



ATTACHMENTS

Ordinary Council Meeting

30 October 2019

DISCLAIMER:

Any recommendations contained in this document are officers' recommendations only and should not be acted upon until Council has resolved to adopt those recommendations.

The resolutions of Council should be confirmed by perusing the minutes of the Council meeting at which these recommendations were considered. Resolutions are not considered final until the minutes of the meeting are confirmed or advised in writing by the CEO or authorised person.

Members of the public should also note that they act at their own risk if they enact any resolution prior to receiving official written notification of Council's decision.

Recording of Meeting

Members of the public are advised that meetings of Council are audio recorded to assist with ensuring an accurate record of the meeting is provided for the formal minutes of the meeting. In terms of the Privacy Act 1998 this may involve the recording of personal information provided at the meeting. The provision of any information that is recorded is voluntary, however if any person does not wish to be recorded they should not address or request to address the meeting. By remaining in this meeting, you consent to the recording of the meeting.

You are not permitted to record this meeting with any recording device, unless you have the express authorisation of the Council of the Shire of Victoria Plains.

**COUNCIL COMMITTEES
COUNCIL ADVISORY GROUPS
EXTERNAL ORGANISATIONS**

MEMBERS, DELEGATES, DEPUTIES

TO BE READ IN CONJUNCTION WITH TERMS OF REFERENCE ESTABLISHMENT

Council Committees

Council Committees are those where Council does exercise control (establishment, dissolution etc). Compliance with the Local Government Act is mandatory.

Appointed - 25 October 2017 Concluding – October 2019

Committee	Members	Deputy/s
Audit Committee	Cr Pauline Bantock	None appointed
	Cr Stephanie Penn	
	Cr Neville Clarke	
	Ms Lou Witham	
	Mr Gary McGill	

All Council Committees established prior to 16 May 2018 are discontinued.
All previous memberships of Council Committees are revoked.

Council Advisory Groups

Advisory Groups are those where Council does exercise control (establishment, dissolution etc). Do not fall within the requirements of the Local Government Act.

Appointed - 16 May 2018 Concluding – October 2019

Advisory Group	Members	Deputy/s
ANZAC Commemorative Advisory Group	Cr Stephanie Penn	None appointed
	Cr Jackie Corless-Crowther	
	Mr Gary McGill	
Suicide Prevention Advisory Group	Cr Jaymie King	None appointed
	Cr Jackie Corless-Crowther	
	Cr Stephanie Penn	
	Cr Neville Clarke	

Australia Day Celebrations Advisory Group To be determined if continuing	Cr David Lovelock	None appointed
	Cr Jaymie King	
	Cr Jacquie Corless-Crowther	
	Cr Stephanie Penn	
	Cr Neville Clarke	

No Advisory Groups were established prior to 16 May 2018.

All previous memberships of Committees having functions now transferred to Advisory Groups are revoked.

External organisations: Council delegates & deputy delegates

External organisations are those where Council does not exercise control (establishment, dissolution etc). Responsibility for the organisations does not rest with Council.

Commencing - 25 October 2017

Concluding – October 2019

External Organisation	Delegate/s	Deputy/s
Development Advisory Panel must be elected member expiring 26 July 2018	Cr Pauline Bantock ----- Cr Stephanie Penn	Cr Jacquie Corless-Crowther Cr Neville Clarke
Avon Midland Country Zone WALGA must be elected member	Cr David Lovelock -----	Cr Pauline Bantock
Wheatbelt North Regional Road Group (& Moora Sub-Group) must be elected member	Cr David Lovelock -----	Cr Neville Clarke
Avon Voluntary Regional Organisation of Councils must be elected member	Cr David Lovelock -----	None appointed
Rural Water Council	Cr Andrew Broadhurst ----- Cr Stephanie Penn	None appointed
Joint Local Emergency Management Committee CBFCO subject to Council appointment	Cr David Lovelock ----- Cr Jaymie King ----- Cr Andrew Broadhurst ----- Cr Neville Clarke ----- Chief Bush Fire Control Officer (Mr Gary Manning) ----- Bush Fire Brigades (Mr Gavin Halligan) ----- Chief Executive Officer	None appointed

All previous nominations of representatives and deputies prior to 16 May 2018 are revoked.



Government of **Western Australia**
Department of **Local Government and Communities**

Local Government Operational Guidelines

Number 09 – Revised September 2013

Audit in Local Government

The appointment, function
and responsibilities of
Audit Committees

1. Introduction

The *Local Government Act 1995* (the Act) requires that all local governments establish an audit committee. An audit committee plays a key role in assisting a local government to fulfil its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management systems, legislative compliance, ethical accountability and the internal and external audit functions.

The purpose of this guideline is to assist local governments to establish and operate an effective audit committee. Clear and comprehensive terms of reference, setting out the committee's roles and responsibilities, are essential and a model terms of reference for an audit committee is provided with this guideline. Matters such as the governing legislation, membership, primary roles and responsibilities of the committee and ancillary functions are also addressed. Guidance is provided to the committee as it approaches its task of appointing an external auditor through provision of a minimum standard audit specification and as it forms an opinion of the local government's internal audit requirements.

2. Audit Requirements, Committees and Functions

The relevant parts of the Act and regulations that relate to audit requirements, audit committees and their functions are listed below.

Financial Management

In relation to financial management under Part 6 of the Act, a local government is to –

- a) prepare and adopt an annual budget in the form and manner prescribed (section 6.2). A copy of the budget is to be sent to the Department within 30 days of adoption.
- b) prepare an annual financial report and such other financial reports as prescribed. The accounts of the local government and annual financial report are to be submitted to the auditor for audit by 30 September (section 6.4).
- c) have a municipal fund and a separate and distinct trust fund (section 6.6).
- d) establish and maintain reserve funds for the holding of monies set aside for future use (section 6.11).

Audit Requirements for Local Governments

Part 7 of the Act and the *Local Government (Audit) Regulations 1996* (the Regulations) address the situation of audit. In relation to the duties of the local government with respect to audits –

- a) the local government is to do everything in its power to –
 - i. assist the auditor to conduct an audit and carry out his or her other duties under the Act; and

- ii. ensure that audits are conducted successfully and expeditiously;
- b) a local government is to meet with its auditor at least once in every year;
- c) a local government is to examine the report of the auditor and is to –
 - i. determine if any matters raised require action to be taken by the local government; and
 - ii. ensure that appropriate action is taken in respect of those matters;
- d) a local government is to –
 - i. prepare a report on any actions taken in respect of any matters raised in the report of the auditor; and
 - ii. forward a copy of that report to the Minister by the end of the next financial year, or six months after the last report prepared by the auditor is received by the local government, whichever is the latest in time.
- e) the only powers and duties that can be delegated to a committee are any of the powers and duties of the local government under Part 7 of the Act; that is, those relating to audit. The committee cannot on-delegate the powers and duties delegated to it;
- f) an audit committee with a member who is a person that is not an elected member can be delegated powers and duties referred to in (e); and
- g) a decision of the committee is to be made by simple majority.

Audit Committee Functions

The Regulations state that an audit committee –

Establishment of the Audit Committee

The Act and Regulations provide that:

In relation to the establishment of an audit committee –

- a) each local government is to establish an audit committee consisting of three or more persons to exercise the powers and discharge the duties conferred on it;
- b) members of the committee are to be appointed by an absolute majority decision of Council. At least three of the members, and the majority of the members, are to be elected members;
- c) the Chief Executive Officer (CEO) is not to be a member of the committee and may not nominate a person to be a member or have a person to represent him or her as a member of the committee;
- d) an employee is not to be a member of the committee;
- (a) is to provide guidance and assistance to the local government –
 - (i) as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act;
 - (ii) as to the development of a process to be used to select and appoint a person to be an auditor;
- (b) may provide guidance and assistance to the local government as to –
 - (i) matters to be audited;
 - (ii) the scope of audits;
 - (iii) its functions under Part 6 of the Act;
 - (iv) the carrying out of its functions relating to other audits and other matters related to financial management;
- (c) is to review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to –
 - (i) report to the council the results of that review;
 - (ii) give a copy of the CEO's report to the council;

- (d) review the annual Compliance Audit Return and report to the council the results of that review, and
- (e) consider the CEO's biennial reviews of the appropriateness and effectiveness of the local government's systems and procedures in regard to risk management, internal control and legislative compliance and report to the council the results of those reviews.

3. Operation of Audit Committees

Role and Responsibilities

The role of the audit committee is to support Council in fulfilling its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management systems, internal and external audit functions and ethical accountability.

The audit committee should critically examine the audit and management reports provided by the external auditor. The committee would then determine if matters raised in the reports require action to be taken by the local government and ensure that appropriate action is implemented.

A further role for the audit committee would be to receive and authorise the report relating to the audit prepared by the CEO that is to be sent to the Minister.

This report would outline any actions the local government has taken or intends to take in relation to the matters identified by the auditor.

While a formal internal audit function could be considered to be an operational function and therefore the responsibility of the CEO, it is desirable for an internal auditor to have a direct line of communication to the Audit Committee.

The Audit Committee needs to form an opinion of the local government's internal audit requirements and recommend a course of action that ensures that any internal audit processes adopted are appropriate, accountable and transparent. The role of the external auditor in this regard can be established at the time of appointment.

Please note that an audit committee (or any other committee) cannot be given a management task where the Act and Regulations make the CEO specifically responsible. Where the local government is assigned the function through the legislation, the audit committee may have a role unless the function has been delegated to the CEO by the Council.

The deliberations and recommendations of the committee must be independent and autonomous. Therefore, the Act prohibits the CEO being a member of the committee. However, it is essential that the CEO be given every opportunity to provide his/her expert advice to the committee as he/she does with full Council and other committees.

A model terms of reference is attached as Appendix 1 to assist local governments to define an appropriate role for its audit committee. When considering the model, local governments need to remember it is a guide and they can delete or modify any matters they believe not applicable.

It is important to note that the legislation gives the audit committee a specific role in appointing the auditor. It is to recommend to the Council who should be appointed as the auditor. Attached as Appendix 2 is a model 'Minimum Standard Audit Specification' that local governments can use when developing a process to be used to select and appoint a person to be the auditor.

Local governments can amend the document to suit their individual requirements. Any scope adopted must meet, as a minimum, the legislative requirements, as outlined in the Act and the Regulations.

The legislation specifies that a local government is required to meet with its auditor at least once in every year. The term "local government" in this context means the Council. If Council so resolved via a formal delegation, a meeting between the audit committee and the auditor would satisfy this requirement.

It is acknowledged that the requirement to meet at least once per year may incur a significant financial burden for the more remote local governments. In such circumstances the meeting can be conducted by telephone or video conference. The Council or audit committee should resolve how the meeting with the auditor will be conducted and for the record of the meeting to show that the auditor was involved and the matters discussed. It would be inappropriate for Council representatives to meet with the auditor in their offices unless they were members of the Audit Committee or a significant majority of the members are present.

The committee may need to liaise regularly with the external auditor to discuss the audit plan, results of the audit and implementation of any recommendations for action emerging from the audit. How communication and liaison between auditor and committee is to occur should be addressed in the agreement of appointment.

Advice from the auditor may address issues such as –

- (i) an assessment of accounting procedures;
- (ii) an assessment of internal controls;
- (iii) an assessment of risk;
- (iv) compliance with the Act and associated regulations;
- (v) compliance with Council policies;
- (vi) performance assessments on the efficiency and effectiveness of operations;
- (vii) processes of the internal audit;
- (viii) outcomes of the external audit prior to issue of management and audit reports; and
- (ix) changes to accounting standards and legislation and the impact on the local government.

Membership

The Act requires that an audit committee is to consist of a minimum of 3 members and in that situation all must be council members. Where a committee consists of more than 3 members then a majority of those members must be council members. Local governments may decide to appoint a committee involving only elected members or they may appoint one or more persons who are external to the Council. If a Council considers it appropriate, the whole Council can be appointed to the audit committee.

If the local government wishes to appoint one or more persons other than elected members to the committee, which is recommended, it should ensure that they have the requisite knowledge and skills to provide benefit to the committee.

Operation of the Committee

Irrespective of the membership of the committee, all legislative requirements relating to committee meetings such as advertising meeting dates, notice of meeting and keeping minutes of meetings need to be complied with.

The legislation prevents a meeting fee being paid to an external person but it is permissible for a payment to be made as a reimbursement of expenses, commensurate with the expertise and knowledge such people bring to the committee. The Council will need to determine whether payment will be offered and the level of that reimbursement payment.

Members of the committee should be encouraged to attend appropriate courses to keep them up to date with legislation, accounting and other relevant issues.

Other Responsibilities

Local governments are required by legislation to complete a statutory compliance return (Compliance Audit Return or CAR) annually and have the return adopted by Council. The return is a checklist of a local government's compliance with the requirements of the Act and its Regulations, concentrating on areas of compliance considered "high risk."

The Audit Committee is to review the annual CAR and report to the Council the results of that review, prior to adoption of the return by Council. After adoption, the return is to be signed by the Mayor or President and the CEO prior to it being forwarded to the Department.

The Audit Committee is to consider the CEO's biennial reviews (see Regulation 17.) of the appropriateness and effectiveness of the local government's systems and procedures in regard to risk management, internal control and legislative compliance and report to the council the results of those reviews.

