

Council

Financial Management Review

Financial Management Review Report - April 2014

Meeting Date: 27 May 2014

Number of Pages: 14

SHIRE OF PLANTAGENET

FINANCIAL MANAGEMENT REVIEW

**AS REQUIRED BY:
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT)
REGULATION 5(2) (c)**

**PREPARED BY:
LINCOLNS: MARCH 2014**

Lincolns
BEYOND NUMB3RS

SHIRE OF PLANTAGENET FINANCIAL MANAGEMENT REVIEW

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SHIRE OF PLANTAGENET
FINANCIAL MANAGEMENT REVIEW

1.0 INDEPENDENT REVIEW REPORT
TO THE CHIEF EXECUTIVE OFFICER (CEO) OF THE SHIRE OF PLANTAGENET

At the request of the CEO, Lincolns was engaged to conduct a limited assurance review of the appropriateness and effectiveness of the Shire of Plantagenet financial management systems and procedures. The objective of the review is to assist the CEO discharge his responsibilities in respect to Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996 (as amended). The review was conducted for the period 1 July 2011 to 28 February 2014.

**CEO'S responsibility for:
Maintaining and reviewing financial management systems and procedures.**

The CEO is responsible for implementing policies, procedures and controls which are designed to ensure the effective and efficient management of the Shire's resources. In accordance with Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996 (as amended), the CEO is to undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures. At least once in every four financial years the CEO is to report the results of those reviews to council.

Our responsibility

Our responsibility is to provide a report expressing limited assurance, designed to enhance the confidence of the CEO to assist his report on the appropriateness and effectiveness of the financial management systems as required by Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996 (as amended). We conducted our engagement in accordance with Australian Standard on Assurance Engagements ASAE 3500 *Performance Engagements* issued by the Australian Auditing and Assurance Standards Board and the Audit Guidelines, in order to state whether, based on the procedures performed, anything has come to our attention that causes us to believe that the Shire's financial management systems have not been operating effectively. Our engagement provides limited assurance as defined in ASAE 3500.

Our procedures were agreed to with the CEO in our engagement letter dated 1 June 2012.

Limitations of use

This report is made solely to the CEO of the Shire of Plantagenet for the purpose of him reporting under Local Government (Financial Management) Regulation 5(2)(c). We disclaim any assumption of responsibility for any reliance on this report to any person other than the CEO of the Shire of Plantagenet, or for any purpose other than that for which it was prepared.

Inherent limitations

A limited assurance engagement is substantially less in scope than a reasonable assurance engagement conducted in accordance with ASAE 3500 and consequently does not allow us to obtain assurance that we would become aware of all significant matters that might be identified in a reasonable assurance engagement. Accordingly, we will not express an opinion providing reasonable assurance.

We cannot, in practice, examine every activity and procedure, nor can we be a substitute for management's responsibility to maintain adequate controls over all levels of operations and its responsibility to prevent and detect irregularities, including fraud. Accordingly, users of our reports should not rely on the report to identify all potential instances of non-compliance which may occur.

Any projection of the evaluation of the level of compliance to future periods is subject to the risk that the systems may become inadequate because of changes in conditions, or that the degree of compliance with management procedures may deteriorate.

Independence

In conducting our engagement, we have complied with the independence requirements of the Australian professional accounting bodies.

Conclusion

Based on our work described in this report, nothing has come to our attention to indicate the Shire of Plantagenet has not established and maintained appropriate and effective financial management systems and procedures during the period 1 July 2011 to 28 February 2014.

For those aspects of the Shire of Plantagenet's Financial Management systems and procedures which were assessed as having opportunities for improvement, our Summary of Recommendations are noted at Part 2.0, page 5 of this report and Summary Review Findings are noted at Part 4.0, pages 11 to 13 of this report.

Lincolns Accountants

Russell Harrison
Partner

Dated this ____ day of April 2014

SHIRE OF PLANTAGENET
FINANCIAL MANAGEMENT REVIEW

2.0 SUMMARY OF RECOMMENDATIONS

Area of Financial Management	Recommendation
Trust Fund	The Trust Fund includes unidentified receipts dating back several years. We recommend that, if the payer of this money cannot be identified, then the amounts be forwarded to the Registrar of Unclaimed Money.
Receivables	Council has no debt collection procedures policy. We recommend that a Policy be adopted which outlines debt collection steps and procedures.
Rates	We recommend that a Policy be adopted which outlines rates debt collection steps and procedures.
Credit Card Procedures	Council does not have a Credit Card Procedures Policy. We recommend that a policy be adopted and cardholders acknowledge their responsibilities under the policy upon receipt of their card.
General Journal Entries	The register of journal entries posted to the general ledger is not kept up to date. We recommend that the register of journals posted be sequenced in numerical/date order to include all journals posted and, signed by the journal originator, and counter signed by a reviewer.

SHIRE OF PLANTAGENET
FINANCIAL MANAGEMENT REVIEW

3.0 INTRODUCTION

Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996 requires that the Chief Executive Officer is to undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every four financial years) and report to the local government the results of those reviews.

Internal Control Policy & Procedures

Regulation 5(1) of the Local Government (Financial Management) Regulations 1996 requires that the Chief Executive Officer establish efficient systems and procedures:

- (a) for the proper collection of all money owing to the local government;
- (b) for the safe custody and security of all money collected or held by the local government;
- (c) for the proper maintenance and security of the financial records of the local government (whether maintained in written form or by electronic or other means or process);
- (d) to ensure proper accounting for municipal or trust:
 - (i) income received or receivable;
 - (ii) expenses paid or payable; and
 - (iii) assets and liabilities;
- (e) to ensure proper authorisation for the incurring of liabilities and the making of payments;
- (f) for the maintenance of payroll, stock control and costing records; and
- (g) to assist in the preparation of budgets, accounts and reports required by the Act or these regulations.

Internal control is the whole system of controls, financial and otherwise, established by the management in order to carry on the business of the organisation in an efficient and orderly manner.

SHIRE OF PLANTAGENET
FINANCIAL MANAGEMENT REVIEW

2.0 INTRODUCTION (Continued)

There are three components of an effective management control system:

- **Responsibility and Accountability:** An individual manager must be given responsibility for achieving certain control objectives and held accountable in some fashion for the operation of the control system.
- **Control Procedures:** Specific control procedures (manual or automated) must be designed and implemented. These can be classified as either user control procedures or program control procedures.
- **Monitoring:** The manager must monitor the operating effectiveness of the control procedures and deal promptly with the errors detected. Monitoring procedures include reporting, checking and exception (error) reports sourced from external sources, e.g. ratepayers.

Cost Management

Regulation 5(2)(a) of the Local Government (Financial Management) Regulations 1996 requires that the Chief Executive Officer is to ensure that the resources of the local government are effectively and efficiently managed.

Cost management extends to all operations of a council. Each responsible manager and executive should ensure costs are minimised whilst the quality and level of service are maximised.

Cost management involves three key principles:

- assigning responsibility for controlling costs,
- understanding the true nature and cause of cost, and
- taking decisive action to actively manage cost.

A council's preparedness to tolerate costly activities within a function must be determined by weighing up the cost against the contribution of those activities to the object and the resulting social benefit.

Assigning responsibility for cost control requires definite lines the authority and responsibility within council programs, sub-programs and activities. The council's organisation chart and budget documentation should enable the assignment of cost control to specific individuals.

It is important for accountability that these individuals also participate in the budgetary process in determining the planned or budgeted costs, which will be under their control.

2.0 INTRODUCTION (Continued)

Asset Management

Regulation 5(1)(d)(iii) of the Local Government (Financial Management) Regulations 1996 requires the Chief Executive Officer to ensure efficient systems and procedures be established to ensure proper accounting for municipal assets and liabilities.

Council controls a variety of assets on behalf of the community. Effective management of those assets requires that all assets be:

- classified and recorded in appropriate registers; and
- valued in accordance with the various accounting standards and requirements;
- reviewed regularly and a plan established to upgrade and replace as required.

Asset classification is necessary because of the range and nature of assets held by councils. These include:

- current assets such as cash and debtors; and
- non-current assets such as land, building and equipment.

Asset valuation is necessary because assets have substantially different "life cycles" ranging from a period of days or weeks easily converted to cash to 50-100 years for infrastructure such as drains.

Integrated Strategic Planning

Section 5.56 of the Local Government Act 1995 requires Council to plan for the future of the district in accordance with regulations.

Local Government (Administration) Regulation 19C requires that a local government prepare a strategic community plan for the district, encompassing at least 10 years, establishing community goals and identifying strategic performance indicators. The strategic community plan requires review at least once every 4 years.

Local Government (Administration) Regulation 19D requires that a local government prepare a corporate business plan, covering at least 4 Years, consistent with priorities of the strategic plan and establishes organizational capacity by adopting a) an asset management plan, b) a workforce plan, and c) a term financial plan. The corporate business plan is required to be reviewed each year and adopted by an absolute majority of Council.

The processes of corporate planning and budgeting should be discrete. Budgeting and performance indicators should ultimately be driven by a council's specified corporate goals and objectives, established as part of the corporate planning process.

SHIRE OF PLANTAGENET FINANCIAL MANAGEMENT REVIEW

2.0 INTRODUCTION (Continued)

There is an inherent link between corporate objectives, budgeting and performance indicators. Sound corporate management in a council requires each objective to be addressed within the context of all three tools and other less formal processes and management information systems.

Budgeting

Section 6.2 of the Local Government Act 1995 requires Council to prepare and adopt a budget not later than 31 August each year. Part 3 of the Local Government (Financial Management) Regulations 1996 sets out the general form and disclosures required in the budget.

The key objectives of budgeting in local government are:

- to provide a fiscal management tool for the carrying out of the Council's programs in the ensuing year;
- to provide the means by which the Council is accountable to the community for the rates to be levied; and
- to provide the basis for the setting of the rates.

The annual budget is a short-term reflection of the Council's corporate plan and operational intent, and represents, financially, the actions expected to be taken by the Council in achieving its objectives.

In addition to its planning aspects, the budget can and should be used by management as a benchmark against which actual performance can be measured. This can be achieved by reporting actual results against budget to provide management and the Council with information on progress against plan usage of resources and accountability for performance.

