

COMPLIANCE



MINUTES

FINANCE AND GENERAL- PURPOSE COMMITTEE

14 OCTOBER 2021



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Bill Atkinson
CHIEF EXECUTIVE OFFICER

GIFTS DISCLOSURE INFORMATION

The Gifts Register contains the disclosures of gifts that have been made by Elected Members, the Chief Executive Officer and Employees in their official capacity.

To adhere with the changes to gift disclosure regulations in the *Local Government Legislation Amendment Act 2019*, passed by Parliament on 27 June 2019, the Shire of Wagin provides gift disclosure information in the interests of accountability and transparency.

Elected Members and the Chief Executive Officer are required to disclose gifts which are valued over \$300 or are two or more gifts with a cumulative value over \$300 (where the gifts are received from the same donor in a 12 month period) within 10 days of receipt [Sections 5.87A & 5.87B *Local Government Act 1995*].

The Act and Regulations require the Chief Executive Officer to publish an up to date version of the Gifts Register on the Shire's website after a disclosure is made. To protect the privacy of individuals, the register published on the website does not include the address disclosed by an individual donor and will instead include the town or suburb.



SHIRE OF WAGIN

Minutes for the Finance and General-Purpose Committee Meeting held in the Council Chambers, Wagin on Thursday 14 October 2021 commencing at 2:08pm

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1. OFFICIAL OPENING

The Chairperson, Cr Phil Blight opened the meeting at 2:08pm.

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

2.1 ATTENDANCE

Cr Phillip Blight
Cr Greg Ball
Cr Bronwyn Hegarty
Cr Bryan Kilpatrick
Bill Atkinson
Brian Roderick
Emily Edwards

Shire President (Chairperson)
Deputy Shire President

Chief Executive Officer
Deputy Chief Executive Officer
Executive Assistant

2.2 APOLOGIES

Cr Jason Reed

3. PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

4. DISCLOSURE OF FINANCIAL AND OTHER INTERESTS

4.1 DISCLOSURE OF FINANCIAL INTEREST – Local Government Act Section 5.60a

Nil

4.2 DISCLOSURE OF PROXIMITY INTEREST – Local Government Act Section 5.6

Nil

4.3 DISCLOSURE OF IMPARTIALITY INTEREST – Administration Regulation Section 34c

Nil

5. CONFIRMATION OF PREVIOUS MEETING MINUTES

5.1 MINUTES FROM THE FINANCE AND GENERAL-PURPOSE COMMITTEE MEETING HELD 15 FEBRUARY 2021



COMMITTEE DECISION

Moved Cr G R Ball

Seconded Cr B S Hegarty

That the minutes of the Finance and General-Purpose Committee meeting held on 15 February 2021 and circulated to all Councillors, be confirmed as a true and accurate record.

Carried 4/0

6. CORRESPONDENCE AND REPORTS

6.1 CEO REG 17 AND FINANCIAL MANAGEMENT REVIEW COMPLIANCE ACTION TIMELINE

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Deputy Chief Executive Officer
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	11 October 2021
PREVIOUS REPORT(S):	11 February 2021
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	FM.AD.2
ATTACHMENTS:	<ul style="list-style-type: none">Compliance Action Timeline – Workflow Responses to Review (under separate cover)

OFFICER RECOMMENDATION/COMMITTEE DECISION

Moved Cr B L Kilpatrick

Seconded Cr G R Ball

That the progress of the Regulation 17 and Financial Management Review Compliance Action Timeline be accepted.

Carried 4/0

BRIEF SUMMARY

For the Committee to review, and accept the progress made in addressing the matters of the Regulation 17 and Financial Management Review Compliance Action Timeline.

BACKGROUND/COMMENT

Accounting and audit firm Moore Stephens were engaged to undertake both the Regulation 17 - Risk Management, Legislative Compliance and Internal Controls Review and the Financial Management Review. The reviews have been undertaken simultaneously and the results are contained in a single report which was presented to the Audit Committee in June 2020.



There was a significant number of matters identified and raised requiring attention and improvement. Some of these matters are of non-compliance and some of the matters relate to procedure and process.

In June 2020 Staff put together a comprehensive compliance improvement report. The document has been reviewed by senior staff, with each compliance improvement task assigned to an officer with an appropriate and achievable due date.

The report was endorsed by the Endorsed by the Audit Committee and by Council, progress was last reported to this Committee and Council back in September last year and again in February this year.