Attached as Appendix 3 is information to assist in determining what falls within the terms 'risk management,' 'internal control' and 'legislative compliance.'

The audit committee could also consider proposals from the CEO as to whether the compliance audit, and the biennial reviews of risk management, internal control and legislative compliance, are undertaken internally or an external party is contracted to undertake the task. In the case of an external party the audit committee would have responsibility to receive the review report from the CEO and make recommendations on it to full Council.

4. The External Audit

Appointment of the Auditor

The Act and Regulations provide that –

- a) on the recommendation of the audit committee a local government is to from time to time appoint, by absolute majority, a person to be its auditor;
- b) the local government may appoint one or more persons as its auditor;
- c) the local government's auditor is to be a person who is –
 - a. a registered company auditor; or
 - b. an auditor approved by the Minister;
- d) a person may not be appointed as a local government auditor if that person is –
 - a. a councillor or employee of the local government;
 - b. in debt to the local government for more than \$5,000;
 - c. a councillor or employee of a regional local government in which the local government is a participant;
 - d. a member of an incorporated association formed by the local government; or
 - e. a class of persons as prescribed in the Regulations;
- e) an auditor is not to be appointed for more than five years; and
- f) the appointment of a person as an auditor is to be made by agreement in writing and is to include –
 - i. the objectives of the audit;
 - ii. the scope of the audit;
 - iii. a plan for the audit;
 - iv. details of the remuneration and expenses to be paid to the auditor; and
 - v. the method to be used by the local government to communicate with, and supply information to, the auditor.

The committee should undertake a proper selection and appointment process as part of appointing, or reappointing an auditor. If reappointment is being considered, the process should include the review of key issues as in i. to v. above.

It is important to realise that the Act specifies that it is a named person(s) that is appointed as auditor, not the company, or 'the partners' of the company which employs the person. Therefore, when the audit report is received it must be signed by the person(s) appointed as the auditor; it cannot be the generic signature identifying the firm.

Conduct of the Audit

The Act and Regulations provide that –

- a) the auditor is required by 31 December next following the financial year to which the audit relates, to examine the accounts and annual financial report submitted for audit;
- b) the auditor is to form an opinion as to whether –
 - i. the accounts are properly kept; and
 - ii. the annual financial report –
 - is prepared in accordance with the financial records; and
 - represents fairly the results of the operations of the local government and its financial position at 30 June;
- c) the auditor is to prepare a report on the audit and within 30 days of completing the audit forward a copy to –
 - i. the mayor or president;
 - ii. the CEO of the local government; and
 - iii. the Minister;

- d) the report is to give the auditor's opinion on –
- i. the financial position of the local government; and
 - ii. the results of the operation of the local government;
- e) the report is to include –
- i. any material matters that indicate significant adverse trends in the financial position or the financial management practices of the local government;
 - ii. any matters indicating non-compliance with financial management requirements of the Act, Regulations and any other written law;
 - iii. details of whether information and explanations were obtained;
 - iv. a report on the conduct of the audit; and
 - v. the opinion of the auditor as to whether or not the specific financial ratios reported are supported by verifiable information and reasonable assumptions;
- f) where it is considered appropriate to do so the auditor is to prepare a management report to accompany the auditor's report;
- g) where the auditor considers that –
- i. there is any error or deficiency in an account or financial report;
 - ii. any money paid from, or due to the local government has been, or may have been misapplied; or
 - iii. there is a matter arising from the audit that needs to be addressed by the local government; details are to be included in the report to the Minister; and

- h) the auditor has a right of access at all reasonable times to such books, accounts, documents and assets of the local government as are in the opinion of the auditor necessary to allow the audit to be conducted.

Scope of the Audit

The Act and Regulations prescribe the scope of the external audit of the annual financial statements of a local government.

The scope details are going to vary between local governments but as an aid a model minimum standard audit specification is attached as Appendix 2 to this guideline. Individual local governments can amend that document to suit their particular needs.

Reporting by the Auditor

Regulations require the auditor, where appropriate, to prepare a management report to accompany the auditor's report. Although there is no legislative requirement for the auditor to prepare a management report unless he or she deems it appropriate, local government may wish to require the auditor to prepare a report on all issues identified during the audit.

The auditor, after completing the audit, is to forward a copy of his or her audit and management report to –

- the Mayor or President;
- the CEO of the local government; and
- the Minister via the Department.

It is the CEO's responsibility to ensure that the external audit report is provided to the audit committee. In considering the audit and management reports presented to the audit committee, the CEO should:

- a) examine any critical matters raised in the reports that affect the financial position of the local government; and
- b) provide comment on any critical matters raised and action proposed to be taken to address those matters.

Once Council has addressed matters raised, or accepted the CEO's planned remedial action on matters raised in the audit and management reports, the CEO should provide feedback to the Department on those matters.

Appendix 1

Model Terms of Reference – Audit Committees

Important: The following Model Terms of Reference contains clauses that may not be applicable to each local government. Local governments will need to consider each clause and only adopt those that are applicable to the roles and responsibilities and delegated powers and functions that will apply to their audit committee.

The clauses that may be considered optional have been asterisked (*).

Objectives of Audit Committees

The primary objective of the audit committee is to accept responsibility for the annual external audit and liaise with the local government's auditor so that Council can be satisfied with the performance of the local government in managing its financial affairs.

Reports from the committee will assist Council in discharging its legislative responsibilities of controlling the local government's affairs, determining the local government's policies and overseeing the allocation of the local government's finances and resources. The committee will ensure openness in the local government's financial reporting and will liaise with the CEO to ensure the effective and efficient management of the local government's financial accounting systems and compliance with legislation.

The committee is to facilitate –

- the enhancement of the credibility and objectivity of *internal and external financial reporting;

- *effective management of financial and other risks and the protection of Council assets;
- compliance with laws and regulations as well as use of best practice guidelines relative to audit, risk management, internal control and legislative compliance;
- *the coordination of the internal audit function with the external audit; and
- the provision of an effective means of communication between the external auditor, *internal auditor, the CEO and the Council.

Powers of the Audit Committee

The Audit committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its term of reference. This is in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

The committee is a formally appointed committee of council and is responsible to that body. The committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The committee does not have any management functions and cannot involve itself in management processes or procedures.

Membership

The committee will consist of *four members with three elected and *one external person. All members shall have full voting rights.

*External persons appointed to the

committee will have business or financial management/reporting knowledge and experience, and be conversant with financial and other reporting requirements.

*Appointment of external persons shall be made by Council by way of a public advertisement and be for a maximum term of two years. The terms of the appointment should be arranged to ensure an orderly rotation and continuity of membership despite changes to Council's elected representatives.

*Reimbursement of approved expenses will be paid to each external person who is a member of the committee.

The CEO and employees are not members of the committee.

The CEO or his/her nominee is to be available to attend meetings to provide advice and guidance to the committee.

The local government shall provide secretarial and administrative support to the committee.

Meetings

The committee shall meet at least *quarterly.

Additional meetings shall be convened at the discretion of the presiding person.

Reporting

Reports and recommendations of each committee meeting shall be presented to the next ordinary meeting of the Council.

*The committee shall report annually to the Council summarising its activities during the previous financial year.

Duties and Responsibilities

The duties and responsibilities of the committee will be –

- a) Provide guidance and assistance to Council as to the carrying out the functions of the local government in relation to audits;
- b) Develop and recommend to Council an appropriate process for the selection and appointment of a person as the local government's auditor;
- c) Develop and recommend to Council –
 - a list of those matters to be audited; and
 - the scope of the audit to be undertaken;
- d) Recommend to Council the person or persons to be appointed as auditor;
- e) Develop and recommend to Council a written agreement for the appointment of the external auditor. The agreement is to include –
 - the objectives of the audit;
 - the scope of the audit;
 - a plan of the audit;
 - details of the remuneration and expenses to be paid to the auditor; and
 - the method to be used by the local government to communicate with, and supply information to, the auditor;
- f) Meet with the auditor once in each year and provide a report to Council on the matters discussed and outcome of those discussions;
- g) Liaise with the CEO to ensure that the local government does everything in its power to –
 - assist the auditor to conduct the audit and carry out his or her other duties under the *Local Government Act 1995*; and
 - ensure that audits are conducted successfully and expeditiously;
- h) Examine the reports of the auditor after receiving a report from the CEO on the matters to –
 - determine if any matters raised require action to be taken by the local government; and
 - ensure that appropriate action is taken in respect of those matters;
- i) Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or 6 months after the last report prepared by the auditor is received, whichever is the latest in time;
- j) Review the scope of the audit plan and program and its effectiveness;
- k) *Review the appropriateness of special internal audit assignments undertaken by internal audit at the request of Council or CEO (see reference to internal audit page 14);
- l) *Review the level of resources allocated to internal audit and the scope of its authority;
- m) *Review reports of internal audits, monitor the implementation of recommendations made by the audit and review the extent to which Council and management reacts to matters raised;
- n) *Facilitate liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programs;
- o) *Review the local government's draft annual financial report, focusing on –
 - accounting policies and practices;
 - changes to accounting policies and practices;
 - the process used in making significant accounting estimates;
 - significant adjustments to the financial report (if any) arising from the audit process;

- compliance with accounting standards and other reporting requirements; and
 - significant variances from prior years;
- p) *Consider and recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the annual financial report is signed;
- q) *Address issues brought to the attention of the committee, including responding to requests from Council for advice that are within the parameters of the committee's terms of reference;
- r) Seek information or obtain expert advice through the CEO on matters of concern within the scope of the committee's terms of reference following authorisation from the Council;
- s) Review the annual Compliance Audit Return and report to the council the results of that review, and
- t) Consider the CEO's biennial reviews of the appropriateness and effectiveness of the local government's systems and procedures in regard to risk management, internal control and legislative compliance, required to be provided to the committee, and report to the council the results of those reviews.

Internal Audit

Many local governments have recognised the need to improve their internal auditing processes, and have moved to either employ an internal auditor or contract out the internal audit function.

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an

organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

The scope of an internal audit would be determined by the Audit committee, with input from the CEO, based on the size of the local government's internal operations and the level of compliance to be achieved. The role differs from that of the external auditor who is appointed by council on the recommendation of the Audit Committee, to report independently to it, through the mayor/president and the CEO, on the annual financial statements. The external auditor's primary role is to decide whether the annual financial statements of a local government are free of material misstatement.

There are certain functions of the internal audit that complement the external auditor's role. As the external auditor plans for an effective audit they need to assess and determine whether to include the scope, procedures and outcomes of the internal audit. The CEO must refer all internal audit reports to the Audit Committee for consideration.

An internal auditor's activities should typically include the following:

- (a) review of the internal control structure, monitoring the operations of the information system and internal controls and providing recommendations for improvements;
- (b) a risk assessment with the intention of minimising exposure to all forms of risk on the local government;
- (c) examination of financial and operating information that includes detailed testing of transactions, balances and procedures;

- (d) a review of the efficiency and effectiveness of operations and services including non-financial controls of a local government;
- (e) a review of compliance with management policies and directives and any other internal requirements;
- (f) review of the annual Compliance Audit Return;
- (g) assist in the CEO's biennial reviews of the appropriateness and effectiveness of the local government's systems and procedures in regard to risk management, internal control and legislative compliance; and
- (h) specific tasks requested by management.

For local government, the internal auditor should report functionally to the audit committee and administratively to the CEO. It should be remembered that pursuant to section 5.41 of the Act, the CEO is responsible for the day-to-day management of council activities including the direction of staff and implicitly the internal audit function. The CEO may choose to delegate this responsibility provided always that the delegation does not directly or indirectly interfere with the ability of the Internal Auditor to conduct an internal audit function free from interference.

A clear and properly defined reporting relationship ensures that the internal auditor is empowered to perform their role working with management. The direct reporting line to the audit committee also acts as an adequate safeguard in the event of a serious breakdown in internal controls or internal control culture at senior levels in the organisation.

While it is recognised that smaller councils may not be able to justify a

full-time internal auditor, a small size of operation does not justify forgoing internal audit altogether. If audit committee or management is of the view that the employment of an independent internal auditor either full-time or part-time is not warranted, it may request the council to have the internal audit function undertaken as necessary by an external contractor, or expand the role of its external auditor.

The external auditor or his or her professional company should only undertake internal audit functions that complement the external audit and do not cloud the objectivity and independence of the external audit. An external auditor must not audit information prepared by them or their accounting practice, as this is considered incompatible with the standard of independence.

Local governments that do not establish an internal audit process but require a review of the financial management systems and procedures, may decide to use the services of the external auditor for that purpose. Such reviews are to be undertaken every four years in accordance with regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996*.

The review of financial management systems and procedures provides the external auditor with greater assurance of systems and procedures used to prepare the annual financial statements, and whether they provide information free of material misstatement.

Appendix 2

Model Minimum Standard Audit Specification

Important: The following Model Minimum Standard Audit Specification may be used as the basis for the calling of tenders or seeking of quotes for the appointment of an auditor. Local governments need to consider the Model to ensure that only those clauses applicable to its requirements are used. This applies, in particular, to the "Critical matters to be audited".

Introduction

This document is provided for the assistance of auditors who wish to apply for the role of auditor with the City/Town/Shire.

