



SHIRE OF  
**Chapman Valley**  
*love the rural life!*

## ORDINARY COUNCIL MEETING

Notice is hereby given that an Ordinary Meeting  
of Council will be held on Wednesday 15<sup>th</sup> August 2018  
at the Council Chambers, Nabawa  
commencing at 9:00am.

Maurice Battilana  
CHIEF EXECUTIVE OFFICER

# AGENDA

## AUGUST 2018

Shire's Vision

*'A thriving community, making the most of our coastline, ranges and rural settings to  
support us to grow and prosper'*

# DISCLAIMER



No responsibility whatsoever is implied or accepted by the Shire of Chapman Valley for any act, omission or statement or intimation occurring during Council Meeting. The Shire of Chapman Valley disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee Meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council Meeting does so at that person's or legal entity's own risk.

The Shire of Chapman Valley warns that anyone who has any application or request with the Shire of Chapman Valley must obtain and should rely on **WRITTEN CONFIRMATION** of the outcome of the application or request of the decision made by the Shire of Chapman Valley.

A handwritten signature in black ink, appearing to read "M. Battilana", is positioned above the name of the Chief Executive Officer.

Maurice Battilana  
**CHIEF EXECUTIVE OFFICER**

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- 5.0 APPLICATIONS FOR LEAVE OF ABSENCE
- 6.0 DISCLOSURE OF INTEREST

Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences.

Section 5.60A:

*“a person has a **financial interest** in a matter if it is reasonable to expect that the matter will, if dealt with by the local government, or an employee or committee of the local government or member of the council of the local government, in a particular way, result in a financial gain, loss, benefit or detriment for the person.”*

Section 5.60B:

*“a person has a **proximity interest** in a matter if the matter concerns –  
(a) a proposed change to a planning scheme affecting land that adjoins the person’s land; or  
(b) a proposed change to the zoning or use of land that adjoins the person’s land; or  
(c) a proposed development (as defined in section 5.63(5)) of land that adjoins the person’s land.”*

Regulation 34C (Impartiality):

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

Item No.	Member/Officers	Type of Interest	Nature of Interest

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**8.1 Ordinary Meeting of Council – 18 July 2018**  
*(Previously provided under separate cover)*

**8.2 Special Meeting of Council – 26 July 2018**  
*(Previously provided under separate cover)*

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**15.0 MATTERS FOR WHICH MEETING TO BE CLOSED TO MEMBERS OF THE PUBLIC**

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## **ORDER OF BUSINESS:**

### **1.0 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS**

### **2.0 ANNOUNCEMENTS FROM THE PRESIDING MEMBER**

### **3.0 RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED)**

3.1 Attendees

3.2 Apologies

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4.1 Response to Previous Public Questions On Notice

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### **5.0 APPLICATIONS FOR LEAVE OF ABSENCE**

### **6.0 DISCLOSURE OF INTEREST**

### **7.0 PETITIONS/DEPUTATIONS/PRESENTATIONS**

7.1 Petitions

7.2 Presentations

7.3 Deputations

### **8.0 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS**

8.1 Ordinary Meeting of Council held on Wednesday 18 July 2018

That the minutes of the Ordinary Meeting of Council held Wednesday 18 July 2018 be confirmed as a true and accurate record.

8.2 Special Meeting of Council held on Thursday 26 July 2018

That the minutes of the Special Meeting of Council held on Thursday 26 July 2018 be confirmed as a true and accurate record.

### **9.0 ITEMS TO BE DEALT WITH EN BLOC**

### **10.0 OFFICERS REPORTS**

# **10.1 Manager of Planning August 2018**

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### **10.1 AGENDA ITEMS**

No Report

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### **10.2 AGENDA ITEMS**

10.2.1 Financial Reports for July 2018

<b>AGENDA ITEM:</b>	<b>10.2.1</b>
<b>SUBJECT:</b>	<b>FINANCIAL REPORTS FOR JULY 2018</b>
<b>PROPONENT:</b>	<b>SHIRE OF CHAPMAN VALLEY</b>
<b>SITE:</b>	<b>SHIRE OF CHAPMAN VALLEY</b>
<b>FILE REFERENCE:</b>	<b>307.04</b>
<b>PREVIOUS REFERENCE:</b>	<b>N/A</b>
<b>DATE:</b>	<b>15 AUGUST 2018</b>
<b>AUTHOR:</b>	<b>DIANNE RAYMOND, MANAGER FINANCE &amp; CORPORATE SERVICES</b>

**SUPPORTING DOCUMENTS:**

<b>Ref</b>	<b>Title</b>	<b>Attached to Report</b>	<b>Under Separate Cover</b>
10.2.1	Merged Financial Reports		√

**DISCLOSURE OF INTEREST**

Nil

**BACKGROUND**

Financial Regulations require a monthly statement of financial activity report to be presented to Council.