SHIRE OF PLANTAGENET
FINANCIAL MANAGEMENT REVIEW

3.0 SCOPE OF OUR REVIEW

As agreed our examination covered the period July 2011 to February 2014. To this end we examined the following financial systems and procedures of Council:

- Financial Reports
- Plan for the Future – Long Term Financial Plan
- Budget
- Minutes and Meetings
- Audit Committee
- Delegations
- Registers (Including Annual and Primary Return)
- Bank Reconciliations
- Trust Fund
- Fixed Assets (Including acquisition and disposal of property)
- Receipts and Receivables
- Rates
- Fees and Charges
- Purchases, Payments and Payables (Including Purchase Orders)
- Credit Card Procedures
- Wages and Salaries
- Costs Allocations
- Administration Allocations
- Insurance
- Storage of Documents/Record Keeping
- Other Matters and General Compliance issues

We did not specifically examine compliance with provisions of the Local Government Act or Regulations. We reviewed financial management systems and procedures, some of which are governed by the Act and Regulations.

SHIRE OF PLANTAGENET
FINANCIAL MANAGEMENT REVIEW

4.0 SUMMARY OF REVIEW FINDINGS

The following is a summary of the results of our review:

Area of Financial Management	Summary Review Findings
Financial Reports	Annual and monthly financial reports are prepared in a timely manner from the general ledger record.
Long Term Financial Plan	Long Term Financial Plan has been adopted by Council and reviewed by the Department of Local Government. With noted improving trends of debt service ratio, own source revenue coverage, although the current ratio and operating surplus ratios forecast fail to meet the target benchmarks.
Budget	The annual budget has been prepared and adopted in accordance with the Act.
Minutes and Meetings	The minutes and records of meetings are being maintained in accordance with requirements.
Audit Committee	The Audit Committee meets regularly and reviews the, Compliance Return, Audit Report and management letter as issued by the external auditors. The external auditors also perform some internal audit functions, reviewing systems and procedures as directed by senior management.
Delegations	A record and register of Delegations made is being maintained in accordance with requirements
Registers	The records for the Registers of Gifts, Tenders, Complaints, Financial Interests and Delegations, required to be kept are being maintained
Bank Reconciliations	Our review indicates that municipal and reserve bank reconciliations are being prepared on a monthly basis and reviewed by a responsible officer.
Trust Fund	<p>Our review indicates that trust bank reconciliations are being prepared on a monthly basis and reviewed by a responsible officer.</p> <p>The Trust Fund includes unidentified receipts dating back several years. We recommend that, if the payer of this money cannot be identified, then the amounts be forwarded to the Registrar of Unclaimed Money.</p>

4.0 SUMMARY OF REVIEW FINDINGS (Continued)

Area of Financial Management	Summary Review Findings
Fixed Assets	Fixed assets have been recorded in an asset register, which reconciles to the general ledger. Plant and Equipment, including furniture and equipment has been recorded at fair value. Land & Buildings is scheduled to be revalued (by Griffin Valuers in May) to fair value during the year ended 30 June 2014, and infrastructure (by Opus using Romans) will be revalued during the year ended 30 June 2015.
Receipts and Receivables	Council has no debt collection procedures policy. We recommend that a Policy be adopted which outlines debt collection steps and procedures.
Rates	Rates have been raised in accordance with budget and resolution of Council. Council has a draft rates collection procedures policy. We recommend that a Policy be adopted which outlines rates debt collection steps and procedures.
Fees and Charges	The fees and charges applied by Council have been adequately disclosed in the budget, and the procedures to raise invoices are appropriate.
Purchases, Payments and Payables	The system to incur expenses by raising purchase orders, authorisation, and creditors processing is considered appropriate.
Credit Card Procedures	Council does not have a Credit Card Procedures Policy. We recommend that a policy be adopted and cardholders acknowledge their responsibilities under the policy upon receipt of their card.
Wages and Salaries:	The system to record salaries and wages expenditure in the general ledger is appropriate.
Costs Allocations:	Plant Operating Costs was slightly under allocated as at 28 February 2014. The system of allocating costs is considered appropriate.
Administration Allocations:	Public Works Overheads were slightly over allocated as at 28 February 2014. The system of allocating administration costs is considered appropriate.

SHIRE OF PLANTAGENET
FINANCIAL MANAGEMENT REVIEW

4.0 SUMMARY OF REVIEW FINDINGS (Continued)

Area of Financial Management	Summary Review Findings
Insurance:	Insurance cover has been reviewed and insurance policies held in accordance with the annual renewal schedule.
Storage of Documents/Record Keeping:	Our review did not reveal any circumstances of document storage or record keeping which was not in accordance with requirements. The system of record storage is considered appropriate.
Other Matters and General Compliance issues:	<p><u>Business Activity Statements (BAS):</u> BAS are prepared and lodged on a monthly basis and balances reconciled to the general ledger clearing accounts.</p> <p><u>Fringe Benefits Tax Return</u> Council prepares and lodges the return annually as required, with vehicles comprising the main form of benefit.</p> <p><u>Investment Policy:</u> Council has adopted an appropriate Investment Policy No F/RI/1</p> <p><u>Code of Conduct about Gifts:</u> Council has the appropriate Code in place.</p> <p><u>Code of Conduct about Impartiality and Disclosure of Interests:</u> Council has the appropriate Code in place.</p> <p><u>General Journal Entries</u> The register of journal entries posted to the general ledger is not kept up to date. Whilst password access restricts posting of journal entries to senior experienced staff, we recommend that the register of journals posted be sequenced in numerical/date order, signed by the journal originator, and counter signed by a reviewer.</p> <p><u>Compliance Annual Return</u> Council as recommended by the Audit Committee adopted the annual return and it was lodged as required.</p>

Council

Policy Review - Rating of Council Owned Land -
Sporting and Community Organisations

Sporting and Community Organisations using Council
and Vested Land - Rateability Policy (with
amendments)

Meeting Date: 27 May 2014

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**SPORTING AND COMMUNITY ORGANISATIONS USING COUNCIL
AND VESTED LAND - RATEABILITY**

DIVISION	BUSINESS UNIT	RESPONSIBILITY AREA
Corporate Services	Administration	Property Administration

OBJECTIVE

To ensure that all sporting and community associations leasing property owned by or vested in the Council are treated equitably with regard to rating and other charges.

POLICY

1. Any sporting or community organisation leasing or renting land and/or facilities from the Council shall be rateable, *unless provisions of the Local Government Act 1995 provide for them to be non-rateable.*

~~The Council will consider an annual donation to lessees, in lieu of the rates, as a part of its budget deliberation process.~~

2. The Shire will be responsible for paying the applicable Shire rates on properties leased to the following sporting and community groups from 1 July 2014 until the expiry of the respective leases with those groups:

Facility	Lessee
Mount Barker Speedway	Mount Barker Speedway Club
West Plantagenet Pony Club Grounds	West Plantagenet Pony Club
Mount Barker Men's Shed	Plantagenet Men's Shed
Narpanup Golf Course	Narpanup Golf Club
Mount Barker Communications Tower	Bevan Lang
Kendenup Golf Course and Country Club	Kendenup Country Club
Mount Barker Historic Museum	Plantagenet Historical Society
Mount Barker Railway Station	Mount Barker Tourist Bureau
Mount Barker Tennis Courts	Mount Barker Tennis Club
Mount Barker Playgroup Centre	Mount Barker Playgroup
Arts Centre (Mitchell House)	Plantagenet Arts Council
Kendenup Tennis Courts	Kendenup Tennis Club
Cattle Saleyards - Shed	Albany Cattle Association
Cattle Saleyards - Cattle Yards	M & J Mitchell Pty Ltd
Cattle Saleyards - Canteen	E Mitchell
Mount Barker Community Centre (excl Library)	Mount Barker Community Centre/Baptist Union of WA

3. Following the expiry and renewal of the leases in Part 2 above, those lessees will become responsible for paying the applicable Shire rates.
4. Future leases with sporting and community groups or other persons / organisations will include provision for the lessee to be responsible for paying the applicable Shire rates.
5. Lessees responsible for paying Shire rates may apply for an annual donation, in lieu of the rates, as a part of the Shire's annual Financial Assistance Grants process.

Council

Country Reform Policy Forum Councillor
Appointment

Terms of Reference
Country Reform Policy Forum Meeting Notes 17
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Country Reform Policy Forum Terms of Reference

1. WALGA Policy Forums – Corporate Governance Charter

WALGA's Corporate Governance Charter provides for the ability to create Policy Forums to assist in the development of Association policies. The following is the description of Policy Forums in the Corporate Governance Charter.

Within the core policy portfolios of the Association, policy development is facilitated by Policy Forums.

Policy Forums are convened on an as-needs basis by the Association President to develop policy for the Association in relation to a particular issue or range of issues. Policy Forums can be of any size and may include membership from elected representatives and officers from affected or interested Member Local Governments. In some instances, a Policy Forum may be a day-long symposium open to all Local Governments which concludes upon the adoption of a common resolution. In other cases, Policy Forums may be a specialized working group assembled to develop policy or legislative initiatives for the Association. Zones and Member Local Governments are directly involved with Policy Forums, and can participate or make formal submissions.

2. Background – Systemic Sustainability Study (SSS) & Regional Service Delivery

Reform has been explored extensively over the last decade by the Association particularly through the work undertaken to formulate The Journey: Sustainability into the Future (SSS).

The endorsed SSS recommendations refer to a Regional Model based on shared services with the possibility of eventual merger of organisations. Aspects of this model have been implemented by many Local Government's across Western Australia.

A Regional Service Delivery Toolkit was the culmination of work undertaken by the previous Regional Delivery Policy Forum. The toolkit outlines the various governance models utilized by groups of Local Governments including VROC's, Regional Councils, proposed Regional Subsidiaries and proposed Council Controlled Organisations. Included in the toolkit is supporting templates of each of the delivery models.

The Association has previously advocated that the State Government should take a staged approach to Local Government Reform with its focus on metropolitan reform to be followed by regional centres then rural and remote Western Australia.

The State Government has initiated metropolitan reform, thus triggering a requirement for country Local Governments to prepare for the possibility of reform following implementation in the metropolitan area.

3. Background – Country Local Government Reform

The State Government has indicated that this term of government will focus on Metropolitan Local Government Reform, however has not stepped away from possible reform in non-metropolitan areas. Since the announcement of metropolitan Local Government reform in July 2013 the Premier has indicated that reform would move to country Local Government following its implementation. This indication by the Premier gives an opportunity for the sector to determine a position on reform in advance. Local Governments have expressed a desire to self determine where the sector wants to position itself. This Policy Forum will scope the various options or opportunities available for reform to present to the Government.