Auditors are required to address all of the matters outlined in the specification.

Auditors who submit an application may be asked to provide further information and/or make a presentation to the audit committee.

Objectives of the Audit

To provide an independent audit opinion of the accounts and annual financial reports of the local government for each financial year covered by the term of the audit appointment.

Term of Audit Appointment

For the financial years commencing 1 July through to 30 June..... (not more than 5 years)

Scope of the Audit

The auditor is to –

Carry out such work as is necessary to form an opinion as to whether –

- (a) the accounts are properly kept; and
- (b) the annual financial report –
 - (i) is prepared in accordance with the financial records; and
 - (ii) represents fairly the results of the operations of the local government and the financial position of the local government at 30 June in accordance with the Australian Accounting Standards, the *Local Government Act 1995* (as amended) (the Act), the *Local Government (Financial Management) Regulations 1996* (as amended) and other mandatory professional reporting requirements.

Give an opinion in his or her audit report on –

- (a) the financial position of the local government; and
- (b) the results of the operation of the local government.

Include in his or her audit report –

- (a) any material matters that indicate significant adverse trends in the financial position or the financial management practices of the local government;
- (b) any matters indicating non-compliance with financial management or control requirements of the Act, Regulations and any other written law;
- (c) details of whether information and explanations were obtained by the auditor;

- (d) a report on the conduct of the audit;
and
- (e) the opinion of the auditor as to whether or not the specific financial ratios reported are supported by verifiable information and reasonable assumptions.

Audit Methodology and Approach

Other requirements of the Auditor –

- (a) The auditor is required to comply with the requirements of section 7.9 of the *Local Government Act 1995* and the *Local Government (Audit) Regulations 1996*;
- (b) An audit is to be carried out in accordance with accounting standards adopted from time to time by the Australian Government Auditing and Assurance Standards Board (AuASB);
- (c) The auditor is to provide the local government with a general outline of his/her methodology;
- (d) The auditor is to provide the local government with a plan for the audit including –
 - timing of interim audit visits;
 - final audit visit (within 30 days of being advised that the accounts and annual financial report are available for audit);
 - timing of the legislative requirement to meet with the local government and whether that meeting will be in person or by some other means;
 - the method to be used to communicate with, and provide advice and information to, the local government; and
- (e) The auditor is required to produce an audit report as required by section 7.9 of the *Local Government Act 1995* and, if considered appropriate by the auditor, a management report.

Critical Matters to be Audited

The auditor is to include in his or her application the extent to which the critical matters outlined below will be audited so as to form an opinion on the manner in which they have been maintained.

- (i) Revenue
 - Rates revenue
 - Government grants
 - User pays revenue
 - Profit on sale of non-current assets
 - Other income
- (ii) Expenditure
 - Salary and wage costs
 - Depreciation
 - Materials and contract expenditure
 - Loss on sale of non-current assets
 - Insurances
 - Bad debts
 - Other expenditure
- (iii) Current Assets
 - Bank and short term investments
 - Receivables and prepayments
 - Inventory
- (iv) Non-Current Assets
 - Property, plant, furniture and equipment
 - Infrastructure and depreciation
 - Other receivables
- (v) Liabilities (Current and non-current)
 - Creditors and accruals
 - Loan borrowings including new loans raised
 - Provision for annual and long service leave entitlements
- (vi) Reserve Funds
- (vii) Contingent Liabilities
- (viii) Capital Commitments
- (ix) Accounting Policies and Notes to the Financial Statements
- (x) Cash Flow Statement
- (xi) The financial ratios required by the *Local Government (Financial Management) Regulations 1996*

Hours, Fees and Expenditure

The auditor is to provide –

- estimate of the time to be spent on the audit;
- fees for completing the audit in accordance with this specification;
- nominated auditor(s) and registered company audit number(s); and
- experience of the nominated auditors in completing local government audits.

The auditor is to provide a fee for any additional audit requested by Council.

Terms

Conditions to be noted by auditors –

- the auditor shall not sub contract to a third party;
- the auditor shall not, and has no right to, assign the audit contract to third parties;
- the auditor shall not be engaged by the local government to undertake any financial consultancy with the local government that requires the preparation of financial information that will be the subject of the annual audit; and
- the auditor shall confirm that he or she has, and will maintain during the duration of the audit term, professional indemnity insurance covering the legal liability arising out of any neglect, default, error, or omission.

Termination of Appointment

The appointment as auditor is terminated if –

- (a) the auditor ceases to be a registered company auditor;
- (b) the auditor ceases to be an approved auditor under Section 7.5 of the *Local Government Act 1995*;
- (c) the auditor is a disqualified person under Section 7.4(2) of the *Local Government Act 1995*;
- (d) the auditor resigns by notice in writing to Council; or
- (e) Council serves notice in writing to the auditor terminating the appointment.

Appendix 3

Issues that should be considered for inclusion in the CEO's Review of Risk Management, Internal Control and Legislative Compliance

Please note: Section 7 of the Department's Western Australian Local Government Accounting Manual provides a comprehensive internal control framework related to internal control and risk management.

Risk Management

Internal control and risk management systems and programs are a key expression of a local government's attitude to effective controls. Good audit committee practices in monitoring internal control and risk management programs typically include:

- Reviewing whether the local government has an effective risk management system and that material operating risks to the local government are appropriately considered;
- Reviewing whether the local government has a current and effective business continuity plan (including disaster recovery) which is tested from time to time;
- Assessing 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;
 - 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;
- Obtaining 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;
- Assessing the adequacy of local government processes to manage insurable risks and ensure the adequacy of insurance cover, and if applicable, the level of self-insurance;
- Reviewing the effectiveness of the local government's internal control system with management and the internal and external auditors;
- Assessing 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;
- Assessing 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;
- Should the need arise, meeting periodically with key management, internal and external auditors, and compliance staff, to understand and discuss any changes in the local government's control environment;
- Ascertaining 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.

Internal Control

Internal control is a key component of a sound governance framework, in addition to leadership, long-term planning, compliance, resource allocation, accountability and transparency. Strategies to maintain sound internal controls are based on risk analysis of the internal operations of a local government.

An effective and transparent internal control environment is built on the following key areas:

- integrity and ethics;
- policies and delegated authority;
- levels of responsibilities and authorities;
- audit practices;
- information system access and security;
- management operating style; and
- human resource management and practices.

Internal control systems involve policies and procedures that safeguard assets, ensure accurate and reliable financial reporting, promote compliance with legislation and achieve effective and efficient operations and may vary depending on the size and nature of the local government.

Aspects of an effective control framework will include:

- delegation of authority;
- documented policies and procedures;
- trained and qualified employees;
- system controls;
- effective policy and process review;
- regular internal audits;
- documentation of risk identification and assessment; and

- regular liaison with auditor and legal advisors.

The following are examples of controls that are typically reviewed:

- separation of roles and functions, processing and authorisation;
- control of approval of documents, letters and financial records;
- comparison of internal data with other or external sources of information;
- limit of direct physical access to assets and records;
- control of computer applications and information system standards;
- limit access to make changes in data files and systems;
- regular maintenance and review of financial control accounts and trial balances;
- comparison and analysis of financial results with budgeted amounts;
- the arithmetical accuracy and content of records;
- report, review and approval of financial payments and reconciliations; and
- comparison of the result of physical cash and inventory counts with accounting records.

Legislative Compliance

The compliance programs of a local government are a strong indication of attitude towards meeting legislative requirements. Audit committee practices in regard to monitoring compliance programs typically include:

- Monitoring compliance with legislation and regulations;
- Reviewing the annual Compliance Audit Return and reporting to Council the results of that review;
- Staying informed about how management is monitoring the

effectiveness of its compliance and making recommendations for change as necessary;

- Reviewing whether the local government has procedures for it to receive, retain and treat complaints, including confidential and anonymous employee complaints;
- Obtaining assurance that adverse trends are identified and review management's plans to deal with these;
- Reviewing management disclosures in financial reports of the effect of significant compliance issues;
- Reviewing whether the internal and/or external auditors have regard to compliance and ethics risks in the development of their audit plan and in the conduct of audit projects, and report compliance and ethics issues to the audit committee;
- Considering the internal auditor's role in assessing compliance and ethics risks in their plan;
- Monitoring the local government's compliance frameworks dealing with relevant external legislation and regulatory requirements; and
- Complying with legislative and regulatory requirements imposed on audit committee members, including not misusing their position to gain an advantage for themselves or another or to cause detriment to the local government and disclosing conflicts of interest.

These guidelines are also available on the Department's website at www.dlgc.wa.gov.au



About the Guideline series

This document and others in the series are intended as a guide to good practice and should not be taken as a compliance requirement. The content is based on Department officer knowledge, understanding, observation of, and appropriate consultation on contemporary good practice in local government. Guidelines may also involve the Department's views on the intent and interpretation of relevant legislation.

All guidelines are subject to review, amendment and re-publishing as required. Therefore, comments on any aspect of the guideline are welcome. Advice of methods of improvement in the area of the guideline topic that can be reported to other local governments will be especially beneficial.

For more information about this and other guidelines, contact the Local Government Regulation and Support Branch at:

Department of Local Government and Communities

Gordon Stephenson House, 140 William Street, Perth WA 6000

GPO Box R1250, Perth WA 6844

Telephone: (08) 6551 8700 Fax: (08) 6552 1555

Freecall (Country only): 1800 620 511

Email: info@dlgc.wa.gov.au Website: www.dlgc.wa.gov.au

Translating and Interpreting Service (TIS) – Tel: 13 14 50

10.9a Bush Fire Advisory Committee

Statutory context

Bush Fires Act 1954 s.67 –

- (1) – appointment of committee by Council, the purposes and an role of the committee
- (2) – requirement for a Councillor to be on the committee
- (3) – terms of reference for the committee to be set by Council
- (4) – meetings of the committee and its responsibilities to Council

Shire of Victoria Plains Bush Fire Brigades Local Law 2018

Corporate context

Terms of Reference, Appendix 1 – Standard conditions for establishment of Council Committees

History

Established _____ 2019

Objectives

To advise Council on any matter relating to fire control within the district.

Meetings

Appendix 1 – Standard conditions for establishment of Council Committees

Administrative Support

Senior Officer responsible	Chief Executive Officer
Initial contact person	Community Emergency Services Manager

Role and Scope of Committee

1. To act in accordance with the *Bush Fires Act 1954 s.67 –*
 - (1) *A local government may at any time appoint such persons as it thinks fit as a bush fire advisory committee for the purpose of advising the local government regarding –*
 - *all matters relating to the preventing, controlling and extinguishing of bush fires,*
 - *the planning of the layout of fire-breaks in the district,*
 - *prosecutions for breaches of this Act,*
 - *the formation of bush fire brigades and the grouping thereof under group brigade officers,*
 - *the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities, and*
 - *any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified in this subsection.*
2. To make recommendations to Council for the appointment of officers in accordance with Schedule 1 attached.
3. The Bush Fire Advisory Committee does not have the authority or power to commit the Shire of Victoria Plains to expenditure.

Notes

In accordance with the Bush Fires Act s.67, the Committee does not have any operational authority for emergency events.

The Bush Fires Act permits Council to delegate only to –

- President and Chief Bush Fire Control Officer, jointly – to vary the dates of the prohibited burning period – section 17(10),
 - o Refer Delegations Register 17.3 Prohibited burning periods - Variations
- the CEO – any function that may otherwise be performed by the local government - section 48(1).