**COMMENT**

The monthly financial statements for July 2018 have been provided as a **separate attachment** for Council's review.

**STATUTORY ENVIRONMENT**

*Local Government Act 1995 Section 6.4*

*Local Government (Financial Management) Regulations 1996 Section 34*

**POLICY IMPLICATIONS**

There are no policy implications

**FINANCIAL IMPLICATIONS**

As presented in July 2018 financial statements.

- **Long Term Financial Plan (LTFP):**

No significant effect on the LTFP

**STRATEGIC IMPLICATIONS**

Nil

- **Strategic Community Plan/Corporate Business Plan:**

Nil



## CONSULTATION

Not applicable

## RISK ASSESSMENT

The associated risk would be the failure to comply with Local Government Financial Regulations requiring monthly reporting of financial activity. The Risk Rating is Level 1 Insignificant.

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response

## VOTING REQUIREMENTS

Simple Majority

## STAFF RECOMMENDATION

That Council receives the financial report supplied under separate attachment for the month of July 2018 comprising the following:

- Statement of Financial Activities with notes
- Note 1 – Net Current Assets
- Note 2 – Explanation of Material Variances
- Note 3 – Cash & Investments
- Note 4 – Receivables
- Note 5 – Rating Revenue
- Note 6 – Disposal of Assets
- Note 7 – Capital Acquisitions
- Note 8 – Borrowings
- Note 9 – Reserves
- Note 10 – Grants & Contributions
- Note 11 – Trust Fund
- Note 12 – Budget Amendments
- Appendix A – Budget by Program
- Summary of Payments
- Bank Reconciliation
- Credit Card Statement

# **10.3**

## **Chief Executive Officer**

### **August 2018**

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### **10.3 AGENDA ITEMS**

- 10.3.1 Road Hierarchy Procedural Review
- 10.3.2 Finance, Audit & Risk Management Committee Minutes
- 10.3.3 Tourism & Events Working Group Minutes
- 10.3.4 Review of Delegation 3004

<b>AGENDA ITEM:</b>	<b>10.3.1</b>
<b>SUBJECT:</b>	<b>ROAD HIERARCHY PROCEDURE REVIEW</b>
<b>PROPONENT:</b>	<b>CHIEF EXECUTIVE OFFICER</b>
<b>SITE:</b>	<b>SHIRE OF CHAPMAN VALLEY</b>
<b>FILE REFERENCE:</b>	<b>411.01</b>
<b>PREVIOUS REFERENCE:</b>	<b>MINUTE REFERENCE: 07/18-10</b>
<b>DATE:</b>	<b>15<sup>th</sup> AUGUST 2018</b>
<b>AUTHOR:</b>	<b>MAURICE BATTILANA, CHIEF EXECUTIVE OFFICER</b>

**SUPPORTING DOCUMENTS:**

Ref	Title	Attached to Report	Under Separate Cover
10.3.1(a)	Current Road Hierarchy Procedure (IMP-025)		√
10.3.1(b)	Revised Road Hierarchy Procedure (IMP-025)		√
10.3.1(c)	MRWA Road Hierarchy Criteria		√

**DISCLOSURE OF INTEREST**

Nil

**BACKGROUND**

Council completed a review of all Policies and Procedures at the July 2018 Ordinary Council Meeting (OCM) at which time the *Road Hierarchy Procedure* was referred to the July 2018 Concept Forum for open discussion and direction.

