupational health and safety, and how they are managed by the local government;
- Ensured the Audit Committee obtained regular risk reports, which identify key risks, the status and the effectiveness of the risk management systems, to ensure that identified risks are monitored and new risks are identified, mitigated and reported;
- Assessed the adequacy of Local Government processes to manage insurable risks and ensured the adequacy of insurance cover, and if applicable, the level of self-insurance;
- Reviewed the effectiveness of the local government's internal control system with management and the internal and external auditors;
- Assessed whether management has controls in place for unusual types of transactions and/or any potential transactions that might carry more than an acceptable degree of risk;
- Assessed the local government's procurement framework with a focus on the probity and transparency of policies and procedures/processes and whether these are being applied;
- Assessed Audit Committee meeting practices ensuring periodically meeting with key management, internal and external auditors, and compliance staff, to understand and discuss any changes in the local government's control environment; and
- Ascertained whether fraud and misconduct risks have been identified, analysed, evaluated, have an appropriate treatment plan which has been implemented and communicated, monitored and there is regular reporting and ongoing management of fraud and misconduct risks.

1.2 Terms of Reference – Internal Controls

As part of our review in respect to internal controls, we performed the following procedures:

- Review of segregation of roles and functions, processing and authorisation controls;
- Review of documented policies and procedures;
- Assessed approval of documents, letters and financial records;
- Assessed management internal reviews undertaken in respect to comparison of internal data with external sources of information;
- Assessed security controls in respect to physical access to assets and records;
- Assessed security controls in respect to computer applications and information systems (general and application IT controls);
- Assessed access limits placed on data files and systems;
- Assessed whether the maintenance and review of financial control accounts and trial balances is regular and appropriate;
- Assessed key management internal reviews undertaken in respect to comparison and analysis of financial results with budgeted amounts;
- Assessed key management internal reviews undertaken in respect to the arithmetical accuracy and content of records;
- Assessed controls in respect to purchasing and payment of accounts;
- Assessed reporting, review and approval of financial payment and reconciliations; and
- Assessed physical cash and inventory count records when compared to accounting records

1.3 Terms of Reference – Legislative Compliance

As part of our review in respect to legislative compliance, we performed the following procedures:

- Assessed internal monitoring of compliance with legislation and regulations;
- Assessed the local government's completion of the annual Compliance Audit Return and reporting the results of that review to the Audit Committee and Council;
- Assessed communications between key management and the Audit Committee to ensure the Audit Committee is informed in respect to the effectiveness of the local government's compliance and recommendations for changes as required;
- Reviewed the local government's procedures in respect to receiving, retaining and handling complaints, including confidential and anonymous employee complaints;
- Reviewed key managements internal review processes in respect to the identification of adverse trends and management plans to address these;
- Reviewed management disclosures in financial reports of the effect of significant compliance issues (if any);
- Ensured the internal and / or external audit contracts include an assessment of compliance and ethics risks in the development of the audit plan and in the conduct of audit projects, and report compliance and ethical issues to the Audit Committee; and
- Reviewed the Audit Committee's processes and procedures in respect to compliance with legislative and regulatory compliance ensuring no misuse of position through adequate disclosure of conflicts of interest.

Our assessment and review of the areas above were undertaken on a sample basis. As the above procedures do not constitute either an audit in accordance with Australian Auditing Standards or a review in accordance with Australian Auditing Standards applicable to review engagements, we do not express any assurance opinion on the areas outlined above. Had we performed additional procedures or had we performed an audit in accordance with Australian Auditing Standards or a review in accordance with Australian Auditing Standards applicable to review engagements, other matters might have come to our attention that would have been reported to you.

2.0 FINDINGS AND RECOMMENDATIONS ARISING FROM REVIEW

Our findings on each of the three areas are detailed in the attached appendices as follows:

- Appendix A – Risk Management;
- Appendix B – Internal Controls; and
- Appendix C – Legislative Compliance.

Findings reported by us are on an exceptions basis, and do not take into account various areas where we confirmed compliance, and various appropriate internal controls tested during our review which were determined to operate effectively.

In addition, findings reported within the attached appendices also do not include matters raised during the Financial Management Systems Review completed during 2016.

During our interim audit for 30 June 2017 we will revisit recommendations raised within our Regulation 17 review, to assess action and recommendations implemented by management.

Our review indicates the Shire of Boddington team is proactive in managing risk, internal controls and legislative compliance subject to the findings attached.

3.0 FINANCIAL MANAGEMENT SYSTEMS REVIEW ("FMSR")

AMD completed a FMSR in 2016 and we note recommendations raised within the FMSR report have not been raised again in this Regulation 17 report.

During our interim audit for 30 June 2017 we will revisit recommendations raised within our FMSR, to assess action and recommendations implemented by management.

4.0 OTHER MATTERS

We would like to express our appreciation to Grant, James and the team for the assistance provided to us in completing our review.

Should there be any matters outlined within the appendix of our report requiring clarification we would be pleased to discuss further. I would be pleased to meet with the Audit Committee should we be requested to.

This report relates only to procedures and items specified above and do not extend to any financial report of Shire of Boddington taken as a whole.

Yours sincerely

AMD Chartered Accountants



MARIA CAVALLO CA
Director

Attachment 8.2.3

APPENDIX A

SHIRE OF BODDINGTON

RISK MANAGEMENT

- *Assessed whether the Local Government has an effective risk management system and that material operating risks to the Local Government are appropriately considered.*
- *Assessed whether the Local Government has a current and effective business continuity plan (including disaster recovery) which is tested from time to time;*
- *Assessed the internal processes for determining and managing material operating risks in accordance with the local government's identified tolerance for risk, particularly in the following areas:*
 - *Potential non-compliance with legislation, regulations and standards and local government's policies;*
 - *Important accounting judgements or estimates that prove to be wrong;*
 - *Litigation and claims;*
 - *Misconduct, fraud and theft; and*
 - *Significant business risks, recognising responsibility for general or specific risk areas, for example, environmental risk, occupational health and safety, and how they are managed by the local government;*
- *Ensured the Audit Committee obtained regular risk reports, which identify key risks, the status and the effectiveness of the risk management systems, to ensure that identified risks are monitored and new risks are identified, mitigated and reported;*
- *Assessed the adequacy of Local Government processes to manage insurable risks and ensured the adequacy of insurance cover, and if applicable, the level of self-insurance;*
- *Reviewed the effectiveness of the local government's internal control system with management and the internal and external auditors;*
- *Assessed whether management has controls in place for unusual types of transactions and/or any potential transactions that might carry more than an acceptable degree of risk;*
- *Assessed the local government's procurement framework with a focus on the probity and transparency of policies and procedures/processes and whether these are being applied;*
- *Assessed Audit Committee meeting practices ensuring periodically meeting with key management, internal and external auditors, and compliance staff, to understand and discuss any changes in the local government's control environment; and*
- *Ascertained whether fraud and misconduct risks have been identified, analysed, evaluated, have an appropriate treatment plan which has been implemented communicated, monitored and there is regular reporting and ongoing management of fraud and misconduct risks.*

