



COMPLIANCE



AGENDA

FINANCE AND GENERAL- PURPOSE COMMITTEE

14 OCTOBER 2021



SHIRE OF WAGIN
NOTICE OF MEETING

Dear President and Councillors,

The next Finance and General-Purpose Committee Meeting will be held

ON: Thursday 14 October 2021

WHERE: Council Chambers, Shire Office, 2 Arthur Road, WAGIN

AT: 2:00pm

Bill Atkinson
CHIEF EXECUTIVE OFFICER

Note: That, under section 5.65 of the Local Government Act 1995, care should be exercised by all councillors to ensure that a 'financial interest' is declared and that they refrain from voting on any matters which are considered that may come within the ambit of the Act.



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The Shire of Wagin advises that anyone who has any application lodged with the Shire of Wagin shall obtain and should only rely on **WRITTEN CONFIRMATION** of the outcome of the application, and any conditions attaching to the decision made by the Shire of Wagin in respect of the application.

Bill Atkinson
CHIEF EXECUTIVE OFFICER



SHIRE OF WAGIN

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

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1. OFFICIAL OPENING

The Chairperson, Cr Phil Blight opened the meeting at _____pm.

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

4. DISCLOSURE OF FINANCIAL AND OTHER INTERESTS

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

4.2 DISCLOSURE OF PROXIMITY INTEREST – Local Government Act Section 5.6

4.3 DISCLOSURE OF IMPARTIALITY INTEREST – Administration Regulation Section 34c

5. CONFIRMATION OF PREVIOUS MEETING MINUTES

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



COUNCIL DECISION

Moved Cr

Seconded Cr

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 0/0

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

Moved Cr

Seconded Cr

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

Carried

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)

OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

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 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



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



7. GENERAL BUSINESS

8. CLOSURE