The following was resolved at the July 2018 OCM:

MOVED: CR WARR

SECONDED: CR BATTEN

1. Council endorses the amendments, deletions and additions to the Shire of Chapman valley Policies & Management Procedures Manuals as presented and with the following additional amendments:
  - i. CP-024 – Expand upon conditions of purchases between \$5,000 & \$15,000 to ensure Purchase Orders have verbal quote requirement endorsed;
  - ii. CMP-010 – Delete blank page here;
  - iii. CMP-034 – Remove reference to “Presidents” function. Replace “will” to “may” in first sentence of procedure. Add this is to be brought to the Concept Forum annually (September each year) for Council determination;
  - iv. CMP-036 – Section 5 “Publicity” to have Facebook and other social media added. Section 7 title to be changed from “Shire Crest” to “Shire Logo”;
  - v. CMP-071 – Section 3.1 – Change wording from “..disclosure rules..” to “disclosure of interest rules...”;
  
2. Council amend the following Polices to Corporate Management Procedures:
  - IP-001 - Midwest Regional Road Group (MWRRG) Significant Road
  - IP-002 - Private Works
  - IP-003 - Heavy Haulage Vehicle Permits
  - IP-004 - Gravel Acquisitions
  - IP-005 - Roadside Vegetation – Road Construction
  - IP-006 - Road Hierarchy

Voting 7/0  
CARRIED  
Minute Reference: 07/18-10

## COMMENT

As reported to the July 2018 Concept Forum I have spent some time investigating how other local governments establish and categories road hierarchies and resources allocation with the most sound being linked to the rationale used by Main Roads WA (MRWA) for their road network.

The MRWA process is very high level and not overly relevant to all types of local government roads. For example, MRWA categories local government roads with traffic volumes between 75 and 8,000 vehicles per day for Built Up & Non-Built Up areas, which is significantly higher than most roads within this Shire. However, I have used the MRWA template to develop a *Draft Road Hierarchy – Road Type & Criteria* matrix, which I believe better reflects traffic volumes/types on our local road network.

The following was also developed to assist in categorizing local roads within the *Draft Road Hierarchy Procedure*:

- added the current RAV Category for each of the Shire roads to assist in determining any glaring anomalies with the current category allocated to each road.
- description & function for each category;

Regarding the RAV Categories, I would recommend this be dealt with as a separate issue as there are cross-boundary anomalies between the Shire of Chapman Valley's, Shire of Northampton's & City of Greater Geraldton's regional local road RAV Network. This needs to be discussed with the two neighboring local government authorities and MRWA Heavy Vehicle Services to address these anomalies, which is something separate to the Shire of Chapman Valley's *Road Hierarchy Procedure*, though is indirectly linked.

## STATUTORY ENVIRONMENT

*Local Government Act 1995* – Section 2.7(2)(b)

*Role of Council*

- 1) *The council:*
  - (a) *Governs the local government's affairs; and*
  - (b) *Is responsible for the performance of the local government's function.*
- 2) *Without limiting subsection (1), the council is to:*
  - a) *Oversee the allocation of the local government's finances and resources; and*
  - b) *Determine the local government policies.***

## POLICY/PROCEDURE IMPLICATIONS

The existing *Road Hierarchy Procedure (IMP-025)* is provided under separate cover (**Attachment 10.3.1(a)**).

The revised *Draft Road Hierarchy Procedure (IMP-025)* is provided under separate cover (**Attachment 10.3.1(b)**).

## FINANCIAL IMPLICATIONS

No effect on financial operations of the Shire.

### Long Term Financial Plan (LTFP):

No effect on LTFP of the Shire.

## STRATEGIC IMPLICATIONS

It is important Councillors and staff review the policies & procedures to ensure these remain current and relevant.

- **Strategic Community Plan/Corporate Business Plan**

Ref	Objective	Strategy	Action
5.1	Ensure governance and administration systems, policies and processes are current and relevant	Review policy categories and set ongoing accountability for review processes	Review current Council and Management policies and formalise update process and timelines.

## CONSULTATION

The *Road Hierarchy Procedure* was presented to the July 2018 Concept Forum for discussion and direction prior to being presented to Council for formal consideration.

The *Draft Road Hierarchy Procedure* was also discussed with Manager Works & Services for input and comment as part of developing the draft document.

## RISK ASSESSMENT

There is a risk associated with the organisation's Policies and Management Procedures being antiquated and not relevant, which could lead to poor operations and possible areas of non-compliance with legislation. However; I believe this risk is considered "*insignificant*" in this instance i.e.

Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response

## VOTING REQUIREMENTS

Simple Majority.

## STAFF RECOMMENDATION

1. Council endorse and adopt the revised *Road Hierarchy Procedure (IMP-025)* as presented.
2. The Chief Executive Officer commence discussions with the City of Greater Geraldton, Shire of Northampton and Main Roads WA Heavy Vehicle Services to address current cross-boundary anomalies with RAV rated local government roads between these neighbouring local government districts.

<b>AGENDA ITEM:</b>	<b>10.3.2</b>
<b>SUBJECT:</b>	<b>FINANCE, AUDIT &amp; RISK COMMITTEE MINUTES</b>
<b>PROPONENT:</b>	<b>SHIRE OF CHAPMAN VALLEY</b>
<b>SITE:</b>	<b>SHIRE OF CHAPMAN VALLEY</b>
<b>FILE REFERENCE:</b>	<b>403.05</b>
<b>PREVIOUS REFERENCE:</b>	<b>NIL</b>
<b>DATE:</b>	<b>15<sup>th</sup> AUGUST 2018</b>
<b>AUTHOR:</b>	<b>MAURICE BATTILANA, CHIEF EXECUTIVE OFFICER</b>

**SUPPORTING DOCUMENTS:**

Ref	Title	Attached to Report	Under Separate Cover
10.3.2(a)	Finance, Audit & Risk Committee Minutes 26 <sup>th</sup> July 2018		√

**DISCLOSURE OF INTEREST**

Nil

**BACKGROUND**

The Shire of Chapman Valley Finance, Audit & Risk Committee met on the 26<sup>th</sup> July 2018 in the Council Chambers Nabawa. The Minutes of the meeting have been included. **(Supplied under separate cover - Attachment 10.3.2(a)).**

**COMMENT**

The Minutes and recommendations from the Finance, Audit & Risk Committee meeting 26<sup>th</sup> July 2018 are presented for Council consideration.

**STATUTORY ENVIRONMENT**

*Local Government Act 1995 & Local Government Audit Regulations 1996.*

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

Not Applicable

**CONSULTATION**

Staff have discussed with the Auditors (Moore Stephens) outcomes and recommendations from the July 2018 Interim Audit Management Report.

**RISK ASSESSMENT**

Low risk as it is considered the Council remains in a sound financial position and management procedures are sound.

### Measures of Consequence

Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response

#### VOTING REQUIREMENTS

Simple Majority

#### COMMITTEE RECOMMENDATION

The Finance, Audit & Risk Committee recommends to Council the Interim Audit Management Report July 2018 be received with the following action being endorsed for items identified:

FINDINGS	ACTIONS
1. Instances of incomplete primary and annual returns.	Elected Members and relevant staff be formally reminded of the requirements for completing Primary & Annual Financial Returns to ensure all returns submitted are not at risk of being amended (i.e. all sections should be completed).  Responsible Person: CEO Completion Date: Prior to next due date for Returns (30 <sup>th</sup> August 2018)
2. Local public notice was not given after endorsement of Strategic Community Plan.	Administrative error, considered minor. However; the <i>Dates to Remember</i> list will be amended to reflect the need to advertise at time next full review is undertaken (2021).  Responsible Person: CEO Completion Date: 30 <sup>th</sup> August 2018
3. Instances where purchase orders were raised after the service was performed or goods were received.	Staff with Purchasing Authority have all been through the mandatory procurement training course where this was clearly identified as a requirement. Staff with Purchasing Authority to be formally reminded of this requirement again.  Responsible Person: CEO Completion Date: 30 <sup>th</sup> August 2018

<b>AGENDA ITEM:</b>	<b>10.3.3</b>
<b>SUBJECT:</b>	<b>TOURISM &amp; EVENTS WORKING GROUP</b>
<b>PROPONENT:</b>	<b>SHIRE OF CHAPMAN VALLEY</b>
<b>SITE:</b>	<b>SHIRE OF CHAPMAN VALLEY</b>
<b>FILE REFERENCE:</b>	<b>403.04</b>
<b>PREVIOUS REFERENCE:</b>	<b>NA</b>
<b>DATE:</b>	<b>26<sup>th</sup> JULY 2018</b>
<b>AUTHORS:</b>	<b>MAURICE BATTILANA, CHIEF EXECUTIVE OFFICER</b>

**SUPPORTING DOCUMENTS:**

Ref	Title	Attached to Report	Under Separate Cover
10.3.3(a)	Tourism & Events Working Group Meeting Notes		√

**DISCLOSURE OF INTEREST**

Nil

**BACKGROUND**

Working Group Briefing Notes are provided at **Attachment 10.3.3(a)**.