APPENDIX A
SHIRE OF BODDINGTON
RISK MANAGEMENT

FINDINGS:

	Finding	Finding Rating	Implication	Recommendation	Management Comment
1	<p>Shire of Boddington have not developed an organisational-wide risk register which identifies risks, assesses the impact of the risk and identifies controls to mitigate risk.</p> <p>We would expect the organisational risk register to encompass each business unit incorporating the following categories for each business unit:</p> <ul style="list-style-type: none"> (a) Operational; (b) Strategic; (c) Finance; (d) Technological; and (e) Compliance risks (also refer Appendix C). <p>While we acknowledge Shire of Boddington has developed a Risk Management Framework and many individual policies and operational procedures, the risk identification process is the first step to effective risk management.</p> <p>In addition, we noted Shire of Boddington's Risk policies and procedures do not currently cover:</p> <ul style="list-style-type: none"> (a) Litigation/Claims; (b) fraud / misconduct policy; (c) Environmental Management; and (d) Whistleblower/Public Interest Disclosure (PID) (allowing anonymous reporting and to be available on the Shire's website to ensure external parties can report). 	Medium	Lack of documentation in place to evidence risks have been identified.	<p>We recommend the Shire of Boddington develop an organisational risk register. This should include conducting a comprehensive risk identification process to identify potential Shire of Boddington risks within each business unit and incorporating the following categories:</p> <ul style="list-style-type: none"> (a) Operational; (b) Strategic; (c) Finance; (d) Technological; and (e) Compliance risks. <p>The risk register should identify the risk, analyse the risk by determining the likelihood, consequence and current controls in respect to each identified risk; evaluate the risk by deciding whether the risk is to be treated/controlled, reassessed or accepted and determine the action to be taken to treat or control each risk.</p>	<p>Management will obtain quotes, include funds in 2017/18 budget and undertake.</p> <p>This will be considered, depending upon outcome of project above.</p>

Attachment 8.2.3

	Finding	Finding Rating	Implication	Recommendation	Management Comment
				<p>The risk register should also be monitored and reviewed on a regular basis to ensure up to date and integrates with existing Shire of Boddington Risk Management Framework policies and procedures.</p> <p>We also suggest the Risk Management Framework be expanded to include a litigations / claims policy, fraud / misconduct policy, environmental risk management policy and whistleblower / PID policy.</p>	
2	Our inquiries of the Director Corporate and Community Services identified that no scenario testing has been conducted of the Shire of Boddington's Business Continuity Plan at the time of our on-site visit.	Medium	Risk of significant delays and business interruption in the event of unforeseen circumstances in respect to Council organisational business.	We recommend the business continuity plan is tested on a regular basis ensure that in the event of a disaster. The results of the testing should be documented along with corrective action taken to eliminate any identified weaknesses.	Quote to be sourced from Wallis computers. There upon a cost/benefit analysis will be undertaken.
3	<p>We note that the Purchasing Goods and Services policy does not currently incorporate the Shire's policy on the recording and retention of written information, or documents, in respect of —</p> <p>(a) All quotations received; and</p> <p>(b) All purchases made.</p>	Medium	Risk of non-compliance with clause 11A(3)(b) Local Government (Functions and General) Regulation.	We recommend further enhancement to the Shire of Boddington's 13.3 Purchasing Goods and Service policy to include the recording and retention of written information or documents.	Quotes to be: written on purchase order, or attachment, or explanation why not provided.

Attachment 8.2.3

	Finding	Finding Rating	Implication	Recommendation	Management Comment
4	Our inquiries indicated there is no formal procedure or personnel identified to monitor lessee compliance with terms of Council leased properties for example obtaining a copy of current insurance policies held by the lessee.	Medium	Risk the Shire is exposed to risks due to lessee non-compliance with lease terms.	We recommend a formal procedure is implemented to monitor lessee compliance with terms of Council leased properties which could include establishment of a lease register or lease database with contact details and insurance details updated accordingly.	Shire of Boddington has a register in the form of a schedule. This schedule needs the inclusion of insurance related details.
5	Our inquiries of the Director Corporate and Community Services identified that risk reports are not presented to the Audit Committee / Council.	Low	Lack of communication with those charged with governance.	<p>As best practice, we recommend regular risk reports be provided to the Audit Committee / Council which identify key risks, the status and effectiveness of the risk management systems in place at the Shire of Boddington, risk monitoring, new risks identified and how risks have been mitigated / treated.</p> <p>The development of a risk register (refer 1 above), which is tabled at Audit Committee and subsequent Council meetings on a periodic basis, may be considered adequate to address this issue.</p> <p>We recommend a standing agenda item be added to the Audit Committee meeting agenda for risk reports to be tabled.</p>	Risk reports will be tabled once risk register is established and then item will be added to Audit Committee Meeting Agenda.
6	We note Shire of Boddington does not currently hold cybercrime insurance.	Low	Risk of being uninsured against cybercrime.	We recommend Council investigate obtaining cybercrime insurance.	Discussed with LGIS over last two years whilst currently cost prohibitive, LGIS is negotiating a blanket policy to cover all Councils.

Attachment 8.2.3

	Finding	Finding Rating	Implication	Recommendation	Management Comment
7	Our review identified the following policies, procedures and plans have not been reviewed in accordance with the next stated review date or require updating: (a) Employee Code of Conduct was last reviewed November 2013; (b) Elected Members Code of Conduct was last reviewed November 2013; and (c) The Risk Management Framework states a review date of April 2016, however we understand this should be two years from endorsement (being April 2015).	Low	Risk that outdated documents are being referenced by Council and staff.	We recommend that the Code of Conducts are reviewed and updated regularly. Furthermore, we recommend the Risk Management Framework be updated to reflect the two year review period stating the next review is due April 2017.	Elected members reviewed 7/4/2015. Staff reviewed 15/12/2015.
8	We identified there is no signature specimen in place outlining all payment/purchase order authorities and the corresponding signature for that employee ensuring sign off is being complete on appropriate levels of expenditure by the correct employees.	Low	Lack of documentation in regards to authority over payments.	As best practice, we recommend a specimen signature is maintained listing all authorities and their signature to ensure up to date.	Specimen signature will be undertaken, maintained and held by accounts payable officer.
9	We noted there is no action list or minutes taken in respect of monthly tool box meetings.	Low	Risk actions arising are not completed due to lack of documentation regarding discussions held at team meetings.	We recommend an informal action list be established and implemented for monthly tool box meetings to ensure any actions arising are captured and dealt with.	Risk actions are currently dealt with through notes taken by Works Manager at toolbox meetings. These notes are not currently retained. System improvements are being considered.