4. Objectives of the Policy Forum

The objectives of the Country Reform Policy Forum Policy Forum shall be:

- I. Scope and undertake research into models of governance appropriate to country Local Governments, by examining governance models including: Parish Models, Regional Centre Models and regional models;
- II. Develop best practice Governance Models appropriate to the diversity of country Local Government based on the findings of I, whilst being cognizant of Regional Organisations such as Regional Development Commissions (RDC's) and Regional Development Australia (RDA's);
- III. The Developed model(s) to be presented to a Forum of all Country Local Governments to consider a whole of sector position. The recommendations from this forum will be developed for State Council consideration on country Local Government Reform.
- IV. Consider the current poll provisions contained within Schedule 2.1 of the *Local Government Act 1995* with regard to currency and possible options for amendment;
- V. Provide guidance and direction to the President and Deputy President of WALGA in their advocacy to the State Government
- VI. Facilitate roundtable discussions and open forums allowing for a wide range of Local Government Elected Member and Officer input and contribution.

4. Membership

Elected Member representation from all Country Zones with at least 1 representative from each Zone and up to three (3) members from the following Zones;

- Avon Midland Country Zone;
- Central Country Country Zone;
- Great Eastern Country Zone;
- South West Country Zone; and
- Goldfields Esperance Country Zone

Totally up to twenty four (24) members

Six (6) Local Government Officers plus a representative from LGMA WA

Broader membership of the Policy Forum can be considered by the Policy Forum Chair and WALGA President and can include suitable representatives from Member Organisations or individuals outside the sector, with relevant expertise. These representatives could be a permanent member or a casual member on an as needs basis. The Association's President is an ex officio member of the Policy Forum.

Meetings can be attended in person or via teleconferencing or video conferencing.

5. Quorum and voting

The quorum for the Forum will be at least 50% of the number of Policy Forum members.

Policy Forums act in an advisory capacity only and will not be a decision making body. The forums will guide the development of policy items, which are ultimately considered and endorsed by State Council.

The Forum Chair will aim for a consensus resolution, however if required voting will be carried out.

6. Executive Support

WALGA will provide executive support to capture the decisions and outcomes of the meeting and present items for consideration to the Policy Forum.

Senior WALGA staff will attend meetings and the administration of the forum will be provided by WALGA's Governance & Corporate Services Unit :

- Deputy CEO, Wayne Scheggia
- Executive Manager Governance & Corporate Services, Tony Brown
- Regional Cooperation Manager, Joanne Burges
- Manager Strategy & Reform, Tim Lane

COUNTRY REFORM POLICY FORUM MEMBERSHIP

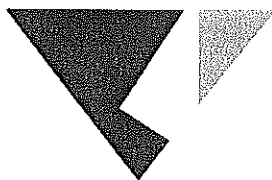
Elected Members – (24 positions)

1. Cr Lynne Craigie	Shire of East Pilbara	Pilbara
2. Cr Lawrie Short	Shire of Dandaragan	Avon - Midland
3. Mayor Ian Carpenter	City of Greater Geraldton	Northern
4. Cr Phillip Blight	Shire of Wagin	Central
5. Cr Ian Goldfinch	Shire of Ravensthorpe	Goldfields Esperance
6. Cr Pat Hooper	Shire of York	Avon – Midland
7. Cr Ian West	Shire of Irwin	Northern
8. Cr Stephen Strange	Shire of Bruce Rock	Great Eastern
9. Cr Mark Halleen	Shire of Murchison	Murchison
10. Cr Jim Sullivan	Shire of Kulin	Central
11. Cr Cathy Crosby	Shire of Kent	Great Southern
12. Cr Michael Aspinall	Shire of Gingin	Avon – Midland
13. Cr Eileen O'Connell	Shire of Nungarin	Great Eastern
14. Cr Ian Stirling	Shire of Carnamah	Northern
15. Cr Ken Clements	Shire of Plantagenet	Great Southern
16. Cr Belinda Rowland	Shire of Denmark	Great Southern
17. Cr Tania Jackson	Shire of Harvey	South West
18. Cr Karen Chappel	Shire of Morawa	Northern
19. Cr Russel Thomson	Shire of Woodanilling	Great Southern
20. Cr Dee Ridgway	Shire of Beverley	Central
21. Cr Ricky Storer	Shire of Koorda	Great Eastern
22. Cr Bob Longmore	Shire of Nannup	South West
23. Cr Richard Kowald	Shire of Katanning	Great Southern
24. Cr Len Armstrong	Shire of Lake Grace	Central

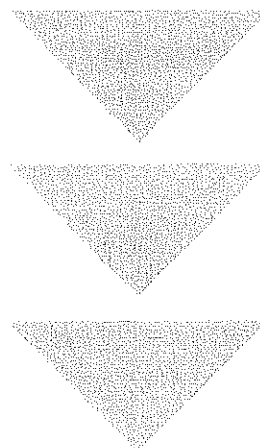
Officers – (6 positions)

1. Bill Parker	CEO, Shire of Jerramungup
2. Julian Murphy	CEO, Shire of Corrigin
3. Andrew Brien	CEO, City of Bunbury
4. Kevin O'Connor	CEO, Shire of Brookton
5. Jo Trezona	CEO, Broomehill-Tambellup
6. Ken Diehm	City of Greater Geraldton

LGMA Representative	President, Mark Chester
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WALGA



Notes 17 February 2014

Country Reform Policy Forum Meeting

COUNTRY REFORM POLICY FORUM

Held on Monday 17 February 2014 at 10am
Front Function Room
Level 2, The Rise
28 Eighth Avenue, Maylands



ATTENDEES

Mayor Troy Pickard	WALGA President and Chairperson
Cr Lynne Craigie	WALGA Deputy President - Shire of East Pilbara
Cr Lawrie Short	Shire of Dandaragan
Mayor Ian Carpenter	City of Greater Geraldton
Cr Phillip Blight	Shire of Wagin
Cr Pat Hooper	Shire of York
Cr Stephen Strange	Shire of Bruce Rock
Cr Mark Halleen	Shire of Murchison
Cr Cathy Crosby	Shire of Kent
Cr Michael Aspinall	Shire of Gingin
Cr Eileen O'Connell	Shire of Nungarin
Cr Ian Stirling	Shire of Carnamah
Cr Ken Clements	Shire of Plantagenet
Cr Belinda Rowland	Shire of Denmark
Cr Tania Jackson	Shire of Harvey
Cr Karen Chappel	Shire of Morawa
Cr Russel Thomson	Shire of Woodanilling
Cr Dee Ridgway	Shire of Beverley
Cr Bob Longmore	Shire of Nannup
Cr Richard Kowald	Shire of Katanning
Cr Len Armstrong	Shire of Lake Grace
Bill Parker	Shire of Jerramungup
Julian Murphy	Shire of Corrigin
Andrew Brien	City of Bunbury
Kevin O'Connor	Shire of Brookton
Jo Trezona	Shire of Broomehill-Tambellup
Ken Diehm	City of Greater Geraldton
Mark Chester	LGMA (WA) - Shire of Dardanup
Tony Brown	Executive Manager Governance & Corporate Services, WALGA
Joanne Burges	Regional Cooperation Manager, WALGA
Tim Lane	Manager, Strategy & Reform, WALGA

APOLOGIES

Cr Ian Goldfinch
Cr Ian West
Cr Ricky Storer
Cr Jim Sullivan
Wayne Scheggia

ANNOUNCEMENTS

The WALGA President, Mayor Troy Pickard welcomed Policy Forum Members to the inaugural meeting of the Country Reform Policy Forum, and acknowledged the excellent cross section of country WA Local Governments.

Mayor Troy Pickard outlined that Policy Forums are non-decision making groups designed to prepare policy guidance which results in a State Council Agenda Item being prepared for sector and ultimately State Council consideration.

ITEMS FOR DISCUSSION

1.0 TERMS OF REFERENCE

The Terms of Reference for the Country Reform Policy Forum have been provided as an appendix to this agenda.

The objectives of the Country Reform Policy Forum Policy Forum shall be:

- I. Scope and undertake research into models of governance appropriate to country Local Governments, by examining governance models including: Parish Models, Regional Centre Models and regional models;
- II. Develop best practice Governance Models appropriate to the diversity of country Local Government based on the findings of I, whilst being cognizant of Regional Organisations such as Regional Development Commissions (RDC's) and Regional Development Australia (RDA's);
- III. The Developed model(s) to be presented to a Forum of all Country Local Governments to consider a whole of sector position. The recommendations from this forum will be developed for State Council consideration on country Local Government Reform.
- IV. Consider the current poll provisions contained within Schedule 2.1 of the *Local Government Act 1995* with regard to currency and possible options for amendment;
- V. Provide guidance and direction to the President and Deputy President of WALGA in their advocacy to the State Government
- VI. Facilitate roundtable discussions and open forums allowing for a wide range of Local Government Elected Member and Officer input and contribution.

It is anticipated the Policy Forum will meet quarterly or on an as needed basis.

The Terms of Reference were noted.

ACTION

A definition of 'Regional' to be provided to the next meeting of the Policy Forum

2.0 ISSUES PAPER

In preparation for the inaugural meeting of the Policy Forum, the Association President, Mayor Troy Pickard wrote to all Policy Forum members requesting input on key issues for appropriate governance models for Country Local Governments. These key issues have been collated and utilized for input into an Issues Paper.

The Issues Paper was outlined to the Policy Forum and will be referenced when considering future governance models.

Noted

3.0 REGIONAL SERVICE DELIVERY GUIDE

A Regional Service Delivery Toolkit was the culmination of work undertaken by the previous Regional Delivery Policy Forum. The toolkit outlines the various governance models currently utilised by groups of Local Government's including VROC's and Regional Councils; additionally information on proposed Regional Subsidiaries and Council Controlled Organisations, inclusive of supporting templates is provided.

The Regional Service Delivery Guide was provided to members for information.

Noted

4.0 SSS ACTIONS

A schedule of SSS Actions and their current status was provided to Policy Forum members.

Noted

7.0 BUSINESS

7.1 Policy Forum Member Introductory Remarks

Policy Forum members were invited to provide introductory comments and express their views on the broad topic of country Local Government reform and governance models. Every member present provided input and the themes of the issues could be grouped in to five (5) headings.

A sixth theme of community education was also identified however it was determined that this issue should be further explored as a separate outcome of the Policy Forum.

7.2 Governance models and issues – Country Local Government

Groups were formed to discuss the identified five (5) key issues. Namely;

1. Community Priorities
2. Structure
3. Scope of Service Delivery
4. Representation
5. Poll Provisions

Feedback was received from each group in a workshop environment providing a range of input into these key issues.

Action

Input received will inform a Draft Position Paper that will be developed for consideration at the next meeting of the Policy Forum.

The initial draft position paper when prepared will be a confidential item, ensuring that members of the Policy Forum in the first instance have an opportunity to discuss the paper.

Following the Policy Forum's consideration of the paper, it is anticipated the document will be refined and presented to a whole of country Local Government sector forum to be held later in the year.

7.3 Policy Forum Communication

Clarification was sought from members on communication with their Local Governments and Zones.