**COMMENT**

The purpose of the Working Group meeting was to review the *Tourism Snapshot:2018* survey responses. Survey results are included in the Tourism Working Group's Briefing Notes.

**STATUTORY ENVIRONMENT**

Not applicable

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

The Working Group's recommendation will result in staff time only at this stage, with perhaps some minor revenue required to establish a survey

- **Long Term Financial Plan (LTFP):**

No effect on the LTFP.

**STRATEGIC IMPLICATIONS**

The recently adopted Strategic Community and Corporate Business Plans triggered the Tourism Working Group and staff to survey tourism operators to determine a direction this industry was heading and what role (if any) the Shire has (See CBP item 2.3 and 2.4).



- **Strategic Community Plan/Corporate Business Plan:**

Below is an extract from the adopted Corporate Business Plan:

Encourage Tourism Operators to establish an Alliance for them to develop and implement a Local Tourism Plan. This must be industry driven, not Shire driven.	Survey compiled and distributed by CDO & Shire Tourist Working Group seeking feedback & data to assist with report & recommendation to be presented to Council for consideration.
Encourage Tourism Operators to establish an Alliance for them to develop and implement a Local Tourism Plan. This must be industry driven, not Shire driven.	As Above

## CONSULTATION

The Community Development Officer undertook a survey of tourism operators within the Shire, Visitors Centres in Geraldton and Northampton and the Geraldton Museum.

## RISK ASSESSMENT

In this instance, the risk is considered *insignificant* i.e.

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response

## VOTING REQUIREMENTS

Simple Majority

## WORKING GROUP RECOMMENDATIONS

Council endorse the following Working Group Recommendations:

### Recommendation 1

1. The Tourism Snapshot Report be received.
2. Approach Tour Guide Association seeking feedback and opportunities to network, explore options to support each other and determine where shire fits in as a support role and supply feedback to Tourism operator businesses within the Shire seeking further direction.

### Recommendation 2

Staff investigate options for a review of the Shire website to monitor the traffic data.

<b>AGENDA ITEM:</b>	<b>10.3.4</b>
<b>SUBJECT:</b>	<b>REVIEW OF DELEGATION 3004</b>
<b>PROPONENT:</b>	<b>CHIEF EXECUTIVE OFFICER</b>
<b>SITE:</b>	<b>WHOLE OF SHIRE</b>
<b>FILE REFERENCE:</b>	<b>411.03</b>
<b>PREVIOUS REFERENCE:</b>	<b>MINUTE REFERENCES: 05/18-13</b>
<b>DATE:</b>	<b>15<sup>th</sup> August 2018</b>
<b>AUTHOR:</b>	<b>MAURICE BATTILANA</b>

**SUPPORTING DOCUMENTS:**

Ref	Title	Attached to Report	Under Separate Cover
	NIL		

**DISCLOSURE OF INTEREST**

Nil

**BACKGROUND**

The purpose of this Agenda Item is to review the current Delegation 3004 for delegations given to the Chief Executive Officer as required by the Local Government Act 1995 for Council Purchasing Authority.

The Shire of Chapman Valley has the following power under the Local Government Act 1995:

*5.42. Delegation of some powers and duties to CEO*

- (1) *A local government may delegate\* to the CEO the exercise of any of its powers or the discharge of any of its duties under —*
- (a) *this Act other than those referred to in section 5.43; or*
  - (b) *the Planning and Development Act 2005 section 214(2), (3) or (5).*

*\* Absolute majority required.*

- (2) *A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.*

The Act also allows the Chief Executive Officer to delegate any of his/her powers to any employee; such sub-delegation must be done in writing. The Chief Executive Officer is permitted under the Act to place conditions on any sub-delegation passed onto another employee.

Council last reviewed the delegations register at the May 2018 OCM i.e.