Attachment 8.2.3

APPENDIX B

SHIRE OF BODDINGTON

INTERNAL CONTROLS

- *Reviewed segregation of roles and functions, processing and authorisation controls;*
- *Reviewed documented policies and procedures;*
- *Assessed approval of documents, letters and financial records;*
- *Assessed management internal reviews undertaken in respect to comparison of internal data with external sources of information;*
- *Assessed security controls in respect to physical access to assets and records;*
- *Assessed security controls in respect to computer applications and information systems (general and application IT controls);*
- *Assessed access limits placed on data files and systems;*
- *Assessed whether the maintenance and review of financial control accounts and trial balances is regular and appropriate;*
- *Assessed key management internal reviews undertaken in respect to comparison and analysis of financial results with budgeted amounts;*
- *Assessed key management internal reviews undertaken in respect to the arithmetical accuracy and content of records;*
- *Assessed controls in respect to purchasing and payment of accounts;*
- *Assessed reporting, review and approval of financial payment and reconciliations; and*
- *Assessed physical cash and inventory count records when compared to accounting records.*

APPENDIX B

SHIRE OF BODDINGTON

INTERNAL CONTROLS

FINDINGS:

	Finding	Finding Rating	Implication	Recommendation	Management Comment
1	<p>Our discussions with management indicated no Contract Manager is currently employed. As a result projects are managed within each directorate and we understand the process with which each directorate manages projects is different.</p> <p>In addition, our inquiries indicated no contract compliance checklists are utilised in managing project contracts.</p> <p>Furthermore, we noted that there is current no Contractor Induction process in place.</p>	Medium	<p>Risk of non-compliance with project contracts.</p> <p>Risk of non-compliance with the Boddington policies, procedures including relevant health and safety requirements.</p>	<p>We recommend a Contract Management framework is designed and documented to ensure project contracts are uniformly managed appropriately and in accordance with stated framework. This uniform approach will also include the mandatory requirement of Contractors completing some level of induction (the level of induction completed should be determined based on the risks associated with the service or product provided).</p> <p>In addition, we recommend compliance checklists be utilised to ensure compliance is met on all project contracts.</p>	<p>Noted.</p> <p>Contractor compliance checklists-draft stages with LGIS.</p> <p>Contractor induction schedules are currently in the draft stages with LGIS assisting Council's HR OSH Officer.</p> <p>Will discuss with WALGA procurement to seek assistance with development.</p>
2	<p>Our inquiries indicated there is no Grant Fund Summary Plan in place for the Shire of Boddington specifying for current grant funding contracts, funding received, project description, key milestone dates and reporting dates.</p>	Medium	<p>Risk of non-compliance with conditions of executed funding agreements and reporting timelines.</p>	<p>We recommend a Grant Fund Summary Plan be developed specifying grant funding contracts relevant for the current financial year, project description, amount, key milestone dates and reporting dates.</p>	<p>Management will implement schedule by June 2017; will be part of new Exececutive Officer Integrated Planning and Reporting role. New position commencing January 2017.</p>

Attachment 8.2.3

	Finding	Finding Rating	Implication	Recommendation	Management Comment
3	We note that that credit card statements are not currently independently reviewed, and signed off to evidence review as required by policy 9.17 issue and use of credit cards.	Low	Risk that fraud or errors will not be identified in a timely manner.	We recommend that all credit card statements are independently reviewed and physically signed off by the reviewer as evidence of this review, as per stated policy.	Reviews being undertaken, but not signed off by independent officer. Change to be implemented immediately.
4	Our inquiries indicated there is no register of employees with remote access to Council systems and no policies are in place in respect to this.	Low	Risk of unauthorised personnel gaining access to Shire of Boddington's information.	We recommend all employees with remote access be identified and required to sign off on remote access usage terms.	List maintained by Wallis computers; Remote access terms contained in Use of Shire Information Technology Facilities for Staff Policy, 11.31 para "4.12".
5	Our inquiries indicated Shire of Boddington does not utilise a checklist for month end procedures, including key reconciliation preparation, monthly financial statement preparation etc.	Low	Lack of documented procedures in regards to month end preparation	As best practice we recommend the use of a checklist for month end procedures. This checklist could list all functions to be completed as part of month end procedures and could also be maintained within a month end file with the checklist signed off by the preparer of each function and the independent reviewer.	Manager of Finance will provide by March 2017.

APPENDIX C

SHIRE OF BODDINGTON

LEGISLATIVE COMPLIANCE

- *Assessed internal monitoring of compliance with legislation and regulations;*
- *Assessed the local government's completion of the annual Compliance Audit Return and reporting the results of that review to the Audit Committee and Council;*
- *Assessed communications between key management and the Audit Committee to ensure the Audit Committee is informed in respect to the effectiveness of the local government's compliance and recommendations for changes as required;*
- *Reviewed the local government's procedures in respect to receiving, retaining and handling complaints, including confidential and anonymous employee complaints;*
- *Reviewed key managements internal review processes in respect to the identification of adverse trends and management plans to address these;*
- *Reviewed management disclosures in financial reports of the effect of significant compliance issues (if any);*
- *Ensured the internal and / or external audit contracts include an assessment of compliance and ethics risks in the development of the audit plan and in the conduct of audit projects, and report compliance and ethical issues to the Audit Committee; and*
- *Reviewed the Audit Committee's processes and procedures in respect to compliance with legislative and regulatory compliance ensuring no misuse of position through adequate disclosure of conflicts of interest.*

APPENDIX C

SHIRE OF BODDINGTON

LEGISLATIVE COMPLIANCE

FINDINGS:

	Finding	Finding Rating	Implication	Recommendation	Management Comment
1	Our inquiries indicated Shire of Boddington does not have a documented legislative compliance manual which is linked to each business unit risk management assessment.	Medium	Risk of non-compliance with all legislative requirements.	<p>We recommend the compliance manual linked to each business unit risk management assessment be completed and implemented.</p> <p>We would expect the manual to be divided into each business unit section (as identified within the organisation structure) and to:</p> <ul style="list-style-type: none"> Identify relevant legislation to that business unit (for example the Health Act 1911 or the Planning and Development Act 2005 or the Dog Act 1976); Identify key relevant sections within each legislation and note within the compliance manual; Who is responsible for ensuring controls in place to ensure compliance with each identified legislation section; The mechanism in place to ensure compliance, for example a policy or procedure (this component of 	<p>Management outlines that Boddington Shire is a small Council and cannot afford to exclusively resource this type of activity. We, along with 130 other LGA's rely on DLGC & WALGA and the bureaucracies generating the Legislation in the form of guidance and notes. To undertake this activity internally will require an additional employee, a cost that is prohibitive.</p> <p>Council to approach WALGA as this manual has a common benefit to all LGA's large and small.</p>

Attachment 8.2.3

	Finding	Finding Rating	Implication	Recommendation	Management Comment
				<p>the compliance manual would link each relevant section of legislation to a policy, procedure, person or other control).</p> <ul style="list-style-type: none"> Regular testing of compliance, for example if the mechanism for compliance is a policy, regular review and spot checking (internal audit) of that policy; any Key milestone / reporting dates applicable to that legislative section and how compliance is met. <p>Once the compliance manual is implemented, we recommend a standing agenda item be added to the Audit Committee meeting agenda to assess the effectiveness of compliance through the review and assessment of the compliance manual.</p>	
2	<p>We noted one (2 February 2016) Audit Committee meeting was held during the 2015/16 financial year.</p> <p>In addition, our inquiries of the Director Corporate and Community Services noted that there is currently no Audit Committee terms of reference in place.</p>	Medium	Risk of governance and oversight responsibilities not being met.	Local Government Operational Guideline Number 09 – Audit in Local Government outlines it is best practice for the Audit Committee to meet on at least a quarterly basis and that a terms of reference setting out the Audit Committee’s governance and oversight responsibilities should be in place.	Management will raise with the Audit Committee.