Mayor Troy Pickard advised members that they are encouraged to share information with their Councils and Zones on Policy Forum issues and report on the progress of the group, as well as gather input to feedback into future Policy Forum meetings.

8.0 NEXT MEETING AND CLOSE

Mayor Troy Pickard thanked all those present for their participation and closed the meeting at 2:55pm

Next meeting: To be advised.

Council

Delegations - Annual Review

Approved Delegations 2014

Meeting Date: 27 May 2014

Number of Pages: 46



DELEGATIONS

27 May 2014

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Delegation Number	LG 001
Legislative Power	Local Government Act 1995 (Section 5.42 – Delegation Of Some Power To Chief Executive Officer)
Delegation Subject	General Rates Issues
Delegate	Chief Executive Officer

The Chief Executive Officer is hereby delegated the performance of the following functions of the Council:

- (1) The discharge of the obligations specified in Section 6.39(1) of the Local Government Act 1995 (Rates Records).
- (2) The service of Notices of Valuation and Rates referred to in Section 6.41(1) of the Local Government Act 1995 (as amended).
- (3) The time allowed for the payment of the rate before it becomes in arrear 6.50(2) of the Local Government Act 1995.
- (4) The powers conferred in Section 6.40 of the Local Government Act 1995 (Reassessment of Rates where Valuation Changed).
- (5) The exercise of discretion in regard to granting of any extension of time for service of objections to the Rate Book 6.76(4) of the Local Government Act 1995.
- (6) The recovery of rates by complaint or action pursuant to the provisions of 6.56(1) of the Local Government Act 1995.
- (7) Entering into an agreement in accordance with 6.49 of the Local Government Act 1995 (Acceptance of Payments).
 - Requiring a lessee to pay rent to the Council in satisfaction of rates or service charges due and payable in accordance with 6.60(2) of the Local Government Act 1995.
 - Commence proceedings under Section 6.64 of the Local Government Act to recover rates owing to Council.

This delegation was reviewed and adopted by the Shire of Plantagenet at its Ordinary Meeting held on 27 May 2014.

Instrument of Delegation

Authorised Person	Authorised by:	Date:
Rob Stewart	Shire President	
John Fathers	Chief Executive Officer	

Delegation Number	LG 002
Legislative Power	Local Government Act 1995 (Section 5.42 – Delegation Of Some Powers To Chief Executive Officer).
Delegation Subject	Investment Of Surplus Funds
Delegate	Chief Executive Officer

The Chief Executive Officer is delegated authority to:

- (1) Temporarily invest surplus funds with various banking institutions as provided for under section Sixteen of the Trustees Act 1962 subject to subsequent advice to the Council.
- (2) Establish and document internal control procedures to be followed by employees to ensure control over investments.
- (3) A list of institutions, currently the Bendigo Bank, be reviewed annually.
- (4) The Chief Executive Officer report details of investments made to the Council.

This delegation was reviewed and adopted by the Shire of Plantagenet at its Ordinary Meeting held on 27 May 2014.

Instrument of Delegation

Authorised Person	Authorised by:	Date:
Rob Stewart	Shire President	
John Fathers	Chief Executive Officer	
Brendan Webb	Chief Executive Officer	

Delegation Number	LG 003
Legislative Power	Local Government Act 1995 (Section 5.42 – Delegation Of Some Powers To Chief Executive Officer).
Delegation Subject	Insurance – Public Liability Claims
Delegate	Chief Executive Officer

The Chief Executive Officer is delegated authority to consider claims against Council for property damage that do not exceed the insurance policy excess levels, and to accept or deny liability on behalf of Council.

In cases where liability is accepted, payment may only be made up to the value of Council's relevant insurance excess amount and then only upon receipt of a release form.

This delegation was reviewed and adopted by the Shire of Plantagenet at its Ordinary Meeting held on 27 May 2014.

Instrument of Delegation

Authorised Person	Authorised by:	Date:
Rob Stewart	Shire President	

Delegation Number	LG 005
Legislative Power	Local Government Act 1995 (Section 5.42)
Delegation Subject	Donations
Delegate	Chief Executive Officer

The Chief Executive Officer be delegated the authority to approve discretionary donations to a maximum value of \$200 per application, subject to budgetary availability and subject also to, in the opinion of the Chief Executive Officer, the donation bringing credit to the Shire of Plantagenet and that any such donations be in addition to those approved specifically by Council as part of the budgetary process subsequent to donation applications being called for in conjunction with that process.

This delegation was reviewed and adopted by the Shire of Plantagenet at its Ordinary Meeting held on 27 May 2014.

Instrument of Delegation

Authorised Person	Authorised by:	Date:
Rob Stewart	Shire President	

Delegation Number	LG 006
Legislative Power	Local Government Act 1995
Delegation Subject	General Competence Powers
Delegate	Chief Executive Officer

Following the adoption of the annual budget the Chief Executive Officer is delegated authority to use management discretion in:-

- (1) Implementing expenditure and income programs contained in the budget the detail of which has been finalised.
- (2) Authorising overtime.

Provided that expense accounts are contained within the annual budget allocations and subject to compliance with Local Government Act Section 5.41 (d) and Council's policy statements.

This delegation was reviewed and adopted by the Shire of Plantagenet at its Ordinary Meeting held on 27 May 2014.

Instrument of Delegation

Authorised Person	Authorised by:	Date:
Rob Stewart	Shire President	
John Fathers	Chief Executive Officer	
Dominic Le Cerf	Chief Executive Officer	

Delegation Number	LG 008
Legislative Power	Local Government Act 1995
Delegation Subject	Acting Chief Executive Officer
Delegate	Chief Executive Officer

The Chief Executive Officer is delegated the authority to appoint the Deputy Chief Executive Officer or a Manager as Acting Chief Executive Officer during periods of leave.

This delegation was reviewed and adopted by the Shire of Plantagenet at its Ordinary Meeting held on 27 May 2014.

Instrument of Delegation

Authorised Person	Authorised by:	Date:
Rob Stewart	Shire President	

Delegation Number	LG 009
Legislative Power	Local Government Act 1995 - Schedule 9.1
Delegation Subject	Gate Permits
Delegate	Chief Executive Officer

The Chief Executive Officer is delegated the authority to deal with gate permits in accordance with legislative requirements.

This delegation was reviewed and adopted by the Shire of Plantagenet at its Ordinary Meeting held on 27 May 2014.

Instrument of Delegation

Authorised Person	Authorised by:	Date:
Rob Stewart	Shire President	

Delegation Number	LG 010
Legislative Power	Local Government Act 1995 (Section 5.42)
Delegation Subject	Street Appeals
Delegate	Chief Executive Officer

The Chief Executive Officer is delegated authority to determine all applications for street appeals. The Chief Executive Officer shall have regard to any Council Policy relating to street appeals.

This delegation was reviewed and adopted by the Shire of Plantagenet at its Ordinary Meeting held on 27 May 2014.

Instrument of Delegation

Authorised Person	Authorised by:	Date:
Rob Stewart	Shire President	
John Fathers	Chief Executive Officer	
Dominic Le Cerf	Chief Executive Officer	

Delegation Number	LG 011
Legislative Power	Local Government Act 1995 (Section 5.42)
Delegation Subject	Conferences/Seminars, Professional
Delegate	Chief Executive Officer

The Chief Executive Officer is delegated authority to approve the attendance by Council staff at conferences and seminars where attendance will enhance the professional development of the officer, provide benefits to the Council and is relevant to the duties and responsibilities of the officer. This delegation is to be exercised in accordance with any policies established by Council.

This delegation was reviewed and adopted by the Shire of Plantagenet at its Ordinary Meeting held on 27 May 2014.

Instrument of Delegation

Authorised Person	Authorised by:	Date:
Rob Stewart	Shire President	

Delegation Number	LG 012
Legislative Power	Local Government Act 1995 (Sections 5.42, 5.43 (d) and 3.58)
Delegation Subject	Property – Acquisition and Disposal
Delegate	Chief Executive Officer

That the Chief Executive Officer be delegated authority to acquire or dispose of any goods and services (other than land) valued at an amount not exceeding \$99,999.00 whether or not a tender process is undertaken, providing that appropriate provision is made in the Council's budget in accordance with the following guidelines.

Plant and Machinery:

Plant and machinery with a value of greater than \$20,000.00 can only be sold in compliance with Section 3.58 of the Local Government Act, 1995.

Plant and machinery with a value of less than \$20,000.00 is to be disposed of in accordance with Regulation 30 of the Local Government (Functions and General) Regulations.

Furniture and Equipment:

Furniture and Equipment with a value of greater than \$20,000.00 can only be sold in compliance with Section 3.58 of the Local Government Act, 1995.

Furniture and Equipment with a value of less than \$20,000.00 is to be disposed of in accordance with Regulation 30 of the Local Government (Functions and General) Regulations.

If it is considered appropriate, furniture and equipment which is available for sale may be donated to suitable community groups or schools.

Unsaleable Items:

When an item remains unsold after an auction or fails to attract a bid by tender, the Chief Executive Officer may authorise its destruction and disposal. A certificate shall be signed by the persons undertaking the destruction and disposal, such certificate being retained in the Council's central records.

Disposition of Property in Accordance with Regulation 30

Land – below value of \$5,000.00

Plant and Machinery – below value of \$20,000.00

Furniture and Equipment – below value of \$20,000.00

Assets, which fall into the above category, shall be disposed of by private treaty.

This delegation was reviewed and adopted by the Shire of Plantagenet at its Ordinary Meeting held on 27 May 2014.

Instrument of Delegation

Authorised Person	Authorised by:	Date:
Rob Stewart	Shire President	

Delegation Number	LG 013
Legislative Power	Local Government Act 1995 (Section 5.42)
Delegation Subject	Creditors, Payment of
Delegate	Chief Executive Officer

The Chief Executive Officer is delegated authority to make payments from the Municipal Fund or the Trust Fund. Each payment from the Municipal Fund or the Trust Fund is to be noted on a list compiled for each month showing -

- (1) The payee's name
- (2) The amount of the payment
- (3) The date of the payment
- (4) Sufficient information to identify the transaction.

The list referred to above is to be presented to the Council at the next ordinary meeting of the Council following the preparation of the list and is to be recorded in the minutes of the meeting at which it is presented.

This delegation was reviewed and adopted by the Shire of Plantagenet at its Ordinary Meeting held on 27 May 2014.