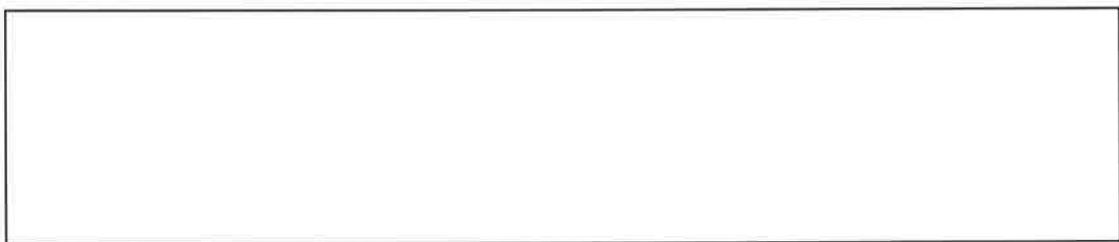
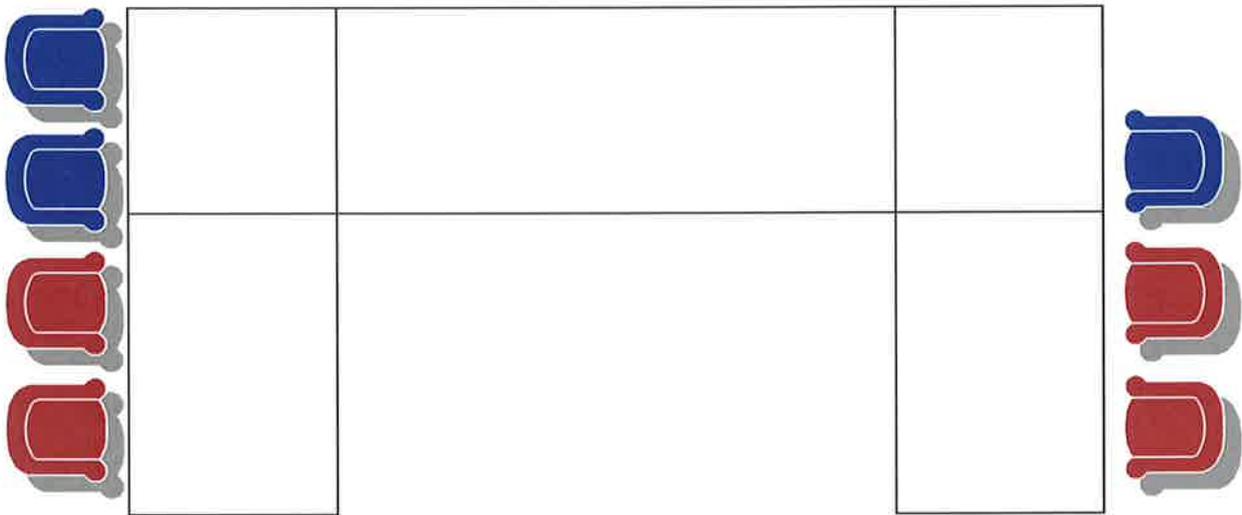
Schedule 1 – Legislative basis for appointment and role of officers

Act – Bush Fires Act 1954

Local Law – Bush Fire Brigades Local Law 2017

Position	Bush Fires Act – requirements and role
Fire Control Officers	<p>Requirement –</p> <ul style="list-style-type: none"> - Act s.38(1) – the local government may appoint FCOs as it thinks necessary - Act s.39 – special powers of bush fire control officers - Act s.39A – duties on outbreak of fire <p>Role –</p> <ul style="list-style-type: none"> - Act.s.38(4) – to carry out normal brigade activities, exercise duties and functions in accordance with the Act, and to direct others in observance of the Act - to act in accordance with authorisation given by Council to FCOs
Chief Bush Fire Control Officer Prerequisite – appointment as an FCO	<p>Requirement –</p> <ul style="list-style-type: none"> - Act s38(1) – the local government required to appoint if more than one FCO <p>Role –</p> <ul style="list-style-type: none"> - As per FCO - Senior-most FCO, overriding all other fire control authority other than DFES liaison officer or DBCA forestry officer - Bush Fire Brigades Local Law cl.3.4 – overall management responsibility for brigades - Local Law cl.3.5 – provide leadership, monitor brigades liaise with the local government, ensure maintenance of brigade membership records, advise Shire of brigade officers annually, report on brigade Budget needs/requests - to act in accordance with authorisation given by Council to CBFCO
Deputy Chief Bush Fire Control Officer Prerequisite – appointment as an FCO	<p>Requirement –</p> <ul style="list-style-type: none"> - Act s38(1) – the local government required to appoint if more than one FCO, and has seniority if CBFCO unavailable <p>Role –</p> <ul style="list-style-type: none"> - Act 38(1) – to support and act ace CBFCO if needed to act in accordance with authorisation given by Council to CBFCO
Fire Weather Officer/s Prerequisite – appointment as an FCO	<p>Requirement –</p> <ul style="list-style-type: none"> - Act s.38(8) – the local government may appoint senior FCOs as it thinks necessary as FWOs, and are required to determine seniority - Act s.38(9) – are of responsibility of each to be defined <p>Role –</p> <ul style="list-style-type: none"> - Act s.39(17) – an FWO may authorise burning, even when permits withdrawn or burning otherwise prohibited - to act in accordance with authorisation given by Council to Fire Weather Officers
Deputy Fire Weather Officer Prerequisite – appointment as an FCO	<p>Requirement –</p> <ul style="list-style-type: none"> - Act s.39(10) – the local government to appoint deputies and determine seniority, if more than one in an area - Act 39(12) – a deputy can only act if more senior FWO is not available <p>Role –</p> <ul style="list-style-type: none"> - Act s.39(17) – to act as Fire Weather Officer when a person of higher seniority is not available - to act in accordance with authorisation given by Council to FWOs
Clover Burning Permit Officers Prerequisite – appointment as an FCO	<p>Requirement –</p> <ul style="list-style-type: none"> - Act s.24 – clover burning to be specifically authorised <p>Role –</p> <ul style="list-style-type: none"> - Act s.24 – to issue clover burning permits as authorised under the Act or by the local government - to act in accordance with authorisation given by Council to Clover Burning Permit Officer

COUNCIL CHAMBERS LAYOUT



**Shire of Victoria Plains
Creditor & Payroll Payments for the Month of September 2019**

Chq/EFT	Date	Name	Description	Invoice amount	Total Amount
EFT8148	05/09/2019	AK Evans Earthmoving	Maintenance grading from 03/07/2019 to 25/07/2019		13,872.65
EFT8149	05/09/2019	Avon Valley Plant & Equipment	Grave dig at Bolgart Cemetery		591.25
EFT8150	05/09/2019	Castledine Gregory Law & Medication	Legal advice re Mogumber reserve		822.80
EFT8151	05/09/2019	Cemeteries & Crematoria Assoc of WA	Ordinary membership fee 2019/2020		125.00
EFT8152	05/09/2019	Calingiri Traders	Monthly purchases - milk, coffee, maintenance items, petrol		392.85
EFT8153	05/09/2019	Lachlan McInnes - Hockey Club Grant	Deposit for fencing to be carried out at Hockey ground		2,000.00
EFT8154	05/09/2019	Piawaning Progress Association	Funding for the Renovations of Piawaning Hall		4,989.25
EFT8155	05/09/2019	R Munns Engineering Consulting Services	Consulting work on 2018/19 RRG project - to carry out an audit of completed site works to determine the revised scope of works, provide revise MCA form and cover letter to submit to the Moora SRRG to request a reduced scope of works		6,773.05
EFT8156	05/09/2019	Ramsay Construction Pty Ltd	Health and Building services for the month of August 2019		7,799.00
EFT8157	05/09/2019	Roadswest Engineering Group Pty Ltd	Provision of road safety audits, site inspection and production of draft final audit report for Toodyay Bindi Bindi Rd, Wongan Hills Calingiri Rd and Carani West/East Rds		8,824.20
EFT8158	05/09/2019	Star Track Express	Freight cost - Bolgart Library		115.34
EFT8159	05/09/2019	Steven Matthews	Staff Reimbursement for relocation cost from Forrestfield to Calingiri		870.00
EFT8160	05/09/2019	Thomas Culverwell	Cleaning of toilets and emptied bins at Gillingarra Hall		140.00
EFT8161	05/09/2019	Western Australia Treasury Corporation	Loan 84 repayment - August 2019		9,938.62
EFT8162	11/09/2019	Autosweep	Sweep streets in Calingiri, Bolgart and Yerecoin - August 2019		1,210.00
EFT8163	11/09/2019	BigMate Monitoring Services Pty Ltd	GPS Monitoring services - August 2019		374.00
EFT8164	11/09/2019	Bob Waddell & Associates Pty Ltd	Assistance with finance and accounting functions:		6,006.00
			>Rates queries and rates function	594.00	
			>Ex-gratia rates, general accounting, and administration	858.00	

Shire of Victoria Plains
Creditor & Payroll Payments for the Month of September 2019

Chq/EFT	Date	Name	Description	Invoice amount	Total Amount
			>Financial control of Calingiri New Norcia and Toodyay-Bindi Bindi intersection	66.00	
			>Financial control of Calingiri- New Norcia Rd and Toodyay-Bindi Bindi Rd, and Mogumber-Yarrowindah Rd	759.00	
			>Review Special council meeting minutes, finalising the 2018/19 assets, and administration	2,673.00	
			>Rates queries and rates function	429.00	
			>Financial control of the Mogumber-Yarrowindah Rd	33.00	
			>Regional road group claims, Employee termination payment, payroll queries, insurance policy coverage, administration calls and	594.00	
EFT8165	11/09/2019	Boekeman Machinery	Major service and safety checks:		1,212.93
			>Toyota Hilux - Parks & Garden @120,000km	485.58	
			>CEO's vehicle - Toyota Prado @85000km	727.35	
EFT8166	11/09/2019	Bolgart Progress Association	Monthly library services - August 2019		247.94
EFT8167	11/09/2019	Bunnings Group Ltd	Purchased Cottonwood hibiscus plants for Cemetery		74.75
EFT8168	11/09/2019	Castledine Gregory Law & Mediation	Legal advice on the following:		2,142.80
			Botvarkel Pty Ltd - Donga Development	748.00	
			Mogumber Reserve Aboriginal reserve	1,394.80	
EFT8169	11/09/2019	Clark Equipment Sales Pty Ltd	Purchased arm wiper, blade wip, and hinge for Bobcat Track loader		336.58
EFT8170	11/09/2019	Civic Legal Pty Ltd	Legal advice on:		4,347.75
			>Termination of residential tenancy agreement	577.50	
			>Lease of Piawaning land	1,097.25	
			>Probation period review	2,095.50	
			>Lease of reserve to Gillingarra Sport & Recreation Club	577.50	
EFT8171	11/09/2019	Flick Anticimex Pty Ltd	Annual service Sanitary Bins Supplied/Serviced 4 weekly		2,961.39
EFT8172	11/09/2019	KA Tyres & Battery's	Purchased the following:		1,158.00

**Shire of Victoria Plains
Creditor & Payroll Payments for the Month of September 2019**

Chq/EFT	Date	Name	Description	Invoice amount	Total Amount
			>Tyres for Road Broom	334.00	
			>Tyres for Supervisor ute	426.00	
			>Watt hand held UHF CB radios	398.00	
EFT8173	11/09/2019	Kleen West Distributors	Cleaning supplies - Mop bucket, Toilet brush, toilet rolls		350.24
EFT8174	11/09/2019	LO-GO Appointments	Contracting service of Human Resource Project Officer for the week		1,312.08
EFT8175	11/09/2019	Manning Partners	Rates refund double payment		52,716.66
EFT8176	11/09/2019	Moore Stephens (WA) Pty Ltd	Preparation, attendance and participation - Community meeting 5		2,403.46
EFT8177	11/09/2019	New Norcia Services	Accommodation for:		320.00
			>Road Engineering Services	80.00	
			>Human Resource Officer project officer	160.00	
			>Road Engineering Services	80.00	
EFT8178	11/09/2019	Officeworks	Purchased office supplies - Administration		340.92
EFT8179	11/09/2019	Paul And Wendy Cleaning Services	Provision of services from 08/09/2019 to 22/09/2019:		5,024.47
			>Extra hours for Calingiri tip management 15-16 August 2019	616.00	
			>Tip management - Bolgart and Calingiri tips	2,868.47	
			>Cleaning services - various Shire's facilities	1,232.00	
			>Cleaning service - special clean and polish of Calingiri Hall	308.00	
EFT8180	11/09/2019	State Library of WA	Annual fee for Lost & Damaged Public library materials 2019-20		220.00
EFT8181	11/09/2019	Source My Parts Pty Ltd	Purchased filler cap for Volvo loader		113.30
EFT8182	11/09/2019	Star Track Express	Freight cost - Depot		54.65
EFT8183	11/09/2019	WA Hino Sales & Services	Purchased rear lamp assy for Hino 9 Tonne Tip Truck with Drop		208.13
EFT8184	11/09/2019	WA Local Government Association	2019 WA Local Government Convention - Councillors and CEO		11,296.03
EFT8185	11/09/2019	Wallis Computer Solutions	Computing services and IT support 2019-2020:		5,582.53
			>NBN wireless services for August 2019	577.50	
			>Installed new computer for Work supervisor	2,235.54	
			>Purchased and set up phone for Work supervisor	2,075.59	
			>Managed services	693.90	

**Shire of Victoria Plains
Creditor & Payroll Payments for the Month of September 2019**

Chq/EFT	Date	Name	Description	Invoice amount	Total Amount
EFT8186	23/09/2019	Australian Taxation Office	Payroll deductions - August 2019		23,412.00
EFT8187	26/09/2019	360 Environmental Pty Ltd	Professional services undertaking a significant flora survey of Mogumber/Yarrawindah Rd		2,898.50
EFT8188	26/09/2019	Anderson Munro & Wylie	Interest charged on Asset valuation matters		468.66
EFT8189	26/09/2019	ARM Security	Alarm monitoring charges from 1 July 2019 to 30 September 2019		214.50
EFT8190	26/09/2019	Australian Services Union	Payroll deductions		51.80
EFT8191	26/09/2019	Australia Post	Postage for: >Newsletter for July 2019 >Rates Notices for August 2019	57.42 1,195.09	1,252.51
EFT8192	26/09/2019	Avon Valley Plant & Equipment	Hire of a 3.5t Mini Excavator with 300mm bucket for 12 hours		1,386.00
EFT8193	26/09/2019	Benara Nurseries	Purchased plants for Railway Street Bay and wayside Rest Area		261.09
EFT8194	26/09/2019	Bluesteel Enterprises Pty Ltd	Protective clothing - helmets for volunteers		2,700.50
EFT8195	26/09/2019	Bob Waddell & Associates Pty Ltd	Assistance with finance and accounting functions: >Councillor's query, administration calls, finance briefing, and fair value valuations >Financial control of Calingiri New Norcia Road and Toodyay-Bindi Bindi Road intersection >2018/2019 Fair Value valuations, preparation of July and August Financial statements, 2018/19 Annual Financial statements, and administration calls	363.00 99.00 2,838.00	3,300.00
EFT8196	26/09/2019	Bolgart Rural Merchandise	Depot's monthly purchases - maintenance items		263.71
EFT8197	26/09/2019	Bunnings Group Ltd	Purchased timber, bolt and adhesive for Admin Building		292.42
EFT8198	26/09/2019	Clark Equipment Sales Pty Ltd	Purchased front screen/glass for Bobcat Track loader		513.00
EFT8199	26/09/2019	Calingiri Netball Club Inc	Grant 2019 for Calingiri Netball Club - Lighting installation		3,234.00
EFT8200	26/09/2019	Calingiri Traders	Monthly purchases: >Depot - retic parts, petrol, maintenance items, sugar, milk, coffee	674.91	839.46