Attachment 8.2.3

	Finding	Finding Rating	Implication	Recommendation	Management Comment
3	We note that the Audit Committee meeting minutes have not been signed by the Presiding Officer for the meeting held on 19 July 2016. In addition, the Council meeting minutes had not been signed by the Presiding Officer for the meeting held on 16 August 2016.	Medium	Risk of non-compliance with clause 5.22(3) of the Local Government Act 1995.	We recommend that the Presiding Officer signs off the Council and Audit Committee meeting minutes certifying confirmation.	The minutes of the Audit Committee cannot be signed off until the next Audit Committee. In respect of the minutes for Ordinary Council 16/8/16 - were deferred pending clarification of accuracy. These will be signed by Acting Presiding Officer.
4	We note the Audit Committee agenda does not include a standing item assessing the effectiveness of compliance.	Low	Risk the Local Government Act and Regulations are not being regularly assessed.	We recommend a standing agenda item be added to the Audit Committee meeting agenda to assess the effectiveness of compliance.	When a compliance manual is developed, we will add an item to the agenda.
5	We noted Shire of Boddington does not currently have an internal audit function in place.	Low	Risk of non-compliance with Local Government Guidelines and recommended practices.	Department of Local Government guidelines recommend an internal audit function be established incorporating an internal audit program which is re-assessed annually. Should Shire of Boddington consider an internal audit function not be required, we suggest the Audit Committee formally document they have considered the best practice guideline and the reasons they feel it is not necessary.	To be reviewed at the next Audit Committee Meeting.

8.3 PRINCIPAL ENVIRONMENTAL HEALTH OFFICER/
BUILDING SURVEYOR:

Nil.

8.4 MANAGER WORKS & SERVICES:

Nil.

8.5 DIRECTOR CORPORATE & COMMUNITY SERVICES:

8.5.1 Compliance Audit Return 2016

File Ref. No: ADM 0084
Disclosure of Interest: Nil
Date: 8 March 2017
Author: Grant Bartle
Attachments: 8.5.1A Compliance Audit Return 2016

Summary

The Department of Local Government require the Compliance Audit Return for the period 1st January 2016 to 31st December 2016 to be completed, endorsed and included within an Ordinary Meeting Agenda papers.

Background

The Compliance Audit Return (CAR) is a Department of Local Government and Communities prepared checklist of some of the statutory requirements for Local Governments in the twelve months to 31st December 2016.

The Statutory Compliance Audit Return 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 Compliance Audit Return has been presented to Council, a certified copy of the return, along with the relevant section of the minutes and any additional information explaining or qualifying the compliance audit is to be submitted to the Director General, Department of Local Government and Communities by 31 March 2017.

Comment

Council's Audit Committee considered the Compliance Audit Return at their meeting held on Tuesday 7th March 2017. The Committee's recommendation is included in the Officer's Recommendation section at the end of this report. The Compliance Audit Return 2016 is included at Attachment 8.5.1A.

In completing the Compliance Audit Return there were no areas identified where Council did not complete its statutory requirements or where there could be confusion about this fact.

Strategic Implications

There appear no further implications in this regard.

Statutory Environment

Local Government Act 1995

7.13. Regulations as to audits

- (1) Regulations may make provision —
 - (aa) as to the functions of the CEO and the audit committee in relation to audits carried out under this Part and reports made on those audits;
 - (ab) as to the functions of audit committees, including the selection and recommendation of an auditor;
 - (ac) as to the procedure to be followed in selecting an auditor;
 - (ad) as to the contents of the annual report to be prepared by an audit committee;
 - (ae) as to monitoring action taken in respect of any matters raised in a report by an auditor;
 - (a) with respect to matters to be included in agreements between local governments and auditors;
 - (b) for notifications and reports to be given in relation to agreements between local governments and auditors, including any variations to, or termination of such agreements;
 - (ba) as to the copies of agreements between local governments and auditors being provided to the Department;
 - (c) as to the manner in which an application may be made to the Minister for approval as an auditor;
 - (d) in relation to approved auditors, for —
 - (i) reviews of, and reports on, the quality of audits conducted;
 - (ii) the withdrawal by the Minister of approval as an auditor;
 - (iii) applications to the State Administrative Tribunal for the review of decisions to withdraw approval;
 - (e) for the exercise or performance by auditors of their powers and duties under this Part;
 - (f) as to the matters to be addressed by auditors in their reports;
 - (g) requiring auditors to provide the Minister with such information as to audits carried out by them under this Part as is prescribed;
 - (h) prescribing the circumstances in which an auditor is to be considered to have a conflict of interest and requiring auditors to disclose in their reports such information as to a possible conflict of interest as is prescribed;
 - (i) requiring local governments to carry out, in the prescribed manner and in a form approved by the Minister, an audit of compliance with such statutory requirements as are prescribed whether those requirements are —
 - (i) of a financial nature or not; or
 - (ii) under this Act or another written law.
- (2) Regulations may also make any provision about audit committees that may be made under section 5.25 in relation to committees.

Local Government (Audit) Regulations 1996

13. Prescribed statutory requirements for which compliance audit needed (Act s. 7.13(1)(i))
For the purposes of section 7.13(1)(i) the statutory requirements set forth in the Table to this regulation are prescribed.

Table

<i>Local Government Act 1995</i>		
s. 3.57	s. 3.58(3) and (4)	s. 3.59(2), (4) and (5)
s. 5.16	s. 5.17	s. 5.18
s. 5.36(4)	s. 5.37(2) and (3)	s. 5.42
s. 5.43	s. 5.44(2)	s. 5.45(1)(b)
s. 5.46	s. 5.67	s. 5.68(2)
s. 5.70	s. 5.73	s. 5.75
s. 5.76	s. 5.77	s. 5.88
s. 5.103	s. 5.120	s. 5.121
s. 7.1A	s. 7.1B	s. 7.3
s. 7.6(3)	s. 7.9(1)	s. 7.12A
<i>Local Government (Administration) Regulations 1996</i>		
r. 18A	r. 18C	r. 18E
r. 18F	r. 18G	r. 19
r. 22	r. 23	r. 28
r. 34B	r. 34C	
<i>Local Government (Audit) Regulations 1996</i>		
r. 7	r. 10	
<i>Local Government (Elections) Regulations 1997</i>		
r. 30G		
<i>Local Government (Functions and General) Regulations 1996</i>		
r. 7	r. 9	r. 10
r. 11A	r. 11	r. 12
r. 14(1), (3) and (5)	r. 15	r. 16
r. 17	r. 18(1) and (4)	r. 19
r. 21	r. 22	r. 23
r. 24	r. 24E	r. 24F
r.24 AD(2), (4), (6)	r. 24AE	r.24 AF
r. 24 AG	r. 24 AH (1), (3)	r.24 AI

[Regulation 13 inserted in Gazette 23 Apr 1999 p. 1722-4; amended in Gazette 1 Jun 2004 p. 1917; 31 Mar 2005 p. 1042-3; 30 Sep 2005 p. 4418-20; 21 Dec 2010 p. 6758-61; 30 Dec 2011 p. 5579-80.]