Instrument of Delegation

Authorised Person	Authorised by:	Date:
Rob Stewart	Shire President	
John Fathers	Chief Executive Officer	
Brendan Webb	Chief Executive Officer	

Delegation Number	LG 014
Legislative Power	Local Government Act 1995 (Section 5.42)
Delegation Subject	Events on Roads
Delegate	Chief Executive Officer

The Chief Executive Officer is delegated authority to determine applications for the temporary closure of roads for the purpose of conducting events in accordance with the Road Traffic (Events on Roads) Regulations 1991. The Chief Executive Officer shall have regard to Section 3.50 of the Local Government Act 1995.

This delegation was reviewed and adopted by the Shire of Plantagenet at its Ordinary Meeting held on 27 May 2014.

Instrument of Delegation

Authorised Person	Authorised by:	Date:
Rob Stewart	Shire President	

Delegation Number	LG 015
Legislative Power	Local Government Act 1995 (Section 5.42)
Delegation Subject	Vehicles, Use of
Delegate	Chief Executive Officer

The Chief Executive Officer is delegated the authority to:

- (1) Make all appropriate private use arrangements with all staff having use of a Council vehicle having regards to terms of employment and/or employment contract conditions of individual employees.
- (2) Determine optional equipment such as tow bar, roo bar, phone car kit and cruise control to be supplied with all vehicles excepting air conditioning which is to be fitted as standard. (23/2/99)

This delegation was reviewed and adopted by the Shire of Plantagenet at its Ordinary Meeting held on 27 May 2014.

Instrument of Delegation

Authorised Person	Authorised by:	Date:
Rob Stewart	Shire President	
Dominic Le Cerf	Chief Executive Officer	

Delegation Number	LG 016
Legislative Power	Local Government Act 1995 (Section 5.42)
Delegation Subject	Insurance
Delegate	Chief Executive Officer

That the Chief Executive Officer be delegated authority to enter into appropriate contracts of insurance.

This delegation was reviewed and adopted by the Shire of Plantagenet at its Ordinary Meeting held on 27 May 2014.

Instrument of Delegation

Authorised Person	Authorised by:	Date:
Rob Stewart	Shire President	

Delegation Number	LG 017
Legislative Power	Local Government Act 1995 (Section 5.42)
Delegation Subject	Disputes, Arbitration and Industrial
Delegate	Chief Executive Officer

The Chief Executive Officer is delegated authority to provide the Western Australian Local Government Association with consent to act on the Council's behalf in any matter regarding disputes with employees of Council.

This delegation was reviewed and adopted by the Shire of Plantagenet at its Ordinary Meeting held on 27 May 2014.

Instrument of Delegation

Authorised Person	Authorised by:	Date:
Rob Stewart	Shire President	

Delegation Number	LG 018
Legislative Power	Local Government Act 1995 (Section 5.42)
Delegation Subject	Legal Advice
Delegate	Chief Executive Officer

Subject to provision being made in the budget for legal expenses, the Chief Executive Officer is delegated authority to obtain from an appropriate solicitor such legal advice and opinions as is deemed necessary in the exercise of the management of the Local Government.

This delegation was reviewed and adopted by the Shire of Plantagenet at its Ordinary Meeting held on 27 May 2014.

Instrument of Delegation

Authorised Person	Authorised by:	Date:
Rob Stewart	Shire President	

Delegation Number	LG 019
Legislative Power	Local Government Act 1995 (Section 5.42)
Delegation Subject	Liquor, Sale from Council Property
Delegate	Chief Executive Officer

The Chief Executive Officer is delegated authority to approve applications for the sale of liquor from property under the care, control and management of the Council and to approve applications to consume liquor on property under the care, control and management of Council.

The Chief Executive Officer shall have regard to the following:

- (1) Permission to serve liquor on property under the control of Council expires at 1am
- (2) That liquor not be served from barrel containers situated on the dance floor or foyer space in any hall under the control of Council.

This delegation was reviewed and adopted by the Shire of Plantagenet at its Ordinary Meeting held on 27 May 2014.

Instrument of Delegation

Authorised Person	Authorised by:	Date:
Rob Stewart	Shire President	

Delegation Number	LG 020
Legislative Power	Local Government Act 1995 (Section 5.42)
Delegation Subject	Unpaid Rates, Power of Sale
Delegate	Chief Executive Officer

Where rates payable to the Council have been unpaid for not less than a period of three years, the Chief Executive Officer is delegated authority to commence proceedings under Section 6.64 of the Local Government Act to recover rates owing to Council.

This delegation was reviewed and adopted by the Shire of Plantagenet at its Ordinary Meeting held on 27 May 2014.

Instrument of Delegation

Authorised Person	Authorised by:	Date:
Rob Stewart	Shire President	

Delegation Number	LG 021
Legislative Power	Local Government Act 1995 (Section 5.42)
Delegation Subject	Permits, Road Trains and Extra Mass
Delegate	Chief Executive Officer

The Chief Executive Officer is delegated authority to determine any application recommending approval or refusal, with conditions, for referral to Main Roads (WA) to use road trains and application for extra mass permits on any local road within the district in accordance with Council's adopted guidelines.

This delegation was reviewed and adopted by the Shire of Plantagenet at its Ordinary Meeting held on 27 May 2014.

Instrument of Delegation

Authorised Person	Authorised by:	Date:
Rob Stewart	Shire President	

Delegation Number	LG 022
Legislative Power	Local Government Act 1995 (Section 5.42)
Delegation Subject	Road Closures, Temporary
Delegate	Chief Executive Officer

The Chief Executive Officer is delegated authority (Executive Function Section 3.18) to temporarily close a street or a portion of a street for a period not exceeding 28 days if the Chief Executive Officer is of the opinion that by reason of heavy rain a street is likely to be damaged by the passage of traffic generally or traffic of any particular class.

This delegation was reviewed and adopted by the Shire of Plantagenet at its Ordinary Meeting held on 27 May 2014.

Instrument of Delegation

Authorised Person	Authorised by:	Date:
Rob Stewart	Shire President	

Delegation Number	LG 023
Legislative Power	Local Government Act 1995 (Section 5.42)
Delegation Subject	Enforcement and Legal Proceedings
Delegate	Chief Executive Officer

The Chief Executive Officer is delegated authority to appoint persons to initiate prosecutions on behalf of Council under the Local Government Act 1995 and Council's Local Laws. Further, the Chief Executive Officer is delegated authority to appoint persons or classes of persons to be authorised for the purposes of performing particular functions as specified by the Chief Executive Officer. The appointments being those referred to in Section 9.10 of the Local Government Act 1995.

This delegation was reviewed and adopted by the Shire of Plantagenet at its Ordinary Meeting held on 27 May 2014.

Instrument of Delegation

Authorised Person	Authorised by:	Date:
Rob Stewart	Shire President	

Delegation Number	LG 024
Legislative Power	Local Government Act 1995 (Section 5.42)
Delegation Subject	Frost Oval Race Track
Delegate	Chief Executive Officer

That the Chief Executive Officer is delegated authority to prohibit or restrict the use of the race track on Frost Oval for horse training as and when considered necessary.

This delegation was reviewed and adopted by the Shire of Plantagenet at its Ordinary Meeting held on 27 May 2014.

Instrument of Delegation

Authorised Person	Authorised by:	Date:
Rob Stewart	Shire President	

Delegation Number	LG 025
Legislative Power	Local Government Act 1995 (Section 5.42)
Delegation Subject	Hall Furnishings
Delegate	Chief Executive Officer

That the Chief Executive Officer (in consultation with Shire President) is delegated authority to approve:

- (1) The transference of hall furnishings between Council controlled buildings.
- (2) The loan or hire of hall furnishings.

This delegation was reviewed and adopted by the Shire of Plantagenet at its Ordinary Meeting held on 27 May 2014.

Instrument of Delegation

Authorised Person	Authorised by:	Date:
Rob Stewart	Shire President	

Delegation Number	LG 026
Legislative Power	Local Government Act 1995 (Section 5.42)
Delegation Subject	Road Warning Signs
Delegate	Chief Executive Officer

The Chief Executive Officer is delegated authority to determine any applications for road warning signs with installation only to proceed in accordance with Australian Standard (AS1742) according to Council's authority as delegated by the Commissioner of Main Roads WA.

This delegation was reviewed and adopted by the Shire of Plantagenet at its Ordinary Meeting held on 27 May 2014.

Instrument of Delegation

Authorised Person	Authorised by:	Date:
Rob Stewart	Shire President	

Delegation Number	LG 027
Legislative Power	Local Government Act 1995 (Section 5.42)
Delegation Subject	School Bus Bays
Delegate	Chief Executive Officer

The Chief Executive Officer is delegated authority to determine any applications to construct bus bays as a safety measure with the applicants to meet all costs involved in the construction of such bays including school bus turn-about.

This delegation was reviewed and adopted by the Shire of Plantagenet at its Ordinary Meeting held on 27 May 2014.

Instrument of Delegation

Authorised Person	Authorised by:	Date:
Rob Stewart	Shire President	

Delegation Number	LG 028
Legislative Power	Local Government Act 1995 (Section 5.42)
Delegation Subject	School Bus Signs
Delegate	Chief Executive Officer

The Chief Executive Officer is delegated authority to approve the placement and removal of school bus signs in accordance with Australian Standard (AS1742) according to Council's authority as delegated by the Commissioner of Main Roads WA.

This delegation was reviewed and adopted by the Shire of Plantagenet at its Ordinary Meeting held on 27 May 2014.

Instrument of Delegation

Authorised Person	Authorised by:	Date:
Rob Stewart	Shire President	

Delegation Number	LG 029
Legislative Power	Local Government Act 1995 (Section 5.42)
Delegation Subject	Payments on Electronic Banking – Salaries and Wages, Councillors Fees and Reimbursements.
Delegate	Chief Executive Officer

That a delegation of power in terms of the Local Government Act 1995 Section 5.42 be delegated to the Chief Executive Officer for the payment of salaries and wages of Council's employees and fees of Council members by electronic banking.

This delegation was reviewed and adopted by the Shire of Plantagenet at its Ordinary Meeting held on 27 May 2014.

Instrument of Delegation

Authorised Person	Authorised by:	Date:
Rob Stewart	Shire President	
John Fathers	Chief Executive Officer	
Brendan Webb	Chief Executive Officer	
Fiona Saurin	Chief Executive Officer	
Dominic Le Cerf	Chief Executive Officer	

Delegation Number	LG 030
Legislative Power	Local Government Act 1995 (Section 5.42)
Delegation Subject	Crossover Construction
Delegate	Chief Executive Officer

That a delegation of power in terms of the Local Government Act 1995 Section 5.42 be delegated to the Chief Executive Officer for the approval of crossover construction.

This delegation was reviewed and adopted by the Shire of Plantagenet at its Ordinary Meeting held on 27 May 2014.