There has been a substantial amount of work carried out to address each issue raised, with most of the items addressed and rectified.

All items completed are highlighted in green, after the current policy review and other recent work there is now only five items left in blue and are all in progress to be finished by the end of the calendar year.

The Compliance Action Timeline document is enclosed under separate cover.

CONSULTATION/COMMUNICATION

Nil

STATUTORY/LEGAL IMPLICATIONS

- Local Government Act 1995
- Local Government Audit, Admin and Financial Management Regulations

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority



6.2 POLICY MANUAL REVIEW

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Executive Assistant
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	11 October 2021
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CM.PO.1
ATTACHMENTS:	<ul style="list-style-type: none">• Policy Manual (under separate cover)

COMMITTEE DECISION

Moved Cr G R Ball

Seconded Cr P J Blight

That the Committee recommend to Council that:

1. Council adopts, as attached (under separate cover), the amendments and review of:

- All 'Administration' Policies
- All 'Bushfire' Policies
- All 'Council' Policies
- All 'Finance' Policies
- All 'Health, Building & Planning' Policies
- All 'Works' Policies

2. Council deletes the following:

Administration Policy:

- A.15 Integrated Workforce Planning and Management Policy

Bushfire Policies:

- B.4 Harvest Bans – Authorised Officers
- B.5 Fire Control Officer Training

Council Policies:

- C.5 Meetings Resulting from Council Meetings
- C.6 Tenders

Health, Building and Planning Policies:

- HBP.1 Swimming Pool Inspections
- HBP.7 Smoking at Swimming Pool and Council Buildings
- HBP.8 Smoking in Enclosed Council Buildings and Vehicles

Works Policies:

- W.4 Road Trains/Pocket Road Trains and B Double Trucks on Local Roads
- W.6 Farm Crossovers
- W.11 Gate Permit
- W.15 Rural Road Signs
- W.17 Wagin Refuse Site Key Policy

Carried 4/0

OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

That the Committee recommend to Council that:

3. Council adopts, as attached (under separate cover), the amendments and review of:

- All 'Administration' Policies
- All 'Bushfire' Policies
- All 'Council' Policies
- All 'Finance' Policies
- All 'Health, Building & Planning' Policies
- All 'Works' Policies

4. Council rescinds the following:

Administration Policy:

- A.15 Integrated Workforce Planning and Management Policy

Bushfire Policies:

- B.4 Harvest Bans – Authorised Officers
- B.5 Fire Control Officer Training

Council Policies:

- C.5 Meetings Resulting from Council Meetings
- C.6 Tenders

Health, Building and Planning Policies:

- HBP.7 Smoking at Swimming Pool and Council Buildings
- HBP.8 Smoking in Enclosed Council Buildings and Vehicles

Works Policies:

- W.4 Road Trains/Pocket Road Trains and B Double Trucks on
Local Roads
- W.6 Farm Crossovers
- W.11 Gate Permit
- W.15 Rural Road Signs
- W.17 Wagin Refuse Site Key Policy

Carried

Reason for Difference – the committee recommendations the deletion of additional policies which are reflected in the new committee decision.

BRIEF SUMMARY

As per s5.18 and s5.46 of the *Local Government Act 1995*, it is a requirement that policy delegations are to be reviewed at least once in each financial year. As this process has not been followed for several years, a full policy review was conducting including formatting of the document.

BACKGROUND/COMMENT

In the recent CEO Audit Regulation 17 Review and Financial Management Review, it was identified that a number of policies required review. This initiated a full policy manual review as the time lapsed from past reviews was not compliant with the *Local Government Act* requirements.



With consultation of departmental staff, the whole policy manual was reviewed by the Executive Assistant and Deputy Chief Executive Officer. Amendments included policy statement changes, updates to legislation, combining relevant policies and rescinding obsolete policies.

CONSULTATION/COMMUNICATION

Nil

STATUTORY/LEGAL IMPLICATIONS

- *Local Government Act 1995*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

UNCONFIRMED



- *Executive Assistant left the meeting at 5:10pm*

7. GENERAL BUSINESS

Nil

8. CLOSURE

There being no further business the Chairperson thanked those in attendance and closed the meeting at 5:18pm

I certify that this copy of the Minutes is a true and correct record of the meeting held on 14 October 2021

Signed:

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Presiding Elected Member

Date:

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