14. Compliance audits by local governments

- (1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.
- (2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.
- (3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.

- (3) After the audit committee has reported to the council under sub regulation (3A), the compliance audit return is to be –
- (a) presented to the council at a meeting of the council; and
 - (b) adopted by the council; and
 - (c) recorded in the minutes of the meeting at which it is adopted.

[Regulation 14 inserted in Gazette 23 Apr 1999 p. 1724-5; amended in Gazette 30 Dec 2011 p. 5580-1.]

15. Compliance audit return, certified copy of etc. to be given to Director General

- (1) After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with –
- (a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and
 - (b) any additional information explaining or qualifying the compliance audit, is to be submitted to the Director General by 31 March next following the period to which the return relates.
- (2) In this regulation –
- certified** in relation to a compliance audit return means signed by –
- (a) the mayor or president; and
 - (b) the CEO.

[Regulation 15 inserted in Gazette 23 Apr 1999 p. 1725.]

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 8.5.1

COUNCIL RESOLUTION

42/17

Moved: Cr Hoek

That the Compliance Audit Return, included at Attachment 8.5.1A Compliance Audit Return 2016, for the period 1st January 2016 to 31st December 2016, as completed by the President and Chief Executive Officer, be endorsed and duly signed accordingly.

Seconded:

Cr Crilly

Carried: 5/0

Attachment 8.5.1A

Department of Local Government and Communities - Compliance Audit Return



Government of Western Australia
Department of Local Government and Communities

Boddington - Compliance Audit Return 2016

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government and Communities together with a copy of section of relevant minutes.

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2016.	N/A		Grant Bartle
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2016.	N/A		Grant Bartle
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2016.	N/A		Grant Bartle
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2016.	N/A		Grant Bartle
5	s3.59(5)	Did the Council, during 2016, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A		Grant Bartle

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Attachment 8.5.1A

Department of Local Government and Communities - Compliance Audit Return



Government of Western Australia
Department of Local Government and Communities

Delegation of Power / Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	N/A		Grant Bartle
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	N/A		Grant Bartle
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	N/A		Grant Bartle
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	N/A		Grant Bartle
5	s5.18	Has Council reviewed delegations to its committees in the 2015/2016 financial year.	N/A		Grant Bartle
6	s5.42(1), 5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes		Grant Bartle
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority.	Yes		Grant Bartle
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	Yes		Grant Bartle
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes		Grant Bartle
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	N/A		Grant Bartle
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes		Grant Bartle
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2015/2016 financial year.	Yes		Grant Bartle
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	Yes		Grant Bartle

Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68).	Yes		Grant Bartle
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings.	N/A		Grant Bartle

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Attachment 8.5.1A

Department of Local Government and Communities - Compliance Audit Return



Government of Western Australia
Department of Local Government and Communities

No	Reference	Question	Response	Comments	Respondent
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.	Yes		Grant Bartle
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	N/A		Grant Bartle
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	N/A		Grant Bartle
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2016.	Yes		Grant Bartle
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2016.	Yes		Grant Bartle
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	Yes		Grant Bartle
9	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76	Yes		Grant Bartle
10	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28.	Yes		Grant Bartle
11	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	N/A		Grant Bartle
12	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	N/A		Grant Bartle
13	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	Yes		Grant Bartle
14	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report.	N/A		Grant Bartle

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Attachment 8.5.1A

Department of Local Government and Communities - Compliance Audit Return



Government of Western Australia
Department of Local Government and Communities

No	Reference	Question	Response	Comments	Respondent
15	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee.	N/A		Grant Bartle
16	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees.	Yes		Grant Bartle

Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5)).	N/A		Grant Bartle
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property.	N/A		Grant Bartle

Elections

No	Reference	Question	Response	Comments	Respondent
1	Elect Reg 30G (1)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates.	N/A		Grant Bartle

Finance

No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act.	Yes		Grant Bartle
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority.	N/A		Grant Bartle
3	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes		Grant Bartle
4	s7.3, 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.	Yes		Grant Bartle

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Attachment 8.5.1A

Department of Local Government and Communities - Compliance Audit Return



Government of Western Australia
Department of Local Government and Communities

No	Reference	Question	Response	Comments	Respondent
5	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2016 received by the local government within 30 days of completion of the audit.	Yes		Grant Bartle
6	s7.9(1)	Was the Auditor's report for the financial year ended 30 June 2016 received by the local government by 31 December 2016.	Yes		Grant Bartle
7	S7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken by the local government, was that action undertaken.	N/A		Grant Bartle
8	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	N/A		Grant Bartle
9	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.	N/A		Grant Bartle
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	Yes		Grant Bartle
11	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	Yes		Grant Bartle
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	Yes		Grant Bartle
13	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor.	Yes		Grant Bartle
14	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor.	Yes		Grant Bartle

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Attachment 8.5.1A

Department of Local Government and Communities - Compliance Audit Return



Government of Western Australia
Department of Local Government and Communities

Local Government Employees					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised.	N/A		Grant Bartle
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A.	N/A		Grant Bartle
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4).	N/A		Grant Bartle
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only).	N/A		Grant Bartle
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	N/A		Grant Bartle
Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer.	N/A		Grant Bartle
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c).	Yes		Grant Bartle
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made.	Yes		Grant Bartle
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint.	Yes		Grant Bartle
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred.	Yes		Grant Bartle
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) or (c).	Yes		Grant Bartle

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Attachment 8.5.1A

Department of Local Government and Communities - Compliance Audit Return



Government of Western Australia
Department of Local Government and Communities

Tenders for Providing Goods and Services					
No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).	Yes		Grant Bartle
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract.	N/A		Grant Bartle
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice.	Yes		Grant Bartle
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16.	Yes		Grant Bartle
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation.	N/A		Grant Bartle
6	F&G Reg 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16.	Yes		Grant Bartle
7	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.	N/A		Grant Bartle
8	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.	Yes		Grant Bartle
9	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17.	Yes		Grant Bartle
10	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	Yes		Grant Bartle
11	F&G Reg 21 & 22	Did the local governments's advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22.	N/A		Grant Bartle
12	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice.	N/A		Grant Bartle