Instrument of Delegation

Authorised Person	Authorised by:	Date:
Rob Stewart	Shire President	

Delegation Number	LG 031
Legislative Power	Local Government Act 1995 (Section 5.42)
Delegation Subject	Signing and Issuing of Purchase Orders
Delegate	Chief Executive Officer

That in terms of the Local Government Act 1995 Section 5.42, the delegation of powers and duties for the signing and issuing of Council's purchase orders be delegated to the Chief Executive Officer.

This delegation was reviewed and adopted by the Shire of Plantagenet at its Ordinary Meeting held on 27 May 2014.

Instrument of Delegation

Authorised Person	Authorised by:	Date:
Rob Stewart	Shire President	
John Fathers	Chief Executive Officer	
Brendan Webb	Chief Executive Officer	
Peter Duncan	Chief Executive Officer	
Fiona Saurin	Chief Executive Officer	
Dominic Le Cerf	Chief Executive Officer	

Delegation Number	LG 032
Legislative Power	Local Government Act 1995 (Section 5.42)
Delegation Subject	Penalty Write-Off
Delegate	Chief Executive Officer

That Council delegate authority to the Chief Executive Officer to write-off any amount under \$20.00.

This delegation was reviewed and adopted by the Shire of Plantagenet at its Ordinary Meeting held on 27 May 2014.

Instrument of Delegation

Authorised Person	Authorised by:	Date:
Rob Stewart	Shire President	

Delegation Number	LG 033
Legislative Power	Bush Fires Act (Section 48)
Delegation Subject	Firebreaks – Alternative Positions
Delegate	Chief Executive Officer

That:

- (1) Pursuant to the provisions of Section 48 of the Bush Fires Act 1954, the Chief Executive Officer is delegated authority to approve or refuse applications to provide firebreaks in alternative positions and to approve or refuse applications to provide alternative fire protection measures on the land.
- (2) The delegation in Part 1 above shall be limited to approval periods of five years.

This delegation was reviewed and adopted by the Shire of Plantagenet at its Ordinary Meeting held on 27 May 2014.

Instrument of Delegation

Authorised Person	Authorised by:	Date:
Rob Stewart	Shire President	

Delegation Number	LG 034
Legislative Power	Bush Fires Act 1954 (Section 48)
Delegation Subject	Alteration to Bush Fire Season
Delegate	Chief Executive Officer

That pursuant to Section 48 of the Bush Fires Act 1954 the Chief Executive Officer be delegated the authority to amend the Restricted Burning and Prohibited Burning periods subject to this delegation only being used at the written request of the Chief Bush Fire Control Officer.

This delegation was reviewed and adopted by the Shire of Plantagenet at its Ordinary Meeting held on 27 May 2014

Instrument of Delegation

Authorised Person	Authorised by:	Date:
Rob Stewart	Shire President	

Delegation Number	LG 035
Legislative Power	Planning and Development Act 2005 Town Planning Scheme No. 3 (Clause 7.7)
Delegation Subject	Implementation of Town Planning Scheme
Delegate	Chief Executive Officer

That in accordance with Clause 7.7 of Town Planning Scheme No. 3, the Chief Executive Officer (CEO) has delegated authority to perform the following functions in relation to town planning matters:

- (1) Endorse planning decision forms.
- (2) Endorse clearance of Freehold Title and Strata title subdivisions on Deposited Plans or Plans of Strata / Survey Strata and strata documents.
- (3) Initiate the necessary public advertising of 'SA' planning consent applications prior to determination by the Council.
- (4) Approve all 'P' planning consent applications where the use proposed complies with standards prescribed by Town Planning Scheme No. 3 and any relevant Town Planning Scheme Policies made under the Scheme.
- (5) Approve all 'AA' planning consent applications subject to:
 - (i) Compliance with the objectives of the Council's Town Planning Scheme Policies.
 - (ii) Compliance with Town Planning Scheme No. 3.
- (6) Provide responses to mobile phone carriers in accordance with the Deployment of Radio Communications Code in respect to:
 - (i) The proposed method of community consultation.
 - (ii) The installation of low impact facilities).
- (7) Approve and accept tree planting and landscaping plans required for subdivisional approvals or planning consent conditions where the plans involve the use of local native plant and tree species or other appropriate species.
- (8) Approve requests to clear remnant vegetation where a condition of planning consent or a subdivision approval requires the Council approval. Approval can be granted when the clearing is not considered to have an adverse visual or environmental impact or where it is required for fire safety reasons.
- (9) Approve requests for boundary setback variations including those required for retaining walls up to 1500mm in height, required by the Residential Design Codes, the Town Planning Scheme or relevant Town Planning Policies (where there is power to vary the standards) where the variation will not adversely impact on the amenity of adjoining residences and adjoining owners support has been received.

- (10) Approve proposals for outbuilding where such outbuildings, exceed a maximum floor area specified (by up to 20%) by a Town Planning Scheme Policy or Town Planning Scheme provision on the basis that adjoining owners support has been received and the outbuilding will not have an adverse visual impact on the amenity of the locality. The approval can include conditions which may limit the floor area or specific external colours and finished.
- (11) Recommend support to the Western Australian Planning Commission and where delegated by the Commission determine applications for subdivisional proposals up to ten (10) lots where these proposals comply with Town Planning Scheme No. 3 or relevant Town Planning Scheme Policy and ensure appropriate and relevant conditions are requested of the Western Australian Planning Commission.
- (12) Require proponents to modify Town Planning Scheme Amendments and Structure Plan documents to the satisfaction of Council officers prior to them being considered by the Council.
- (13) Make inconsequential text and grammatical modifications to Scheme Amendments and Structure Plan documentation at any stage of the process.
- (14) Accept modifications to Scheme Amendments required by the Minister for Planning and Infrastructure unless they are in direct conflict with the Council's intentions following the consideration of submissions. This will include accepting the Minister's decision not to require modifications which were requested by the Council following consideration of submissions.
- (15) Provide responses to the State Administrative Tribunal in respect to applications for a review (former "appeal") lodged against a refusal of planning consent, unacceptable conditions imposed on an approval of planning consent or supporting statements for the Western Australian Planning Commission in respect to a subdivision application decision made by the Commission. This also includes advising the Tribunal if mediation is an option to consider for the appeal process.
- (16) The Chief Executive Officer is delegated authority to appoint persons to initiate prosecutions and legal proceedings for breaches of the Town Planning Scheme in accordance with Part 13 of the Planning and Development Act 2005 on behalf of the Council.
- (17) Grant renewals of permits for structures in thoroughfares where required under the Activities in Thoroughfares and Public Places and Trading Local Law provided all conditions imposed by the Council have been adhered to and there have been no issues or valid complaints regarding the structure.

- (18) Approve proposals for the erection of relocated houses outside of Mount Barker and the rural villages provided the relevant standards of Council Policy TP/SDC/5 (Housing – Relocation of Houses) are applied.

This delegation was reviewed and adopted by the Shire of Plantagenet at its Ordinary Meeting held on 27 May 2014.

Instrument of Delegation

Authorised Person	Authorised by:	Date:
Rob Stewart	Shire President	
Peter Duncan	Chief Executive Officer	

Delegation Number	LG 036
Legislative Power	Section 26 of the Health Act 1911
Delegation Subject	Provisions of the Act, Regulations, Local Laws and Orders
Delegate	Environmental Health Officer

That authority be delegated the Environmental Health Officer for the Shire of Plantagenet, pursuant to Section 26 of the Health Act 1911, to carry out within its district the provisions of the Act and regulations, local laws, and orders made thereunder and to exercise and discharge all or any of the powers and functions of the local government pursuant to that legislation.

This delegation was reviewed and adopted by the Shire of Plantagenet at its Ordinary Meeting held on 27 May 2014.

Instrument of Delegation

Authorised Person	Authorised by:	Date:
Eric Howard	Shire President	

Delegation Number	LG 037
Legislative Power	Local Government Act 1995 (Section 5.42)
Delegation Subject	Banners – Approve Banner Applications
Delegate	Chief Executive Officer

That authority be delegated the Chief Executive Officer, to approve Promotion Banner Applications.

This delegation was reviewed and adopted by the Shire of Plantagenet at its Ordinary Meeting held on 27 May 2014.

Instrument of Delegation

Authorised Person	Authorised by:	Date:
Rob Stewart	Shire President	

Delegation Number	LG 039
Legislative Power	Local Government Act 1995 Activities in Thoroughfares and Public Places and Trading Local Law 2008
Delegation Subject	Renewal of Permits for Stallholder, Trader and/or Outdoor Eating Facility
Delegate	Chief Executive Officer

Authority be delegated to the Chief Executive Officer pursuant to Section 5.42 of the Local Government Act 1995 for the issue of renewal of permits where the Council has previously approved the activity of the stallholder, trader and/or the outdoor eating facility provided that activity has been operating in accordance with the Council imposed conditions.'

This delegation was reviewed and adopted by the Shire of Plantagenet at its Ordinary Meeting held on 27 May 2014.

Instrument of Delegation

Authorised Person	Authorised by:	Date:
Rob Stewart	Shire President	
Peter Duncan	Chief Executive Officer	
Eric Howard	Chief Executive Officer	

Delegation Number	LG 040
Legislative Power	Local Government Act 1995 Liquor Control Act 1988
Delegation Subject	Issue of S.39 and S40 Certificates
Delegate	Chief Executive Officer

That authority be delegated to the Chief Executive Officer pursuant to Section 5.42 of the Local Government Act 1995 for the issue of S.39 Certificate of Local Government (Health) and S.40 Certificate of Local Planning Authority required under the Liquor Control Act 1988 where such certificates are required for an existing approved establishment.'

(Section 39 – Health, Section 40 – Planning)

This delegation was reviewed and adopted by the Shire of Plantagenet at its Ordinary Meeting held on 27 May 2014.

Instrument of Delegation

Authorised Person	Authorised by:	Date:
Rob Stewart	Shire President	
Peter Duncan	Chief Executive Officer	
Eric Howard	Chief Executive Officer	

Delegation Number	LG 041
Legislative Power	Local Government Act 1995
Delegation Subject	Directional, Service and Tourism Signage Policy
Delegate	Chief Executive Officer

That authority be delegated to the Chief Executive Officer pursuant to Section 5.42 of the Local Government Act 1995 for the placement and removal of Directional, Service and Tourism Signage in accordance with the Council's Directional, Service and Tourism Signage Policy No. I/R/19.

This delegation was reviewed and adopted by the Shire of Plantagenet at its Ordinary Meeting held on 27 May 2014.