Shire of Victoria Plains
Creditor & Payroll Payments for the Month of September 2019

Chq/EFT	Date	Name	Description	Invoice amount	Total Amount
			>Admin - milk, newspaper, fuel, nimbles for council, kitchen cleaning items	164.55	
EFT8201	26/09/2019	Child Support Agency	Payroll deductions - August 2019		310.66
EFT8202	26/09/2019	Country Copiers Northam	Purchased printer toner for Admin office printers		302.50
EFT8203	26/09/2019	Covs Parts Pty Ltd	Purchased maintenance supplies for Depot stock		192.50
EFT8204	26/09/2019	Dave Watson Contracting Pty Ltd	Prune trees to Western Power specification in Calingiri, Mogumber, and Piawaning		2,365.00
EFT8205	26/09/2019	Department of Fire & Emergency	2019/20 Emergency levy in accordance with Dept of Fire and Emergency Service of WA Act 1998		46,975.00
EFT8206	26/09/2019	Daimler Trucks Perth	Filters for 160k service - Mitsubishi Fuso 13 Tonne 6 Wheel Tip Truck		197.36
EFT8207	26/09/2019	Eastern Hills Saws & Mowers	Service and repairs of Stihl Ht 75 Pole Saw, and purchased adjusting screw		286.95
EFT8208	26/09/2019	Exurban Rural & Regional Planning	Town planning consultancy services for August 2019		3,585.45
EFT8209	26/09/2019	Instant Weighing Pty Ltd	Purchased Compuload printer rolls for Caterpillar Wheel loader		36.30
EFT8210	26/09/2019	IT Vision Australia Pty Ltd	Monthly fee for Rates service - August 2019		2,935.63
EFT8211	26/09/2019	LO-GO Appointments	Contracting services:		5,529.48
			>Human Resource Advisor for the week ending 7 Sept 2019	2,249.28	
			>Human Resource Advisor for the week ending 14 September 2019	2,343.00	
			>Grant Officer for the week ending 14 September 2019	937.20	
EFT8212	26/09/2019	Marketforce Pty Ltd	Advertisement - Tender for Accounting Services		2,112.35
EFT8213	26/09/2019	Muchea Grading Contractors	Carried out Winter maintenance grading/roll form 10 July 2019 to 22 July 2019 - Boxhall Rd, Thompson Rd, Glentromie Rd, and Rogers Rd.		16,099.38
EFT8214	26/09/2019	Officeworks	Purchased office supplies - copy paper, letter files, pouch, highlighter, display book, dividers		707.52
EFT8215	26/09/2019	Paul And Wendy Cleaning Services	Provision of services from 23/09/2019 to 6/10/2019		4,463.47
			>Cleaning services of various Shire's facilities	1,232.00	

**Shire of Victoria Plains
Creditor & Payroll Payments for the Month of September 2019**

Chq/EFT	Date	Name	Description	Invoice amount	Total Amount
			>Cleaning services at 12 Harrington St	363.00	
			>Tips management of Bolgart and Calingiri tips	2,868.47	
EFT8216	26/09/2019	Perth Safety Products Pty Ltd	Purchased camping / caravan symbolic sign and directional arrows		204.60
EFT8217	26/09/2019	Perth Traffic Training	Staff training course on Basic Worksite Traffic Management plus fuel and construction white card		4,365.00
EFT8218	26/09/2019	R Munns Engineering Consulting Services	Consulting work on: <i>Potential Wheatbelt Secondary Freight Network pilot project</i> <i>Potential WSFN (Wheatbelt Secondary Freight Network) Pilot</i> <i>Calingiri-New Norcia and Toodyay-Bindi Bindi Roads intersection</i> <i>Review claim for Abnormal Rain Event (Jan/Feb 2017), and to</i>	4,960.10 3,103.67 1,906.50 290.40	10,260.67
EFT8219	26/09/2019	Roadswest Engineering Group Pty Ltd	Provision of project management and engineering services - Aglime project - New Norcia and Toodyay Road from 26/07/2019 to 22/07/2019		10,696.09
EFT8220	26/09/2019	Totally Workwear	Work wear - Work Supervisor and depot staff		583.26
EFT8221	26/09/2019	WA Local Government Association	Subscription 19/20 - WALGA services		16,101.27
EFT8222	26/09/2019	WCS Concrete Pty Ltd	Purchased concrete pipes with rubber rings for Toodyay-Bindi Bindi Roads - Roads to Recovery funded project		966.90
EFT8223	26/09/2019	Wallis Computer Solutions	NBN wireless services - September 2019		734.25
EFT8224	26/09/2019	Wongan Hills Caravan Park	Accommodation for Human Resource Advisor		330.00
EFT8225	26/09/2019	dormakaba Australia Pty Ltd	Administration Office's front auto door repairs		1,075.88
EFT8226	03/10/2019	Wheatbelt Tyres	Fitted Firestones drive tyres and scrap truck		4,170.55
Total EFT payments					333,944.79
12245	11/09/2019	Duggan Pastoral Co Pty Ltd	Rates refund for overpayment		6,190.98
12246	11/09/2019	Department Of Transport	Vehicle registration renewal 2019/2020 - Community vehicle		336.05
12247	11/09/2019	Shire of Coorow	Long Service leave - Susan Mills - reimbursement 152hours		5,080.60

Shire of Victoria Plains
Creditor & Payroll Payments for the Month of September 2019

Chq/EFT	Date	Name	Description	Invoice amount	Total Amount
12248	24/09/2019	Shire of Victoria Plains	Debtors account not offsetted from PE 07.08.19 deductions		158.89
12249	24/09/2019	Shire of Victoria Plains	Payroll deductions		400.00
12250	07/10/2019	Shire of Victoria Plains	Petty cash replenishment		265.60
12251	01/07/2019	Department Of Transport	Vehicle registration renewal 19/20- Isuzu Ute Ranger's vehicle		298.25
Total Cheque payments					12,730.37
DD11353.1	04/09/2019	WA Super	Superannuation contributions		4,074.88
DD11353.2	04/09/2019	North Superannuation	Superannuation contributions		586.95
DD11353.3	04/09/2019	Rest Industry Super	Superannuation contributions		298.55
DD11353.4	04/09/2019	LGIA Super	Superannuation contributions		842.99
DD11353.5	04/09/2019	Sunsuper Pty Ltd	Superannuation contributions		220.37
DD11353.6	04/09/2019	Australian Super Pty Ltd	Superannuation contributions		193.06
DD11353.7	04/09/2019	Prime Super	Superannuation contributions		205.97
DD11353.8	04/09/2019	BT Super For Life	Superannuation contributions		226.05
DD11364.1	02/09/2019	Department Of Transport	Transaction Licensing Transaction 29/08/19		67.40
DD11364.2	03/09/2019	Department Of Transport	Transaction Licensing Transaction 30/8/19		585.60
DD11376.1	11/09/2019	Department Of Transport	Transaction Licensing Transaction 09/09/19		328.70
DD11377.1	05/09/2019	Department Of Transport	Transaction Licensing Transaction 03/09/19		55.40
DD11377.2	06/09/2019	Department Of Transport	Transaction Licensing Transaction 04/09/19		344.90
DD11377.3	10/09/2019	Department Of Transport	Transaction Licensing Transaction 06/09/2019		1,078.00
DD11381.1	16/09/2019	Department Of Transport	Transaction Licensing Transaction 11/09/2019		666.50
DD11384.1	18/09/2019	WA Super	Superannuation contributions		4,122.41
DD11384.2	18/09/2019	Mobi Super	Superannuation contributions		167.40
DD11384.3	18/09/2019	North Superannuation	Superannuation contributions		586.95
DD11384.4	18/09/2019	Rest Industry Super	Superannuation contributions		298.55
DD11384.5	18/09/2019	LGIA Super	Superannuation contributions		842.99

Shire of Victoria Plains
Creditor & Payroll Payments for the Month of September 2019

Chq/EFT	Date	Name	Description	Invoice amount	Total Amount
DD11384.6	18/09/2019	Sunsuper Pty Ltd	Superannuation contributions		170.42
DD11384.7	18/09/2019	Australian Super Pty Ltd	Superannuation contributions		393.25
DD11384.8	18/09/2019	Hostplus Superannuation Fund	Superannuation contributions		334.64
DD11384.9	18/09/2019	Prime Super	Superannuation contributions		207.76
DD11384.10	18/09/2019	BT Super For Life	Superannuation contributions		228.87
DD11390.1	18/09/2019	Department Of Transport	Transport Licensing Transaction 16/09/19		210.85
DD11390.2	19/09/2019	Department Of Transport	Transaction Licensing Transaction 17/09/19		367.55
DD11390.3	20/09/2019	Department Of Transport	Transaction Licensing Transaction 18/09/19		538.40
DD11390.4	23/09/2019	Department Of Transport	Transaction Licensing Transaction 19/09/19		582.30
DD11393.1	24/09/2019	Department Of Transport	Transaction Licensing Transaction 20/9/19		1,197.95
DD11394.1	26/09/2019	Department Of Transport	Transaction Licensing Transaction 24/09/19		639.70
DD11414.1	27/09/2019	Department Of Transport	Transaction Licensing Transaction 25/09/19		118.85
DD11426.1	01/09/2019	inet Limited	Internet charges - September 2019 - Bolgart and Mogumber		79.98
DD11426.2	19/09/2019	Synergy	Electricity charges from 3 July 2019 to 30 Aug 2019		6,762.60
DD11426.3	10/09/2019	Synergy	Electricity charges from 21June 2019 to 21 Aug 2019		744.88
DD11426.4	11/09/2019	Synergy	Electricity charges from 24June 2019 to 22 Aug 2019		137.42
DD11426.5	23/09/2019	Synergy	Electricity charges from 2 July 2019 to 3 Sept 2019		1,552.36
DD11426.6	16/09/2019	Synergy	Electricity charges from 24 June 2019 to 27 Aug 2019		255.20
DD11426.7	05/09/2019	Telstra Corporation Ltd	Mobile phone charges from 17 July 2019 to 16 August 2019		586.22
DD11426.8	10/09/2019	Telstra Corporation Ltd	Phone charges from 22 July 2019 to 21 August 2019 - Fire		12.20
DD11426.9	16/09/2019	Telstra Corporation Ltd	Telephone charges from 23 August 2019 to 22 September 2019		1,131.03
DD11426.10	30/09/2019	Telstra Corporation Ltd	Internet charges - September 2019 - Councillors chambers, Admin and Gym remote access		465.03
DD11426.11	26/09/2019	Water Corporation	Water charges from 3 July 2019 to 4 Sept 2019		947.05
DD11426.12	27/09/2019	Water Corporation	Water charges from 3 July 2019 to 4 Sept 2019		589.05
DD11426.13	23/09/2019	Water Corporation	Water charges from 3 July 2019 to 4 Sept 2019		1,241.45
DD11438.1	19/09/2019	Synergy	Electricity charges from 03 July to 30 Aug 2019		183.18

Shire of Victoria Plains
Creditor & Payroll Payments for the Month of September 2019

Chq/EFT	Date	Name	Description	Invoice amount	Total Amount
DD11438.2	19/10/2019	Synergy	Electricity charges from 03 July to 30 Aug 2019		108.21
Direct debit	30/09/2019	Bendigo Bank	Bank fees and charges		413.54
Total Direct debits					35,993.56
DD11426.14	16/09/2019	Wright Express Australia Pty Ltd	Fuel card charges - August 2019		776.68
DD11426.15	14/09/2019	Shire of Victoria Plains	Credit card charges - CEO and Works Manager		3,323.38
Total Credit cards payment					4,100.06
EFT	05/09/2019	Employees	Payroll Ending 04 September 2019		49,550.95
EFT	19/09/2019	Employees	Payroll Ending 18 September 2019		46,764.01
Total Payroll					96,314.96
Total Municipal Account					483,083.74
227	09/09/2019	Building & Construction Industry Training Fund	BCITF levy return - August 2019		615.43
228	09/09/2019	Department Of Mines, Industry Regulation &	BSL levy return - August 2019		422.22
229	09/09/2019	Shire of Victoria Plains	Agency fees from BCITF /BSL levy - August 2019		13.25
Total Trust payments					1,050.90
TOTAL ACCOUNTS PAID FOR THE MONTH OF SEPTEMBER 2019					484,134.64



Enquiries: Joanne Cammack
Our Ref: 15/4424 D18#488703
Your Ref: N/A

20 August 2019

Ms Glenda Teede
Chief Executive Officer
Shire of Victoria Plains
PO Box 21
Calingiri WA 6569

Dear Madam

Proclamation of New Norcia Traffic Bypass – Great Northern Highway H006

Main Roads has undertaken the construction of the New Norcia Traffic Bypass to preserve the historic tourist precinct of New Norcia and to improve safety and efficiency of the Great Northern Highway.