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Attachment 8.5.1A

Department of Local Government and Communities - Compliance Audit Return



Government of Western Australia
Department of Local Government and Communities

No	Reference	Question	Response	Comments	Respondent
13	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services.	N/A		Grant Bartle
14	F&G Reg 24	Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24.	N/A		Grant Bartle
15	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice.	N/A		Grant Bartle
16	F&G Reg 24AD(4) & 24AE	Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE.	N/A		Grant Bartle
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application.	N/A		Grant Bartle
18	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application, notice of the variation.	N/A		Grant Bartle
19	F&G Reg 24AH(1)	Did the local government reject the applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time specified in the invitation for applications.	N/A		Grant Bartle
20	F&G Reg 24AH(3)	In relation to the applications that were not rejected, did the local government assess which application(s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria.	N/A		Grant Bartle
21	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG.	N/A		Grant Bartle
22	F&G Reg 24AI	Did the local government send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted.	N/A		Grant Bartle

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Attachment 8.5.1A

Department of Local Government and Communities - Compliance Audit Return



Government of Western Australia
Department of Local Government and Communities

No	Reference	Question	Response	Comments	Respondent
23	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government comply with the requirements of F&G Reg 24E in relation to the preparation of a regional price preference policy (only if a policy had not been previously adopted by Council).	Yes		Grant Bartle
24	F&G Reg 24F	Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy.	Yes		Grant Bartle
25	F&G Reg 11A	Does the local government have a current purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less.	Yes		Grant Bartle

I certify this Compliance Audit return has been adopted by Council at its meeting on

14 MARCH 2017

Signed Mayor / President, Boddington

Signed CEO, Boddington

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8.6 CHIEF EXECUTIVE OFFICER:

8.6.1 Action Sheet

Disclosure of Interest: Nil
Date: 9 March 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
21/2/17	21/17	James Rendell	Rates Interest Write off for 5 Properties	27/2/17	Letter sent. Completed.
21/2/17	22/17	James Rendell	Debt Collection Fee Write-off for A1359	27/2/17	Letter sent. Completed.
21/2/17	23/17	Grant Bartle	Fire Access Track Exemptions	22/2/17	Email sent. Completed.
21/2/17	24/17	Grant Bartle	Assisting Local Sportsmen & Women – Mahlon Reid	22/2/17	Letter sent. Completed.
21/2/17	26/17	Chris Littlemore	Change to Council Meeting Schedule	22/2/17	Public advised via website and in Snippets.

For information only.

Cr Hoek left the room at 5:23pm, having declared a Financial Interest in Item 8.6.2, as she is employed by Boddington CRC, which receives grants from Newmont Boddington Gold.

8.6.2	Newmont - (CRG) Community Reference Group
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File Ref. No:	ADM 0092
Disclosure of Interest:	Nil
Date:	27 March 2017
Author:	Chris Littlemore CEO
Attachments:	8.6.1A Letter from Newmont Boddington Gold 8.6.1B NBG Community Reference Group - Terms of Reference (ToR) 8.6.1CNBG Community Reference Group - Team Charter

Summary

Council is to consider selecting Councillors to be recommended to Newmont Boddington Gold Pty Ltd to be appointed as members and alternate members of the (CRG) Community Reference Group to participate in this important community consultative forum.

Background

Newmont Boddington Gold (NBG) established a Community Reference Group (CRG) in late 2014 and has facilitated this important community consultative forum with the significant contribution of a range of community stakeholders throughout 2015 and 2016.

Comment

Further to an expression of interest from the Shire of Boddington, CEO Mr Chris Littlemore, Newmont Boddington Gold is formally extending an invitation for a representative member of the Boddington Shire Council to sit on the Community Reference Group (CRG) for the next two years. Copies of the CRG team Charter and Terms of Reference (ToR) are attached for further consideration.

Strategic Implications - Nil

Policy Implications - Nil

Financial Implications - Nil

Economic Implications - Nil

Social Implications - Nil

Environmental Considerations - Nil

Consultation - Nil

Options

Council can:

1. resolve the Officer's Recommendation to nominate a Council member and alternate Council member as members of the Community Reference Group.

Voting Requirements - Simple Majority

COUNCIL RESOLUTION

43/17

Moved: Cr Smart

That Council nominate:

1. Councillor David Smart as a member of the Community Reference Group ; and
2. Councillor Sharan Manez as an alternate member of the Community Reference Group.

Seconded:

Cr Manez

Carried: 4/0

The Shire President made an executive decision that the Shire President confirmed that those two positions be conferred.

Cr Hoek returned to the room at 5:26pm.



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Ref: NBG CRG Extension 2017

Cr John Allert
Shire President
Boddington Shire Council
PO Box 4
Boddington
WA 6390



Dear John,

Newmont Boddington Gold (NBG) established a Community Reference Group (CRG) in late 2014 and has facilitated this important community consultative forum with the significant contribution of a range of community stakeholders throughout 2015 and 2016.

In late 2016, and in response to findings from NBG's most recently conducted Social Impact Assessment (SIA) completed in late 2015, we have reviewed and refreshed the Team Charter, have developed a more formal Terms of Reference (ToR) to focus and support the governance of the CRG, and in consultation with our existing members, have committed to extending the membership constitution of the group to ensure a more representative cross section of our local community stakeholders.

It was proposed, and has been agreed that the extension of the groups' constituent membership should include representation from our domiciled local government authorities that includes the Shires of Boddington, Wandering, Williams and Murray. Further to an expression of interest for CRG membership received from the Shire of Boddington CEO Mr. Chris Littlemore, we would like to formally extend an invitation for a representative member of the Boddington Shire Council to sit on the CRG for the next two (2) years.

Please find attached copies of the CRG Team Charter and Terms of Reference (ToR) for further consideration and to inform the prospective nomination of a shire council representative. We look forward to registering the response from the Boddington Shire Council and to presenting the nomination for endorsement at the first meeting of the CRG scheduled for Wednesday the 29th of March.

Further detail of the meeting will be distributed to the shire council nominee in due course.

Thank you for your consideration.

Yours sincerely

A handwritten signature in blue ink, appearing to read "Craig R Turley".