Instrument of Delegation

Authorised Person	Authorised by:	Date:
Rob Stewart	Shire President	

Delegation Number	LG 042
Legislative Power	Local Government Act 1995 (Section 5.42 – Delegation Of Some Powers To Chief Executive Officer)
Delegation Subject	Road Renaming and Future Street and Reserve Names
Delegate	Chief Executive Officer

That authority be delegated to the Chief Executive Officer pursuant to Section 5.42 of the Local Government Act 1995 for Road Renaming – Future Street and Reserve Names in accordance with the Council's Road Renaming and Future Street and Reserve Names Policy I/RR/1 subject to, on each occasion the delegation is used, the proposal being advertised in accordance with the requirements of the Principles, Guidelines and Procedures of the Geographic Names Committee.

This delegation was reviewed and adopted by the Shire of Plantagenet at its Ordinary Meeting held on 27 May 2014.

Instrument of Delegation

Authorised Person	Authorised by:	Date:
Rob Stewart	Shire President	

Delegation Number	LG 043
Legislative Power	Local Government Act 1995 (Section 5.42 – Delegation Of Some Powers To Chief Executive Officer)
Delegation Subject	Vandalism Prevention Reward
Delegate	Chief Executive Officer

That authority be delegated to the Chief Executive Officer pursuant to Section 5.42 of the Local Government Act 1995 to authorise reward incentives.

This delegation was reviewed and adopted by the Shire of Plantagenet at its Ordinary Meeting held on 27 May 2014.

Instrument of Delegation

Authorised Person	Authorised by:	Date:
Rob Stewart	Shire President	

Delegation Number	LG 044
Legislative Power	Section 65, 66, 67 , 110, 112, 222(1) (b), 123(1), 123(2), 126(2), 126(3), 126(6) and 126(7) of the Food Act 2008
Delegation Subject	Appointment of Authorised Officers
Delegate	Chief Executive Officer and Authorised Officer

That pursuant to the following Sections of the Food Act 2008, authority be delegated to the Chief Executive to perform the functions listed:

- a) Section 122(1) – Appoint Authorised Officers;
- b) Sections 123(1) and 123(2) – Issue certificates of authority to Authorised Officers;
- c) Section 126(2) – Appoint Designated Officers to issue infringement notices;
- d) Sections 126(3) – Appoint Designated Officers to receive payment from infringement notices;
- e) Sections 126(6) and 126(7) – Appoint Designated Officers to extend the payment for infringement notices or revoke infringement notices.

That pursuant to the Food Act 2008 the Authorised Officer is delegated authority to perform the functions listed:

- a) Issue prohibition notices in accordance with Section 65 of the Food Act 2008;
- b) Clear and remove prohibition notices in accordance with Section 66 of the Food Act 2008;
- c) Provide written notification not to issue a certificate of clearance in accordance with Section 67 of the Food Act, 2008; and
- d) Grant, apply conditions, refuse, vary or cancel registration of a food business in accordance with the Sections 110 and 112 of the Food Act 2008.

This delegation was reviewed and adopted by the Shire of Plantagenet at its Ordinary Meeting held on 27 May 2014.

Instrument of Delegation

Authorised Person	Authorised by:	Date:
Rob Stewart	Shire President	
Eric Howard	Chief Executive Officer	

Delegation Number	LG 045
Legislative Power	Building Act 2011 – Section 127 (6A)
Delegation Subject	Buildings and Incidental Structures
Delegate	Chief Executive Officer

That authority be delegated to the Chief Executive Officer pursuant to Section 127 (6A) of the Building Act the power to delegate in relation to buildings and incidental structures located, or proposed to be located, in the District of the Shire of Plantagenet.

This delegation was reviewed and adopted by the Shire of Plantagenet at its Ordinary Meeting held on 27 May 2014.

Instrument of Delegation

Authorised Person	Authorised by:	Date:
Rob Stewart	Shire President	

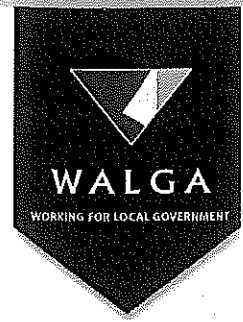
Council

Western Australian Local Government Convention
and Trade Exhibition 2014 - Councillor Attendance

WALGA Convention Registration Brochure
Notice of Annual General Meeting

Meeting Date: 27 May 2014

Number of Pages: 15



**Notice
of
Annual General
Meeting
and
Procedural Information
for Submission of Motions
Perth Convention and Exhibition
Centre
Wednesday 6 August 2014**

Deadline for Agenda Items

(Close of Business)

Monday 9 June 2014

2014 Local Government Convention

General Information

The 2014 Local Government Convention will be held at the *Perth Convention and Exhibition Centre* (PCEC) from 6 August to 8 August 2014. The tentative schedule for the Convention is as follows:

<u>Wednesday 6 August</u>	<u>START</u>	<u>FINISH</u>
Special State and Local Government Forum	8.30 am	12.15 pm
Collection of Voting Keypads	10.00am	1.30 pm
Honour Recipients Luncheon	12 Noon	1.00 pm
WA Local Government Association AGM opening (including Honours Awards Presentations)	1.30 pm	5.30 pm
Convention & Trade Exhibition Welcome Reception	5.30 pm	7.00 pm
<u>Thursday 7 August</u>		
ALGWA Breakfast	7.00 am	8.30 am
Opening and Convention Sessions	9:00 am	5.15 pm
Sundowner	5.30 pm	6.30 pm
Mayors & President Reception – Council House (by invitation)	6.00 pm	7.30 pm
<u>Friday 8 August</u>		
Convention Breakfast	7:30 am	8:45 am
Convention Sessions	9:00 am	4.30 pm
Convention Gala Dinner	7:00 pm	11.30 pm

Further details are contained in the registration brochure which will be distributed to all Local Governments in May.

WALGA Annual General Meeting

The Annual General Meeting for the Western Australian Local Government Association will be held from 1:30 pm to 5.30 pm on Wednesday 6 August 2014. This event should be attended by delegates from all Member Local Governments.

Cost for attending the Annual General Meeting

Attendance at the Annual General Meeting is **free of charge** to all Member Local Governments; lunch is not provided. All Convention delegates must register their attendance in advance. Registration for the welcome reception that evening must also be notified in advance.

Submission of Motions

Member Local Governments are hereby invited to submit motions for inclusion on the Agenda for consideration at the 2014 Annual General Meeting. Motions should be submitted in writing to the Chief Executive Officer of WALGA.

The closing date for submission of motions is COB **Monday 9 June 2014**. *Please note that any motions proposing alterations or amendments to the Constitution of the WA Local Government Association must be received by COB **Friday 16 May 2014** in order to satisfy the 60 day constitutional notification requirements.*

The following guidelines should be followed by Members in the formulation of motions:

- Motions should focus on policy matters rather than issues which could be dealt with by the WALGA State Council with minimal delay.
- Due regard should be given to the relevance of the motion to the total membership and to Local Government in general. Some motions are of a localised or regional interest and might be better handled through other forums.
- Due regard should be given to the timeliness of the motion – will it still be relevant come the Local Government Convention or would it be better handled immediately by the Association?
- The likely political impact of the motion should be carefully considered.
- Due regard should be given to the educational value to Members – i.e. does awareness need to be raised on the particular matter?
- The potential media interest of the subject matter should be considered.
- Annual General Meeting motions submitted by Member Local Governments must be accompanied by fully researched and documented supporting comment.

Enquiries relating to the preparation or submission of motions should be directed to Ana Fernandez, Executive Officer Governance on 9213 2013 or via email afernandez@walga.asn.au.

Emergency Motions

No motion shall be accepted for debate at the Annual General Meeting after the closing date unless the Association President determines that it is of an urgent nature, sufficient to warrant immediate debate, and delegates resolve accordingly at the meeting. Please refer to the Conference Standing Orders for details.



Mayor Troy Pickard
President



Ricky Burges
Chief Executive Officer

ILLUMINATE 2014

TRANSPARENCY • TRUST • TRANSFORMATION

EVENT PARTNERS

FOUNDING CORPORATE PARTNER

LGIS prides itself on working together with Local Governments across WA to achieve the best insurance and risk management solutions.

This unique and exclusive partnership brings the benefits of:

- an industry-based self-insurance Scheme
- specialist risk management programmes, and
- advice and solutions from a Client Services Team focused on WA Local Government needs

PRINCIPAL SPONSOR

Civic Legal is a preferred supplier of legal services to the Local Government sector. A loyal supporter of the sector and of the annual convention, it is a favourite with Councils for its approachability, responsiveness and clarity of advice.

CONVENTION SUPPORTERS



WALGA

WORKING FOR LOCAL GOVERNMENT



CIVIC LEGAL



CITY of PERTH



C-WISE™
smarter naturally

AN INVITATION



It is my great pleasure to invite you to attend the 2014 WA Local Government Convention and Trade Exhibition at the Perth Convention & Exhibition Centre. Conference sessions are scheduled across two days – Thursday, 7 and Friday, 8 August – with the AGM and Opening Welcome Reception on Wednesday, 6 August.

Themed ILLUMINATE 2014: Transparency, Trust and Transformation, the conference sessions will reflect the ever present challenges facing our sector, and the opportunities and changes these present, whilst also commemorating 100 years since the beginning of World War I. We are excited to have as our keynote speaker former Australian Prime Minister, John Howard OM AC who will discuss the role of world leaders in a new century and growing concerns of globalisation and global economics.

As always the Trade Exhibition will showcase the diverse products and services relevant to our sector and we encourage you not to miss the opportunity to meet representatives from all of these valuable suppliers.

Partners are also catered for and can choose from a special activities program created for their enjoyment. Everyone is encouraged to network with friends and colleagues at the Convention Opening

Welcome Reception on Wednesday, the Sundowner on Thursday, and Mayors and Presidents' Council House Reception on Thursday and finally the Convention Gala Dinner held on Friday evening.

On behalf of the Association I would like to express appreciation for the valuable support provided by the Convention Founding Partner Local Government Insurance Services (LGIS) and Principal Sponsor Civic Legal. I also wish to thank the City of Perth for their continuing support for the popular Banners in the Terrace competition.

I look forward to seeing you in August.

MAYOR TROY PICKARD
President



BANNERS IN THE TERRACE

2013 Overall Winner – *Shire of Capel*

Take some time to view the outstanding display of this year's creative entries in the Banners in the Terrace competition – flying high along St Georges and Adelaide Terraces between Sunday 27, July and Saturday 9, August.

THE CONVENTION IN BRIEF

Opening this year's program is the Honourable John Howard OM AC, the renowned former Prime Minister of Australia whose leadership, determination and vision are hallmarks of a career navigated during an era of unprecedented prosperity and change. Presenting thought-provoking sessions are military leader, Major-General John Cantwell AO, DSC (retired) and a truly inspiring Rabia Siddique, who in 2005 assisted with the rescue of two SAS soldiers from Iraqi insurgents in Basra.