*“MOVED: CR FORTH*

*SECONDED: CR BATTEN*

*Council endorse the Delegations Register as presented without change.*

*Voting 7/0  
CARRIED  
Minute Reference: 05/18-13”*

**COMMENT**

With the recent appointment of a new staff member to undertake number of task including:

- Plant Operations;
- Gardening;
- Depot and Plant minor maintenance

It has become evident the extension of the Sub-Delegation to this employing to expedite the purchase of basic plant and equipment maintenance items would be appropriate.

It is therefore being recommended the Plant Operator (Construction & Maintenance) position, specifically chartered with Plant & Equipment/Depot Maintenance, be afforded purchasing authority sub-delegation up the maximum of \$2,500 (GST Exclusive).

Below is the current Delegation and Sub-Delegation details:

**DELEGATION NUMBER** - 3004

**LEGISLATIVE POWER** - Local Government Act 1995 (Section 5.42)

**DELEGATION SUBJECT** - Council Purchasing Authority

**DELEGATE** - CHIEF EXECUTIVE OFFICER

The Chief Executive Officer is authorised to carry out “authorised purchasing” on behalf of Council and within budgetary constraints.

SUB DELEGATION (Section 5.44):

The following thresholds for delegated & sub-delegated authorised purchasing are:

	POSITION	LIMIT
<b>EXECUTIVE</b>		
1	CHIEF EXECUTIVE OFFICER	NO LIMIT
<b>SENIOR STAFF</b>		
2	DEPUTY CHIEF EXECUTIVE OFFICER	\$50,000
3	MANAGER WORKS & SERVICES	\$50,000
4	MANAGER FINANCE & CORPORATE SERVICES	\$50,000
5	BUILDING SURVEYOR / PROJECT OFFICER	\$15,000
<b>AUTHORISED OFFICERS – NON SENIOR</b>		
6	SENIOR RANGER	\$2,500
7	PLANNING OFFICER	\$2,500
8	WORKS ADMINISTRATION OFFICER	\$2,500
9	EXECUTIVE SERVICES ADMINISTRATOR	\$2,500

**STATUTORY IMPLICATIONS / REQUIREMENTS**

Local Government Act 1995 – Section 5.42, 5.43, 5.44, 5.45 and 5.46.

## POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

No Impact

- **Long Term Financial Plan (LTFP):**

No Impact

## STRATEGIC IMPLICATIONS

It is essential for the smooth operations of the organisation to have appropriate delegation provided to the Chief Executive Officer. Such delegation need to be reviewed at least annually in accordance with legislation.

- **Strategic Community Plan/Corporate Business Plan:**

Ref	Objective	Strategy	Action
5.1	Ensure governance and administration systems, policies and processes are current and relevant	Review policy categories and set ongoing accountability for review processes	Review current Council and Management policies and formalise update process and timelines.

## CONSULTATION

The legislative process to review the Delegation Register requires discussion and consultation at a Council and Staff level only, which is the basis of this Agenda Item.

## RISK ASSESSMENT

It is important the Delegations Register is relevant and regularly reviewed to ensure efficiencies are in place for the operations of the organisation. There is a risk of the *day to day* operations being slow and cumbersome if delegations are not in place and minor operational activities are continually taken back to Council for determination. With the current delegations I believe the risk is **minor** in this instance i.e.

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Minor (2)	First aid injuries	\$1,001 - \$10,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response

## VOTING REQUIREMENTS

**Absolute Majority** – If Changes made i.e.

*Section 5.42 (1) of the Local Government Act, 1995, states that any decision to amend or revoke a delegation by a Local Government is to be by an Absolute Majority.*

## STAFF RECOMMENDATION (Absolute Majority Required)

Council endorse the following change to “*Delegations 3004 - Council Purchasing Authority*”:

- Add the Plant Operator (Construction & Maintenance) position when undertaking depot and plant/equipment maintenance only sub-delegated purchasing authority on behalf of the Shire up to a maximum of \$2,500 (GST Exclusive).

- 11.0 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**
- 12.0 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING**
- 13.0 DELEGATES REPORTS**
- 14.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**
- 15.0 MATTERS FOR WHICH MEETING TO BE CLOSED TO MEMBERS OF THE PUBLIC**
- 16.0 CLOSURE**