Craig R Turley

Senior Social Responsibility Advisor – External Relations
Newmont Boddington Gold

14th February 2017



**NBG Community Reference Group
Terms of Reference**

Newmont Boddington Gold (NBG)-Community Reference Group (CRG)

The Terms of Reference (ToR) have been developed to link with the CRG Team Charter and to provide more specific guidance on the governance, operation, and outcomes of the CRG

Terms of Reference (ToR)

1. The work of the CRG will primarily be guided by relevant findings of the periodical NBG Social Impact Assessment (SIA) and Perception Survey processes and will be focussed upon actively engaging community in the management of identified social impacts
2. To enable this, each of the quarterly meetings will focus upon a particular social impact and the opportunities for NBG and the broader community, through the agency of the CRG, to collaboratively address these impacts
3. For the period of these Terms of Reference (ToR) the specific social impact focus will include although will not be limited to:
 - Dust, Noise & Vibration
 - Water and Environmental Footprint
 - Traffic and Road Safety
 - Social Capital (*The extent to which the Company impacts on social capital where social capital is defined as the "features of social organisation, such as trust, norms and networks that can improve the efficiency of society"².
4. In addition to the above social impact focus, the CRG will also be a forum where NBG communicates and engages with *domiciled (*50 kilometre radius)* community representatives on its Life of Mine (LOM) and Closure Planning management processes
5. Relevant NBG Sustainability & External Relations (SER) policies, standards, strategies, and plans with community communication, engagement and consultation commitments will also inform the CRG focus from time to time
6. The CRG will constitute a collaborative and consultative forum to engage a representative cross-section of NBG's domiciled community representatives to ensure awareness, and understanding of NBG operations, its impacts and corresponding mitigation plans. These engagements will include, where applicable, discussions around future plans and commitments and opportunity for community input and contribution.



**NBG Community Reference Group
Terms of Reference**

7. These Terms of Reference (ToR) will be apply for the years 2017 and 2018 and will be reviewed bi-annually

Operational Guidelines

Membership

1. Membership of the CRG will be limited to fifteen (15) people inclusive of the chair and the two (2) NBG representatives
2. The sitting term for CRG members including the chair will be two (2) years-nominations for the chair will come from sitting CRG membership and will be decided by a majority vote
3. To ensure the requisite level of representation the membership of the CRG will be reviewed, potential new members identified and invited to join bi-annually to ensure CRG continuity and renewal
4. In addition a public call for nominations will be advertised through relevant local media channels
5. Working Group (WG) Nomination & Selection processes:
 - I. To ensure the requisite level of representation each member of the current CRG is required to nominate a preferred replacement from their area of responsibility detailed in the Team Charter at the end of their initial sitting term of two (2) years
 - II. Sitting CRG members are invited to remain on the CRG and may re-nominate for a further two (2) year sitting term if they choose
 - III. All nominations will be considered by sitting CRG members at the next meeting following the advertised nomination process close date
 - IV. Final selection of new working group members will be decided by a majority vote of the sitting CRG members and will be endorsed by the Chair and NBG Facilitator
 - V. The outcomes of the nomination process will be communicated directly to all nominees, and new members will be inducted at the first scheduled working group meeting following nomination
 - VI. Any member that chooses to leave the CRG will be required to identify and nominate a suitable working group replacement from their area of responsibility detailed in the CRG Team Charter



**NBG Community Reference Group
Terms of Reference**

Meetings

1. Meetings will be held quarterly and will be scheduled for the last Wednesday of the month in March, June, September, and November
2. Sitting CRG members can nominate a proxy member to attend a meeting on their behalf if they are unavailable
3. CRG members nominating a proxy are responsible for coordinating their proxy and ensuring they are informed and prepared with relevant information to be able to contribute to the CRG
4. Non-attendance at consecutive CRG meeting without notification will result in membership forfeiture
5. All CRG members will share the responsibility for identifying local catchment community groups, organisations, agencies or individuals with a particular role, responsibility or interest in the social impact or other focus areas that are to be invited to respective CRG quarterly meetings
6. Meeting Invitations will be extended to additional community representatives by the sitting NBG members
7. The CRG meeting sittings will be rotated on a quarterly basis to include Williams, Wandering, Dwellingup, Boddington, and the NBG site
8. A joint CRG and South 32 Community Liaison Committee (CLC) will be coordinated annually and will be focussed upon communicating and addressing the cumulative community impacts of the operations

Reporting

1. The CRG will support NBG to effectively monitor, review and report on its SER performance including specific community reporting expectations detailed in relevant SER Standards
2. NBG will deliver an annual presentation of its operational and SER performance including its Stakeholder Engagement; Community Investment; and Social Impact Management Plan performance outcomes in the first quarter of each year, and subsequent to the completion of its annual sustainability report data collection process



**NBG Community Reference Group
Team Charter**

Purpose

The Community Reference Group (CRG) at Newmont Boddington Gold (NBG) will provide for accurate, open and timely communication between NBG and the wider community. This will include but not be limited to information pertaining to environmental, social and economic issues.

The CRG will provide a forum to assist and support the development and maintenance of relationships with the community, which will be built from a basis of trust and respect.

Issues identified by the CRG will inform, but not direct NBG decision making processes.

Expected Activities & Outcomes

Business outcomes include:

- NBG to keep the CRG members informed as to its operational performance and matters of interest, via regularly scheduled meetings and other communication.
- CRG members to keep NBG and other stakeholders informed as to matters of interest pertaining to the community group/agency they represent.
- CRG membership to act as a conduit of information between NBG and community.
- CRG members are encouraged to represent the opinions of the broader community as well as the group/agency they represent.
- The chairman will be responsible for the scheduling and running of CRG meetings including overseeing accurate minute taking and agenda setting.
- NBG will provide secretariat support to the CRG including agenda setting and minute taking.
- Sub-committees may be set up to address specific issues. Sub-committees will report to the remainder of the CRG.

Meeting Format

Meetings will have a defined agenda and a core team of members. Additional participants can be invited as required. Meeting minutes will be generated and disseminated to the meeting participants following each meeting.

- Frequency: Quarterly
- Duration: 120 minutes
- Method: Face to face

Shared Leadership Behaviors

- Be on time and come to each meeting fully prepared to participate in discussions and decisions
- Manage time carefully (start on time, provide concise input, stay on subject, use "Parking Lot", call for a process check when required)
- Be open, honest and challenge ideas
- One person speaks at a time, no side bar discussions
- Avoid distractions such as phones, computers etc. during the meeting
- Anyone can call for a process check
- Members are responsible for staying up to date when they miss a meeting
- At the end of each meeting agree on what, if any, message is communicated to the organization and all members are expected to communicate accordingly
- At the end of the meeting, provide feedback on what went well and areas for improvement

Team Responsibilities

Meeting Role	Key Responsibilities	Who	Alternate
Chair	<ul style="list-style-type: none"> Introduce objective, expectations, agenda & process Ensure discussion on issues is translated into action items 	Martin Glynn	
Facilitator	<ul style="list-style-type: none"> Work with the chair to plan the meeting Be the timekeeper and process monitor Document relevant decisions and follow up actions for distribution to the group following the meeting 	Javier Brodalka	Craig Turley
Membership	<ul style="list-style-type: none"> Actively engage in the dialogue Ensure clarity and understanding Share ideas and recommendations Challenge assumptions Action outcomes and communicate Team decisions 	Below	

Team Membership

Name	Team Role	Area of Responsibility
Martin Glynn	Chair	Police / Community
Javier Brodalka	Facilitator	S&ER
Craig Turley	Facilitator/Secretariat	S&ER
Toni Collins	Member	Business/Community
Heidi Cowcher	Member	Shire of Williams/Community
Mel Durack	Member	Environment/Community
Greg Marston	Member	Environment/Community
Simone Baker	Member	Boddington Community
Wade Gowland	Member	Wandering Community
Stan Sherry	Member-TBC	Boddington Community
Christina Grey	Member-TBC	Dwellingup Community
Peter White	Member-TBC	Dwellingup Community
Shirley Viti (Thorn)	Member	Traditional Owner Claimant
Greg Thorne	Member-TBC	Boddington Aboriginal Community
Extend Invitation	Member	Education / Community
Extend Invitation	Member	Boddington Shire Council
Extend Invitation	Member	Williams Shire Council
Extend Invitation	Member	Wandering Shire Council
Extend Invitation	Member	Shire of Murray

8.6.3 Support for Main Roads land acquisition

File Ref. No: ADM 0055
Disclosure of Interest: Nil
Date: 14 February 2017
Author: C Littlemore

Summary

Council is to consider Main Roads request for support of land acquisition proposal.