In accordance with Section 13 of the Main Roads Act, the Commissioner of Main Roads intends making a recommendation to the Hon. Minister for Transport to proclaim the new road as a 'highway' and de-proclaim the old road, as shown on Drawings 201421-0036-02 and 201821-0016-00.

Before making the recommendation to the Minister, the Commissioner requires endorsement by Council of the enclosed proclamation drawings.

Subject to Council's agreement, will you please endorse the drawings with details of the Council's resolution number and date of meeting in support of the proposal, make a copy for your own records, and return the **original signed set** to Main Roads' East Perth office, marked to the attention of Road Classification Manager, Ron Tolliday.

Your duplicate copy should be retained as Council's interim record, pending formal proclamation. Following proclamation, a copy of the final drawings showing gazettal details will be sent to Council for its records.

In the event that Council does not support the changes, Section 13A (2) of the Main Roads Act makes provision for Council to lodge an objection with the Commissioner of Main Roads. Any objection needs to be lodged with Main Roads by 31 October 2019.

If you require any further information regarding the proclamation action, please contact Joanne Cammack on 9323 4718.

Any enquiries relating to management of the road and delineation of responsibility between Main Roads and your Council should be addressed to our Regional Manager Wheatbelt, in our Northam office on 9622 4777. I await receipt of Council's response.

Yours sincerely



Douglas Morgan
Executive Director Planning and Technical Services

Encl

NOTES:
Roads and/or paths are represented by
centrelines which are a notional reference
line that generates and approximates the
centre of the pavement extent.

SHIRE OF
VICTORIA PLAINS



SHIRE OF
VICTORIA PLAINS

BASE MAP
LEGEND

- Local Government Boundary
- Town Site Area And Boundary
- Cadastre
- Local Road

NOTE: FOR DETAIL OF TOWNITES - REFER TO TOWNITE DRAWINGS

DATE TYPE	20.00
FILE NO	15/4424
DRAWING NUMBER	
201821-0016-00	

PROCLAMATION PLAN	
Declared Roads	
Proclaim H006 Great Northern Hwy	
Deproclaim H006 Great Northern Hwy	
Deproclaim H006 New Norcia Tra fite Bypass	
SHIRE OF VICTORIA PLAINS - LG No. 517	

0 100 200 300 400 500	Metres
Planning and Technical Services Directorate	

APPROVED	Signature: <i>[Signature]</i>
Position: <i>ESPT</i>	Date: <i>19/03/2019</i>

RECORDED	Signature: <i>[Signature]</i>
Position: <i>NPDM</i>	Date: <i>19/03/2019</i>

AMENDMENTS

PROCLAMATION
LEGEND

EXISTING PROCLAIMED ROUTE

H006 Highway

M042 Main Road

([^] Road Name)

SECTION TO BE DEPROCLAIMED

H002 Highway

M012 Main Road

([^] Road Name)

SECTION TO BE PROCLAIMED

H006 Highway

M042 Main Road

[^] Landgate approved local usage name

PATHWAY RESPONSIBILITY

P018 Main Roads Controlled Path

Other Path

P016 MR Controlled Path Removed

Controlled paths (shared, pedestrian or bicycle)

depicted on this drawing are those for which

Main Roads Western Australia has responsibility.

Paths, shared, pedestrian or bicycle,

the responsibility of other entities are not shown.

This is to certify that Council endorses
the proposal shown on this plan.

Council Resolution: of

Council Meeting Held On:

OR DELEGATED AUTHORITY
in accordance with Section 5.41(d) of
the Local Government Act 1995.

Chief Executive Officer

Date:

Gazette:

Page No:

DATE OF ORIGINAL ISSUE: 30 MAY 18

DRAWING AMENDMENT DATE

SHIRE OF
VICTORIA PLAINS

NOTES:

Roads and/or paths are represented by central lines which are a notional reference line that generates and approximates the centre of the pavement extent.

Ramp intersections are shown schematically. The point at which the lines meet represents the end of the median which separates the converging or diverging carriageways.

Slip lanes where ramps intersect other roads are not shown.

WHEATBELT
REGION

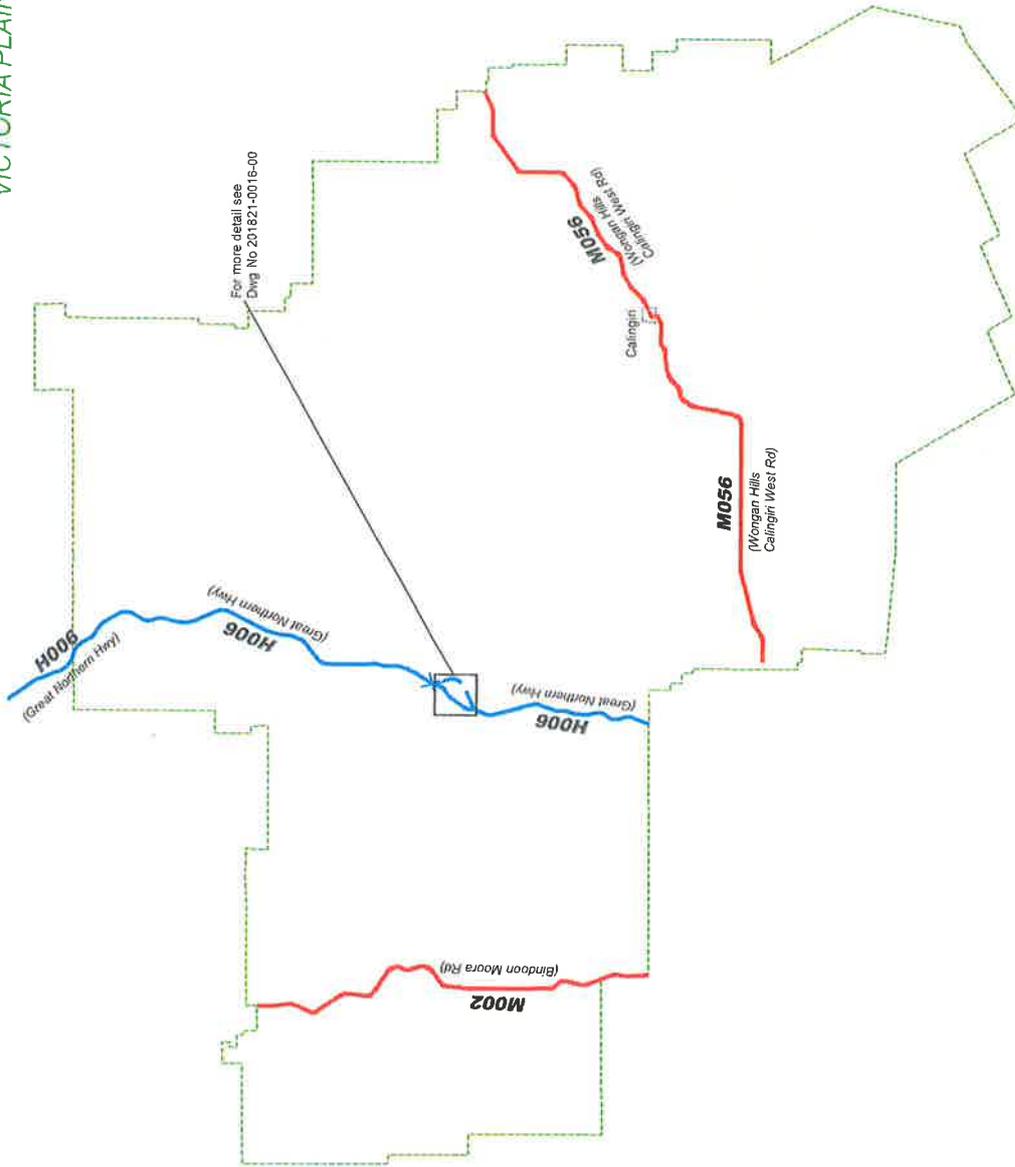


SHIRE OF
VICTORIA PLAINS

BASE MAP
LEGEND

- Town Site Area And Boundary
- Local Government Area And Boundary
- Cadastre
- Local Road

NOTE: FOR DETAIL OF TOWNSITES, REFER TO TOWNSHIP DRAWINGS



AMENDMENTS

1. Proclaim H006, Great Northern Hwy
2. Deproclaim H006, Great Northern Hwy

PROCLAMATION
LEGEND

EXISTING PROCLAIMED ROUTE

H006 Highway
(^ Road Name)

M042 Main Road
(^ Road Name)

SECTION TO BE DEPROCLAIMED

~~H002~~ Highway
~~M012~~ Main Road

SECTION TO BE PROCLAIMED

H006 Highway

M042 Main Road

^ Landgate approved local usage name.

PATHWAY RESPONSIBILITY

- P018** Main Roads Controlled Path
 - P019** Other Path
 - X-P019** MRC Controlled Path Removed
- Controlled paths (shared, pedestrian or bicycle) depicted on this drawing are those for which Main Roads Western Australia has responsibility. Paths, shared, pedestrian or bicycle, the responsibility of other entities are not shown.

This is to certify that Council endorses the proposal shown on this plan.

Council Resolution: of
Council Meeting Held On:

OR DELEGATED AUTHORITY in accordance with Section 5.41(d) of the Local Government Act 1995.

Chief Executive Officer
Date:

Gazette:

Page No:

DATE OF ORDINARY ISSUE: 23 May 14
SOUNDING AND INCIDENT DATE: 20 May 14

Signature: *[Signature]*
Position: N P D M
Date: 19/01/2019

APPROVED
Signature: *[Signature]*
Position: *[Signature]*
Date: 19/01/19

PROCLAMATION PLAN
Declared Roads
SHIRE OF VICTORIA PLAINS
SHIRE OF VICTORIA PLAINS - LG No. 517

Planning and Technical Services Directorate

0 2.5 5 10 15 20
Kilometres

THIS DRAWING SUPERSEDES DRAWINGS 2004-01

Signature: *[Signature]*
Position: *[Signature]*
Date: 19/01/19

MAIN ROADS WESTERN AUSTRALIA
DWS NUMBER
201421-0036-02

DWG TYPE: 20-00
FILE No: 15/4424
SHEET 1 of 1



Government of **Western Australia**
Department of **Local Government and Communities**

Local Government Operational Guidelines

Number 05 – January 2004

Council Forums

1. Introduction

Over recent years many local governments have introduced procedures that allow elected members and officers to meet and discuss matters relating to the operation and affairs of their local government outside of the formal council meeting framework. This has been done through an informal meeting process that has been given a range of titles including briefing or **information sessions, workshops and corporate discussions**. For the purposes of this guideline the term “forum” will be used to encompass such meetings.

The forum approach has allowed the ordinary meeting of council to focus on the decision-making needs of the local government. Many local governments that have adopted the forum process in preference to standing committees claim that it has led to better informed elected members and a more efficient and effective decision-making regime. This guideline is designed to assist those local governments that do conduct forums by listing appropriate procedural and behavioural controls. The adoption of such controls should reassure the community that the council decision-making mechanisms are accountable, open and transparent.

Local government forums range from one-off events discussing a particular issue through to regular, structured meetings, albeit not convened under the auspices of the *Local Government Act 1995* (the Act). This guideline is intended to address those forums that are held on a regular basis.

While acknowledging that regular forums are invaluable and legitimate, the Department advises that the conduct of such has generated complaints regarding the potential for a reduced level of transparency in the decision-making process and hence a reduction in accountability to and involvement by the community. Local governments need to make a clear distinction between forums and the formal debate and decision-making process.

It is recognised that local governments may conduct other sessions or workshops which would include items such as team building exercises, strategic planning workshops and community input forums. It is not intended that these guidelines would necessarily be applied to such sessions, but some of the suggested procedural controls may have relevance.

Issues relating to council forums that are addressed in these guidelines include:

- accountability;
- openness and transparency;
- probity and integrity;
- authority for the presiding person;
- participation by elected members and staff;
- proposals under Town Planning Schemes;
- formulating management documents; and
- forums immediately prior to an ordinary meeting of council.

2. Principles of the Act

Part 5 of the Act sets out the framework whereby elected members meet as the governing body for the purpose of decision-making on behalf of the local government.

It is an intention of the Act that councils conduct business and make decisions –

- openly and transparently;
- with a high level of accountability to their community;
- efficiently and effectively;
- with due probity and integrity;
- acknowledging relevant community input;
- with all available information and professional advice; and
- with the fullest possible participation of elected members.

The Act establishes ordinary, special and committee meetings. Each council must decide the meeting structure it will adopt within the legal framework for it to achieve the most efficient and effective decision-making process. It is a legal requirement that all decisions made on behalf of the local government are to be made at meetings called and convened under the provisions of the Act.