Background

Council has received advice that Main Roads intends to widen the Pinjarra Williams Road to include passing lanes over the next five years. They have discovered that part of the pavement is not within the road alignment. To correct this, some road reserve will be formally closed and some state forest will be excised for road purposes.

Comment

To satisfy their statutory requirements Main Roads have requested that Council resolved to support the future dedication of the land being acquired for road purposes and the proposed road closure.

Should any Councillors wish to see the plans for the proposed road realignment, they will be available at the meeting for perusal.

Statutory Environment N/A

Consultation – Nil

Policy Implications – Nil

Financial Implications – N/A

Economic Implications - Nil

Social Implications - Nil

Environmental Considerations - Nil

Strategic Implications - Nil

Options

Council can resolve to:

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

Voting Requirement - Simple Majority.

OFFICER'S RECOMMENDATION – ITEM 8.6.3

COUNCIL RESOLUTION

/17

Moved: Cr

That Council resolve to support Main Roads application for the closure of road reserve and the excision of State Forest per the plans submitted as attachment A to this agenda item.

Seconded:

Cr

Carried: Cr

COUNCIL RESOLUTION

44/17

Moved: Cr Allert

That the matter lay on the table until the next meeting of Council, as the attachment is not available.

Seconded:

Cr

Smart

Carried: 5/0

8.6.4 Boddington Football Oval Lighting Upgrade

File Ref. No:
Disclosure of Interest: Nil
Date: 27 March 2017
Author: Chris Littlemore CEO

Summary

Council is to consider financial and in-kind support for upgrading of the lighting at the main Boddington football oval.

Background

The Boddington Football Club is coordinating a grant application (to be submitted in the name of the Shire) for the Department of Sport and Recreation Community Sporting and Recreation Facilities Fund (CSRFF) grant.

The purpose of the grant is to upgrade the lighting at the football oval to a standard where night games can be played. The Boddington Football Club has been negotiating with South Fremantle for a WAFL game to be played in Boddington.

Installation of improved lighting will enable the Boddington Football Club to hold night football matches and to introduce 9 a side touch football to be played in the evenings.

Comment

The lighting upgrade project as an anticipated total budget of \$180,000 and will be seeking CSRFF grant funding of \$60,000. Newmont Boddington Gold has been approached by the Club and is considering finance and in-kind contributions of up to \$60,000, Boddington Lions has pledged to \$10,000 cash contribution. The Boddington Football Club's contribution is approximately \$25,000 cash and in-kind. Of the approximate \$25,000 balance, Council is able to effectively contribute \$5000 in kind.

The Football Club has unconfirmed funding applications to other bodies such as the Western Australian Football Commission for the balance of the \$15,000 funding for this project.

As a support measure, in case all the funding partners do not materialise, Council needs to consider a cash support component of \$25,000.

Strategic Implications - Nil

Policy Implications - Nil

Financial Implications

Funds would need to be allocated in next year's budget, as the announcement of any successful CSRFF grants works would not be in time to commence work before 30th of June 2017.

Economic Implications

This is a comparatively small investment for a quite a large return in terms of new infrastructure to complement that which has recently been completed.

Social Implications

The Boddington Football Club is a significant social organisation in the town district and their members will see significant advantage from this proposed upgrade.

Environmental Considerations – Nil

Consultation

Newmont Boddington Gold, Department of sport and Recreation, lighting engineers, Boddington Football Club

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

45/17

Moved: Cr Crilly

That Council submit a CSRFF funding application to the Department of Sport and Recreation for the upgrade of the Boddington football oval lighting with a cash and in-kind contribution of up to \$25,000 from the Shire.

Seconded:

Cr Manez

Carried: 5/0

8.6.5 Ranford Pool Improvement Works

File Ref. No: ADM 0770
Disclosure of Interest: Nil
Date: 27 March 2017
Author: Chris Littlemore CEO

Summary

Council is to consider financial and in-kind support improvements at Ranford Pool.

Background

The Peel Harvey Catchment Council through local staff member Mel Durack has been developing a grant application to be submitted to South 32 to assist with improvement works at Ranford Pool. Cr Glynn has been assisting to drive this project.

The works include;

- Stabilising the riverbank by revegetate in the foreshore and constructing rock revetment, kayak access steps and drainage improvements,
- Improve aesthetics and recreational opportunities for visitors by installing paths and steps into the water.
- Providing amenities to users visiting Ranford Pool including picnic tables and chairs and interpretive signs outlining safety and the environment and heritage significance of the site.
- Increase cross-cultural knowledge through engagement with the local Noongar community.
- Weed control to manage invasive species.
- Improved biodiversity and ecological function of the Ranford Pool recreation area and Hotham River by removing invasive weeds and planting native vegetation.

Comment

The Peel Harvey Catchment Council, Councillor Glynn, Council staff, DPAW staff and volunteers have been working diligently on plans to improve the environment and public amenity at the Ranford Pool Reserve.

Council is able to support this project through in-kind works from Council's work staff and Works Manager in the order of around \$10,500.

Strategic Implications -Nil

Policy Implications - Nil

Financial Implications

There are no direct implications for Council's budget.

Economic Implications – Nil

Social Implications

Encouraging more people to use and frequent the Boddington Ranford Pool Reserve will have an effect of moderating antisocial behaviour.

Environmental Considerations – Nil

Consultation

Peel Harvey Catchment Council.

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

46/17

Moved: Cr Crilly

That Council advise the Peel Harvey Catchment Council of its in-kind contribution of up to \$10,500 from the Shire towards the proposed Ranford Pool Improvement Works.

Seconded:

Cr Manez

Carried: 5/0

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

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

Nil.

11. CONFIDENTIAL ITEMS:

Nil.

12. CLOSURE OF MEETING:

With no further business to discuss the Shire President, Cr Allert, closed the meeting at 5:31pm.

These minutes were confirmed by the Council as a true and accurate record at the Ordinary Council Meeting on 18 April 2017.

.....
J R ALLERT
(President)