In addition to ordinary and special meetings, elected members can meet as a committee, membership of which may vary in number from three to all members of council. Committees can discuss matters and make recommendations to the council or, if given delegated authority by the council, can make decisions on its behalf. A council does not need to have committees and can have all matters presented to it directly for decision. A recent trend has been

for councils to abolish the system of standing committees or limit the number and/or range of committees and adopt a forum approach.

3. Council Forums

Local government forums range from a once-only event to discuss and explore a particular issue, a number of sessions to address matters such as a specific project or the compilation of a report for internal or external use, through to forums held at regular intervals with a consistent structure and objectives.

Regular forums run in local governments exhibit two broad categories which we have titled agenda and concept. They are differentiated by the stage of development of issues which are discussed by elected members and staff. The two types are described below along with the variations in procedural controls and processes suggested for each.

Concept Forums

Concept forums involve elected members and staff meeting to propose, discuss and formulate philosophies, ideas, strategies and concepts for the development of the local government and the district. Such forums often involve projects that are in the early planning stage and are some time away from being presented to council for decision. In discussing such issues, staff are looking for guidance from the elected members as they research the matter and draft the report. Elected members and staff are also looking to present ideas and concepts for future consideration. If the response is favourable staff can proceed with their research and eventual report on the matter.

Examples of the type of issues concept forums may cover include –

- current matters of a local or regional significance;
- matters relating to the future development of the local government;
- significant revenue-raising requirements or expenditure needs;
- the development of internal strategic, planning, management and financial documents; and
- development of the selection criteria and performance objectives for the Chief Executive Officer (CEO).

Behind closed doors and in a relatively informal manner are the two notable characteristics of concept forums. Holding such meetings behind closed doors is justified in that many of the ideas and concepts are preliminary and while looking for that creative gem some may be extreme, expensive or impractical and never adopted.

Discussion on such proposals in a public forum would be counter-productive. Privacy and informality allows elected members to propose ideas, ask questions and discuss issues for the better understanding of those in attendance. Such forums assist individuals to become better informed and to clarify their views.

The privacy and informality of concept forums also has pitfalls including the risk of neglecting proper standards of probity and public accountability. Over time, participants can become too familiar, and therefore more lax, with the procedure and purpose of the meeting. Unless procedures are adopted and rigorously applied to these forums, there is a danger that collective or collaborative decisions may be made, implied and otherwise.

Agenda Forums

For proper decision-making, elected members must have the opportunity to gain maximum knowledge and understanding of any issue presented to the council on which they must vote. It is reasonable for elected members to expect that they will be provided with all the relevant information they need to understand issues listed on the agenda for the next or following ordinary council meetings. The complexity of many items means that elected members may need to be given information additional to that in a staff report and/or they may need an opportunity to ask questions of relevant staff members. Many local governments have determined that this can be achieved by the elected members convening as a body to become better informed on issues listed for council decision. Such assemblies have been termed **agenda forums**. It is considered they are much more efficient and effective than elected members meeting staff on an individual basis for such a purpose with the added benefit that all elected members hear the same questions and answers.

To protect the integrity of the decision-making process it is essential that **agenda forums** are run with strict procedures.

4. Principles Governing Procedural and Behavioural Controls for Forums

Local governments that conduct forums or are considering doing so have the right to implement a forum system that best suits their needs. The principles and associated procedures set out below, if adopted by local governments when conducting

forums, will ensure that all requirements of accountability, openness and transparency are satisfied.

The identified principles and associated procedures are accountability, openness and transparency, probity and integrity, authority for the chair and meeting notification. Each of these is explained below.

Accountability

The Act requires that ordinary and special council meetings and committee meetings that have delegated authority must be open to the public. Most local governments also open committee meetings even where there is no delegated authority. This openness allows the community to view the decision-making process from the time an issue is first presented to elected members through to the final decision.

There must be no opportunity for a collective council decision or implied decision that binds the local government to be made during a forum.

Agenda forums should be for staff presenting information and elected members asking questions, not opportunities to debate the issues. A council should have clearly stated rules that prohibit debate or vigorous discussion between elected members that could be interpreted as debate. Rules such as questions through the chair and no free-flowing discussion between elected members should be applied.

If there is minimum debate in the ordinary meeting because the elected member attitudes have been established through the item being thoroughly canvassed in the [agenda forum](#) then the community

is denied the opportunity to witness any debate and understand how the council reached its decision. Other concerns relate to elected members agreeing on movers, seconders and/or amendments. Such an approach must not be allowed by the council whether the [agenda forum](#) is open or closed to the public but a closed forum will almost certainly generate a perception by the community of secret meetings where the decisions are made beyond public scrutiny.

Councils, when considering conducting closed forums, need to consider their reasons for justification against the likely damage to their public standing from the perception of secrecy. A policy that the forums will generally be open to the public will make a significant contribution to the community perception of council accountability. A clearly delineated distinction between agenda and concept forums is important for these reasons.

Openness and Transparency

A significant strength of local government is the openness and accessibility of its processes to the community. In conducting forums each local government should make a conscious decision to promote the community perception that it embraces the concept of openness and transparency. Therefore, whenever appropriate, forums should be open to the public.

Probity and Integrity

The legislation provides that in ordinary meetings and committee meetings elected members must disclose conflicts of interest and exclude themselves from proceedings where they have a financial interest.

Disclosure in forums is a matter of ethics. The disclosure requirements only apply to meetings that are convened under the provisions of the Act. Elected members can legally participate at forums without being in breach of the legislation even where they have a clear financial interest or conflict of interest. Such participation is ethically unacceptable and is clearly at odds with the probity and accountability principles of the Act and codes of conduct. It is essential that councils adopt standards for forums that stipulate that disclosure rules applying to meetings constituted under the Act also apply at all forums. Disclosure should lead to an individual departing the forum.

Authority for the Chair

Many councils have established a forum process without specifying how the forums should be chaired and what authority the chair is given to control proceedings. In some local governments, the CEO chairs the forums in certain circumstances. This latter approach is not supported because it confuses the roles and relationships established in the Act.

It is recommended that the mayor or president or, if appropriate, another elected member, chairs all forums that involve elected members. Properly managed forums rely on strength and leadership from the chair. Therefore, a forum's chair should be supported by established rules similar to the standing orders that apply to formal meetings.

Meeting Notification

The provisions of the Act are designed to ensure that members are given timely notice of, and information for, council and committee meetings. Formal provisions

do not apply to forums but the principles remain the same. Adequate notice needs to be given of the time, location and content of the forum.

The forum process is most successful in those local governments where forums are held on a regular basis such as on the alternative weeks to the ordinary council meeting (where they are held fortnightly) or a week before the ordinary council meeting. By setting the dates for forums well in advance, elected members, staff and the community can plan for their attendance.

Forums that are organised without adequate notice or a proper agenda are often poorly attended and inefficiently run. This will be detrimental to the purpose of the forum.

5. Particular Issues of Concern in the Forum Process

There are a number of concerns relating to the content and conduct of forums. These are set out below. Councils need to be aware of these and take action to overcome the concerns if such apply to them.

Dealing With Proposals Under the Town Planning Scheme

The discretion available to council when making decisions under the Act is not always available when making decisions under town planning legislation. When a council is dealing with town planning matters, it does so under the powers conferred by the State planning legislation. Council assumes the role of a planning authority (ie Western Australian Planning Commission) and an elected member the

role of a planning commissioner. Council is not only constrained by the conditions of its Town Planning Scheme but also by the relevant State Acts.

Decision-making in town planning matters requires the decision-maker to maintain a high degree of independence from the process leading up to the decision being made. The elected member needs to be in a position of being able to make his or her decision after taking into account the relevant and material facts and circumstances as presented to all fellow elected members. These same comments apply whether councils do or do not work with specialist planning committees. Elected members need to be wary of involvement in the lead-up process to a certain decision, especially as a sole agent or member of a small group and being subjected to information from the developer or parties associated with the developer. This may be interpreted as reducing the independence of the decision-maker.

Councils will often have briefings relating to development issues and these are important in terms of the elected members becoming fully informed on the matter on which they have to vote. The nature of the decision means that briefing sessions involving planning matters should be conducted with the strictest of rules. There should be no implication of debate between elected members; the session should primarily involve information being given by the relevant officer and other parties with questions from the floor directed through the chair. In cases where an elected member has relevant information on a development matter to be conveyed to the meeting, it must be done through the chair so that all decision-makers are privy to that information.

Formulating Management Documents

Many local governments prepare their management documents, such as budgets, plans for the future and policy manuals, through a forum process. In many cases this involves a number of forums to which all elected members are invited and the public are excluded. Such forums are not set up under the auspices of the Act. There are no formal decisions made as in due course the documents are adopted at a formal meeting of council. Nevertheless, as the forums proceed and the document is developed, some issues are included, some are discarded and others may need further research by staff. If records of the matters discussed at the forums are not kept, development stages of the documents will be uncertain and hence any orderly progress inhibited. Additionally, the process may lack accountability and the probity of elected members and staff could be challenged. Change of membership of the group by either staff or elected members would again place doubt on the validity of the process.

A more suitable procedural process for the development of management documents would be the formal establishment of a committee under the Act with that assigned purpose. Although the committee meetings, if no power or duty has been delegated to the committee, are not required by legislation to be open to the public, the integrity of the process is protected by the legislative requirement for the agenda and minutes to be available for public inspection. Such committees, upon completion of their assigned task(s), could be wound up or reconvened the following year when the task was again required. Examples would be a committee reviewing standing orders and a "Budget

Committee". The former would be wound up upon submission of its report to council. The "Budget Committee" would be an ongoing but occasional committee which would meet each year from (say) March to early July.

Some committees could have a select and limited membership whereas others (such as the budget committee) could include all elected members.

Forums Immediately Prior to an Ordinary Meeting of Council

Some local governments hold forums immediately prior to ordinary council meetings. Anecdotal evidence suggests that in discussing the agenda of the forthcoming meeting at such forums implied decisions may be made. This familiarity with the issues and known attitudes can lead to debate at the ordinary council meeting being stifled or non-existent much to the chagrin of the public who are not privy to the earlier discussions. Forums held immediately prior to ordinary council meetings cause more complaints of secret meetings and predetermined decisions than any other type of forums.

Pre-meeting forums may be beneficial where an elected member has additional or alternative information to that contained in a staff report which may be controversial or cause problems within the ordinary meeting at the time the item is discussed. Certainly, it is an advantage for the CEO, council and particularly the presiding member to be aware of potential problems in the forthcoming ordinary meeting. While a pre-meeting forum provides the opportunity to inform others of the potential problem it would be preferable to raise the matter with likely concerned

parties such as the presiding member, CEO and reporting officer much earlier than immediately before the meeting. Early advice will give those concerned the opportunity to undertake action to address the identified problems.

It is recognised that with many local governments, especially those that are in rural locations, the timing of the pre-meeting forum is understandable in that the elected members can only get together once a month because of travel time and they need an opportunity to discuss issues with the freedom of a forum.

After consideration of these issues, it is recommended that if a council determines that the only time available for a forum is prior to an ordinary council meeting and it is to be closed to the public, then it be established as a **concept forum** and reference to the forthcoming agenda should be prohibited unless a special circumstance is conveyed to the presiding member. An example of a special circumstance would be information additional to, or contradicting the staff report which is likely to lead to non-adoption or significant variation of the recommendation and it has not been possible to convey such information at an earlier time. Adoption of the **concept forum** approach means elected members needing additional information or explanations from staff on forthcoming agenda items will have to make alternative arrangements to meet their requirements.

The adoption of such rules on pre-meeting forums should be conveyed to the public. Advice of the conducting of such a forum and its general content at the ensuing ordinary meeting will reinforce the openness and accountability of council.

6. Forums that Incorporate Both Concept and Agenda Items

Many local governments will run only one forum and it will cover both agenda items to be addressed at the next council meeting and wide-ranging concept issues. It is suggested that the different requirements of the two types are recognised and they be categorised as such in the forum agenda. The most important aspect is that the presiding person apply appropriate procedures regarding debate and discussion between elected members when agenda items are being covered.

Such forums should also be open to the public.

7. Model Procedures for Forums

Before introducing, or continuing with forums, councils have a responsibility to weigh carefully the risks as well as the benefits associated with such a process and consider if there are better, alternative ways of achieving the desired outcomes.

Councils that hold forums should adopt meeting rules and processes to ensure that proper standards of probity and public accountability are adhered to. Particular emphasis must be placed on ensuring that there is no decision-making during these forums and that this is rigidly enforced.

Procedures Applying to Both Concept and Agenda Forums

The Department recommends that councils adopt a set of procedures for both types of forums which include the following –

- Dates and times for forums should be set well in advance where practical;
- The CEO will ensure timely written notice and the agenda for each forum is provided to all members;
- Forum papers should be distributed to members at least three days prior to the meeting;
- The mayor/president or other designated elected member is to be the presiding member at all forums;
- Elected members, employees, consultants and other participants shall disclose their financial and conflicts of interest in matters to be discussed;
- Interests are to be disclosed in accordance with the provisions of the Act as they apply to ordinary council meetings. Persons disclosing a financial interest will not participate in that part of a forum relating to their interest and leave the meeting room;
- There is to be no opportunity for a person with an interest to request that they continue in the forum; and
- A record should be kept of all forums. As no decisions will be made, the record need only be a general record of items covered but should record disclosures of interest with appropriate departures/returns.

Procedures Specific to Concept Forums

The Department recommends that councils adopt specific procedures for [concept forums](#) which include the following –

- Concept forums may be open to the public when an issue is being discussed that council believes would benefit from public awareness and debate;

- Discussion between members is to be limited to those issues which are in the preliminary development stages. Items already listed on a council meeting agenda are not to be discussed; and
- As discussion items are not completely predictable there is to be some flexibility as to disclosures of interest. A person may disclose an interest at the time discussion commences on an issue not specifically included on the agenda.

Procedures Specific to Agenda Forums

The Department recommends that councils adopt specific procedures for [agenda forums](#) which include the following –

- Agenda forums should be open to the public unless the forum is being briefed on a matter for which a formal council meeting may be closed;
- Items to be addressed will be limited to matters listed on the forthcoming agenda or completed and scheduled to be listed within the next two meetings (or period deemed appropriate);
- Briefings will only be given by staff or consultants for the purpose of ensuring that elected members and the public are more fully informed; and
- All questions and discussions will be directed through the chair. There will be no debate style discussion as this needs to take place in the ordinary meeting of council when the issue is set for decision.

8. General Discussions in Councils Without Forums

Travel and time constraints mean that many councils can convene for a limited time; for many, only one day per month. As a result, some local governments have continued with the traditional ordinary meeting format where the decision-making is combined with wide-ranging discussion on other matters. A major problem with this approach is that the wide-ranging discussions result in meetings continuing for long periods of time.

There are benefits to elected members, the public and the staff if the issues requiring decision are dealt with during one continuous stage early in the meeting.

Elected members can have more effective broad ranging discussion during the same time frame as the traditional council meeting with a revised structure. It is suggested a better format would be for the ordinary meeting to be closed as soon as the required decisions have been made. The general discussions would then be pursued in a [concept format](#) environment. The advantages of this approach are the opportunity for councillors to discuss issues of concern in an informal environment.

9. Summary

With most local governments, elected members need opportunities to discuss issues outside of the formal ordinary meeting process. The Department acknowledges this approach because those elected members that have the maximum opportunities for input will obtain the greatest satisfaction emanating from their time in local government.

The opportunity for input can be best gained through forums or committees of the full council.

Councils that wish to hold forums of either the concept or [agenda type](#) are encouraged to adopt rules and processes that are in line with these guidelines. This will assist with openness and accountability, minimise public criticism and lead to a more effective and efficient local government.

These guidelines are also available on the Department's website at www.dlgc.wa.gov.au



Government of **Western Australia**
Department of **Local Government and Communities**



Local Government Advisory Hotline
1300 762 511

Email: lghotline@dlgc.wa.gov.au
8.30am–5.00pm, Monday to Friday

About the Guideline series

This document and others in the series are intended as a guide to good practice and should not be taken as a compliance requirement. The content is based on Department officer knowledge, understanding, observation of, and appropriate consultation on contemporary good practice in local government. Guidelines may also involve the Department's views on the intent and interpretation of relevant legislation.

All guidelines are subject to review, amendment and re-publishing as required. Therefore, comments on any aspect of the guideline are welcome. Advice of methods of improvement in the area of the guideline topic that can be reported to other local governments will be especially beneficial.



For more information about this and other guidelines, contact the Local Government Regulation and Support Branch at:

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Email: info@dlgc.wa.gov.au Website: www.dlgc.wa.gov.au

Translating and Interpreting Service (TIS) – Tel: 13 14 50



Christmas Closure

Responsible Areas	Finance and Administration
Responsible Officer	Manager Finance and Administration
Affected Staff	All Staff

Objective

The objective of the Policy is to provide guidance for the Closure of the Shire Administration Centre and Works Depot over the Christmas and new Year Period.

Scope

This Policy applies to the operations of the Shire Administration Centre and Works Depot.

Policy

Introduction

The Shire of Victoria Plains Administration Centre and Works Depot shall close operations each year for the non-public holidays between Christmas Day and New Year's Day each year. Closure on public holidays will be observed.

In addition, when Christmas Eve falls on a working day, the Administration Centre and Works Depot shall close operations from 12 noon onwards.

Advertising the Closure

Within four weeks of the first date of the closure period, the Chief Executive Officer or their delegate will advertise the dates of the closure in the local community newsletter, on the Shire website and social media page (Facebook) and with publicly displayed signs on the public notice boards at Administration Centre and the Shire libraries.

These advertisements are to include details of the emergency contact number(s) for customers to access for essential operations during the closure period.

Maintaining Essential Services during the Closure Period

The Chief Executive Officer will determine what essential operations are to be provided during the closure period each year and ensure that appropriate staff are available to resource the provision of these operations.

Leave Arrangements for Staff during the Closure Period.

Shire of Victoria Plains employees shall use their accrued roster day off, annual leave or take leave without pay for the closure days.

Definitions

Administration Centre – 28 Cavell St Calingiri

Works Depot – 10 Edmonds Street, Calingiri

Relevant management practices/documents

Nil

Office Use Only				
Relevant delegations				
Initial Council adoption	Date	30 th October 2019	Resolution #	
Last reviewed	Date		Resolution #	
Next review due	Date			



Swearing in of Councillors

Responsible Areas	Chief Executive Officer
Responsible Officer	Chief Executive Officer
Affected Staff	Nil

Objective

The objective of the Policy is to establish a procedure for the swearing in of elected Councillors.

Scope

This Policy applies to the swearing in of Councillors following an ordinary election and extraordinary election.

Policy

Council shall conduct an official function (swearing in ceremony) following local government elections to enable newly elected members to make a declaration in accordance with the provision of the Local Government Act 1995.

Ordinary Elections

In the case of an ordinary election the swearing in ceremony shall be conducted in Council chambers on the first Wednesday following that election commencing at 5.30pm.

The ceremony is to be immediately followed by a special meeting of Council to enable the election of the Shire President, Deputy Shire President and to provide opportunity for Councillors to be nominated to a Committee of Council (in accordance with s5.10(2) of the Local Government Act 1995) as well as to be nominated and elected as delegates to advisory groups and various organisations. No other business is to be included on the agenda of this special meeting of Council.

If the first Wednesday following the ordinary election is scheduled as an ordinary council meeting date, this ordinary council meeting is to be scheduled one week later.

At the conclusion of the swearing in ceremony and the special council meeting, an informal dinner will be held with invitations being extended to all Councillors and Senior Management along with their respective partners.

Extraordinary Elections

In the case of an extraordinary election the swearing in ceremony shall be conducted within 72 hours of the close of the poll.

At the first ordinary Council meeting scheduled after the swearing in ceremony following an extraordinary election, the CEO is to cause a report to be presented that provides opportunity for the newly elected Councillor to be nominated and elected to a Committee of Council in accordance with 5.10(2) of the Local Government Act 1995) as well as to be nominated and elected as appropriate to any vacant positions as delegates to advisory groups and various organisations.

Definitions

Councillor – means a person who holds the office of Councillor on the Shire of Victoria Plains council.

Relevant management practices/documents

Nil

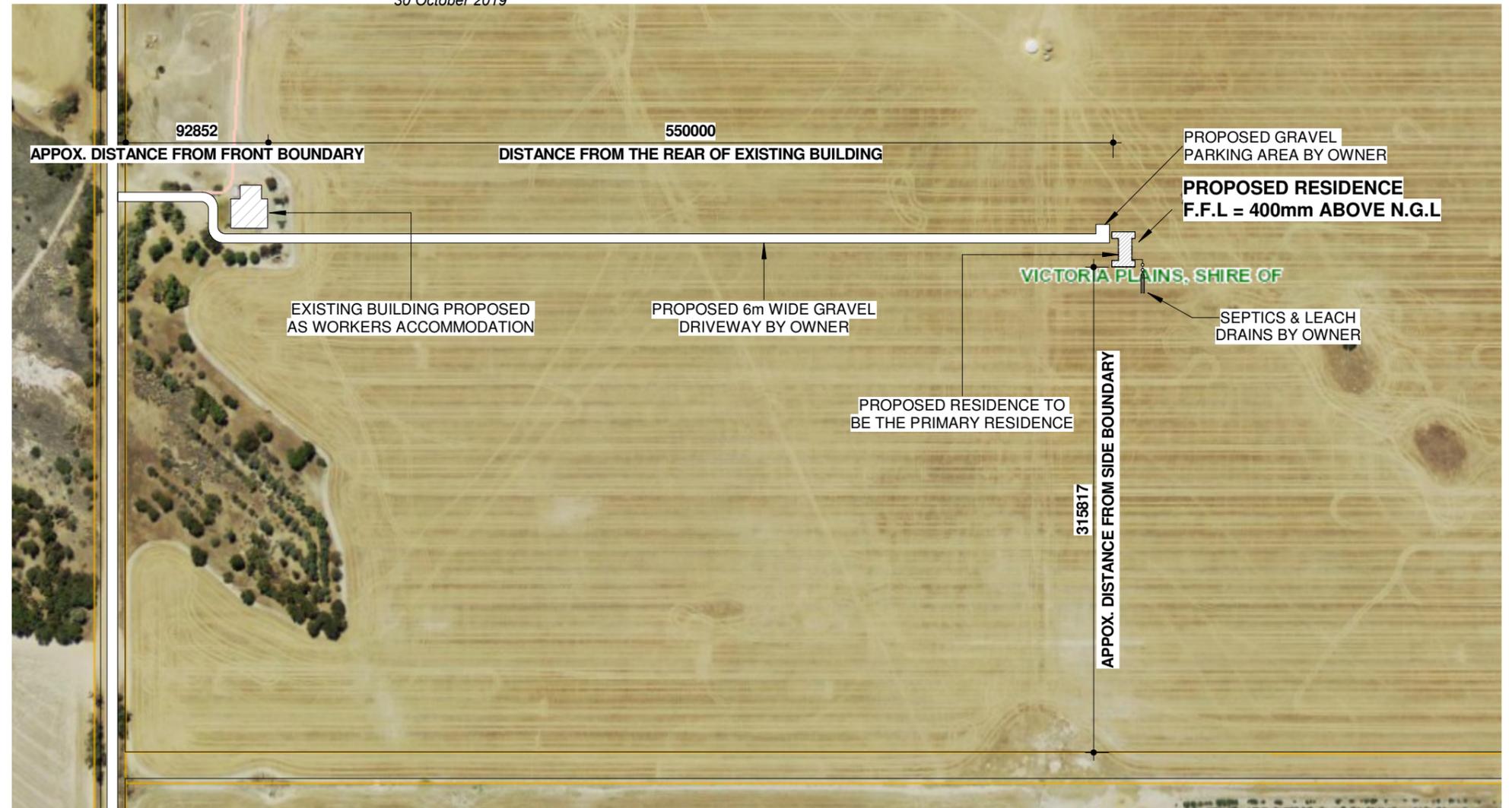
Legislation/local law requirements

Local Government Act 1995 s 2.15; s 2.29; s 5.10(2)

Office Use Only			
Relevant delegations			
Initial Council adoption	Date	30 th October 2019	Resolution #
Last reviewed	Date	Insert date here	Resolution #
Next review due	Date	Insert date here	



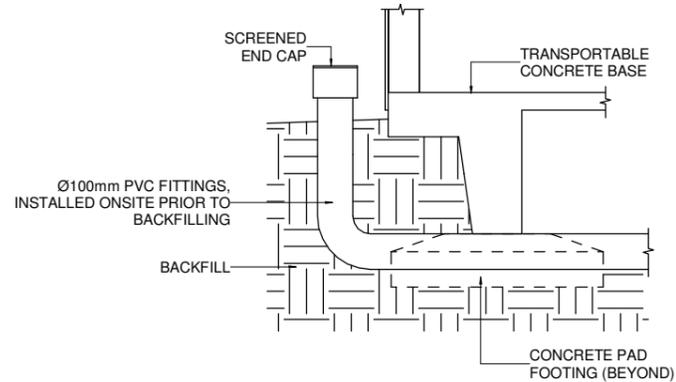
1 LOCATION PLAN
A101 SCALE -NTS



2 SITE PLAN
A101 SCALE -NTS

NOTE:
STORMWATER TO BE BY OWNER TO RAIN WATER TANK

NOTE:
SUB-FLOOR VENT TO HAVE A 2m RADIUS EXCLUSION ZONE FROM CENTER OF HOOD & GAS REG LOCATION



SV SUB FLOOR VENTILATION
A101 1 : 20



CLIENT: **FENWICK FARMS**
ADDRESS: **LOT 1963 (#1325) CATABODY ROAD CALINGIRI WA 6569**
HOUSE TYPE: **ARGYLE TRADITIONAL (MODIFIED)**

Rev	Description	Date
A	Prepare PPA Drawings	06/09/19
B	Update site plan information for planning	01/10/19

JOB No.	19071
DATE:	1/10/2019 1:45:17 PM
DRAWN:	ZY
CHECKED:	BT
REV:	B
SCALE:	A101
As indicated	

T: 08 64540919 F: 08 64540918
W: modularwa.com.au
e: sales@modularwa.com.au
Builders reg # 101630

59
Use figured dimensions in preference to scaled.
All dimensions to be verified and checked on the job. ©