On Friday, the special guest speaker for the 2014 Convention Breakfast is Glenn Mitchell, one of Australia's leading sports broadcasters who will share his sporting experiences of sitting in the best seat in the house. Also joining the program is one of Australia's most prominent and successful media and publishing identities, Peter FitzSimons, and former Queensland Premier, Anna Bligh.

In addition, the Convention program offers a series of concurrent presentations covering the matters of relationship management, social media, Local Government reform, governance and planning issues - all designed for further information gathering and to encourage replication of leading practice in the sector.

The Trade Exhibition is once again a major feature of this annual gathering, with a wide range of organisations continuing their support of Local Government through considerable investment in displays and participation in the pavilions. In turn, we encourage delegates to take full advantage of this dedicated time to meet and discuss sector specific products and services with their representatives.

To facilitate progress with the Elected Member Development Program, a number of modules are again being offered prior to, as well as after, the Convention. Full details are enclosed in a separate flyer - enquiries to training@walga.asn.au

In line with previous years, the 2014 Local Government Convention will be preceded by the WALGA Annual General Meeting on the afternoon of Wednesday, 6 August.

WHO SHOULD ATTEND?

The Convention and Trade Exhibition is presented specifically for all those engaged in the Local Government sector.

The conference sessions aim to support and inform Mayors, Presidents, Elected Members and Chief Executive Officers. Additional attendance by General Managers, Directors and other senior managers is also highly recommended. Available options include full conference participation and daily registration.

SPECIAL BREAKFASTS

Thursday ALGWA AGM and Breakfast
ICLEI Breakfast

Friday Convention Breakfast with
Glenn Mitchell

SOCIAL ACTIVITIES

The Partner Program offers an interesting range of options for accompanying guests, and social networking functions that include the Official Opening Welcome Reception on Wednesday, a Sundowner and the invitational Mayors and Presidents' Reception hosted by the Right Honourable the Lord Mayor Ms Lisa Scaffidi at Council House on Thursday, and the closing Gala Dinner scheduled for Friday evening.

There is also an optional fun tour to Dwellingup available for delegates and partners on Saturday, 9 August.

THE PROGRAM

WEDNESDAY 6 AUGUST	
10.00am	Delegate Service Desk open for Convention Registration (PCEC Level 2)
12.00pm – 1.00pm	2014 WALGA Honours Recipients Luncheon
1.30pm – 5.00pm	<p>WALGA Annual General Meeting</p> <p>Hon Tony Simpson MLA, Minister for Local Government; Community Services; Seniors and Volunteering; Youth</p> <p>Hon Mark McGowan MLA, Leader of the Opposition</p> <p>Presentation of Honour Awards</p>
5.30pm – 7.00pm	Convention Opening Welcome Reception (Exhibition Pavilion, Level 1)
THURSDAY 7 AUGUST	
7.00am	Delegate Service Desk open for Registration (PCEC Level 2)
7.00am – 8.30am	<p>ALGWA (WA) AGM and Breakfast. Register online via Delegate Registration. Other enquiries to Mayor Heather Henderson – City of Subiaco M 0457 733 469 or hhenderson@subiaco.wa.gov.au; OR</p> <p>Cr Janet Davidson OAM JP – City of Perth M 0417 974 936 or janetdavidsonjp@hotmail.com</p>
7.00am – 8.30am	2014 ICLEI Oceania Recognition and Waterwise Councils Awards Breakfast (enquiries to the ICLEI Events Team (08) 9364 0643 or greg.hales@iclei.org)
ILLUMINATE 2014	
9.00am	<p>OPENING SESSION</p> <p>Keynote Address from Hon John Howard OM AC</p> <p>The Honourable John Howard was the 25th Prime Minister of Australia and the second-longest serving Australian Prime Minister. During his tenure as Prime Minister, John Howard showed an unflinching commitment to his party's beliefs and passed a number of important reforms and legislature. These were in response to the major issues Australia faced at the time including taxation, industrial relations, immigration, gun control, the Iraq war, and Aboriginal relations.</p> <p>Steering the ship of what is the most prominent Western stronghold in the Asian-Pacific Rim requires visionary and forward-thinking leadership. Australian Prime Minister John Howard approached his responsibilities to his country from a uniquely global viewpoint, providing economic vision and security strategies that raised Australia's profile and impact around the world. John Howard will discuss the role of world leaders in a new century, detailing steps for handling the growing concerns of globalisation and global economics, the environment, and threats to international security.</p>
10.15am – 11.00am	Refreshments
SESSION 2	
11.00am	<p>ECONOMY IN THE LIMELIGHT</p> <p>Hear from one of Australia's best known economists, Chris Richardson, widely acknowledged as an expert in macroeconomic forecasting. Chris will provide valuable insights into Australia's current relationship with neighbouring countries; Local Government growth and partnership opportunities; and the state of the market in local and international economies.</p> <p><i>Chris Richardson, Partner, Deloitte Access Economics</i></p>



Hon John Howard OM AC



Chris Richardson

SESSION 3

12.00pm



Paul Huschilt

EVERYBODY STAY CALM

Get set for an imaginative and hilarious quest to conquer stress and build resilience. Using laughter, interaction and personal reflection, this session will provide effective and easy-to-apply tools that can help you through challenging situations in and out of the office. Glean techniques about how to get the most out of life, deal with change and laugh at just about anything.

Paul Huschilt, Storyteller Extraordinaire

1.00pm – 2.00pm

Lunch

SESSION 4

2.00pm

CONCURRENT SESSIONS I

All delegates will be asked to indicate session preference when registering to assist with venue planning.

Community & Planning

Planning for Generation Z

Generation Z is coming. This is the generation currently being born. Many members of this generation are highly connected, having had lifelong use of communication and media technology such as the World Wide Web, instant messaging, MP3 players, and mobile phones. Consequently, a lack of physical activity is putting Generation Z at risk of being the first generation to live shorter, less healthy lives than their parents. What does this mean for Local Government program development and infrastructure investment? Leading experts will explore what is needed in relation to the provision of services to Generation Z, how to deliver them, and the partnerships required to make it happen, with a number of innovative examples from across WA.

Community & Planning

Transforming Caravanning & Camping

Caravanning and camping plays an important role for increasing visitation to regional areas of Western Australia. The State Government, in partnership with industry and Local Government, is committed to developing Western Australia as the nation's most attractive caravan and camping holiday destination by improving the supply, delivery and promotion of the sector. This session will update delegates on opportunities for Local Government through the Royalties for Regions funded WA Caravan & Camping Action Plan 2013-2018, showcasing some of the initiatives underway by WA's Local Councils and the strategic rationale behind these projects.

Governance

A Matter of Ethics

Ethics is not about character, but about making decisions in a professional manner. Councillors need to make difficult decisions that do not always have unanimous support in the community. In order to maintain the confidence of the community, Councillors must ensure that these decisions are made in an ethical and impartial manner. This session will focus on the place of ethical decision making in the role of an Elected Member, as well as the importance of balancing representative duty with Board-like behaviour.

Personal & Professional Development

Spotlight on Social Media

One of the roles of a Councillor is to facilitate communication between the community and the Council. This session will explore the do's and don'ts of social media, how to use social media to your advantage, and the latest social media trends.

3.30pm – 4.15pm

Refreshments

4.15pm

Banners in the Terrace Awards

SESSION 5

4.30pm



Rabia Siddique

5.30pm – 7.00pm

6.00pm – 7.30pm

COURAGE UNDER FIRE

A former war crimes and terrorist prosecutor, international humanitarian, retired British Army officer, hostage survivor and mother of triplets, Rabia's story of courage, strength and resilience, and her commitment to equality, justice and authentic leadership, defines her and sets her apart as a sincere, charismatic and remarkable individual. Having battled abuse, discrimination, chronic health problems and trauma, Rabia is more than just a survivor. Rabia is a fighter, a trail blazer and an eternal optimist.

Rabia Siddique, lawyer, former British Army Officer and author of 'Equal Justice'

Sundowner in the Exhibition Pavilions; OR

Mayors and Presidents' Reception at Council House hosted by the Right Honourable the Lord Mayor Ms Lisa Scaffidi (by prior invitation)

FRIDAY 8 AUGUST

7.00am

Delegate Service Desk open

7.30am – 8.45am

Convention Breakfast with Glenn Mitchell



Glenn Mitchell

For more than two decades from early 1990, Glenn Mitchell lived a life that many envied. As a sports commentator for the ABC, and married to fellow broadcaster, Karen Tighe, he travelled the world covering elite level sport. He has witnessed first-hand both sporting triumph and disaster. As such he is well placed to share his thoughts on what makes a true sporting champion. Through a series of anecdotes Glenn will take you behind-the-scenes into the high pressure world of the sporting elite and share their secrets of success with you.

Glenn Mitchell appears by arrangement with Saxton Speakers Bureau

SESSION 6

9.00am



Anna Bligh

IN THE TOUGHEST OF TIMES

In 2007 Anna Bligh became a household name when she became the first female Premier of Queensland, but her legacy as a State leader will be the exceptional leadership she provided to the State, and the Nation, in the face of the tragedy of the Queensland flood and storm disasters of 2011. Anna Bligh, the Premier of Queensland, certainly made a difference. Her presence and compassion for the suffering of fellow Queenslanders was a reassuring sign that help was on its way. The reconstruction of homes, businesses and infrastructure was the Premier's priority and Anna Bligh led the reconstruction charge, never shirking accountability.

Anna Bligh, Former Queensland Premier

Anna Bligh appears by arrangement with Saxton Speakers Bureau

SESSION 7

10.00am



Peter FitzSimons AM

LITTLE THEORIES OF LIFE


Peter FitzSimons is a rugby star, best-selling author, well respected columnist for the Sydney Morning Herald and Sun-Herald, and a television presenter on Fox Sports. He speaks four languages, has played rugby for Australia, co-hosted radio shows with Mike Carlton and Doug Mulray, has interviewed famous people around the globe from George Bush to Diego Maradona. Peter has also written over twenty best-selling books including *Batavia*, *Tobruk*, *Kokoda*, *A Simpler Time*, *Little Theories of Life* and biographies on Steve Waugh, Nick Farr-Jones, Kim Beazley, John Eales and Charles Kingsford Smith. In 2001 he was Australia's biggest selling non-fiction author, duplicating that feat in 2004 with *Kokoda*.

Peter FitzSimons AM, rugby star, best-selling author and media commentator

Peter FitzSimons appears by arrangement with Saxton Speakers Bureau


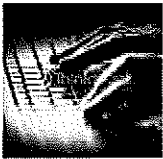

10.45am – 11.30am


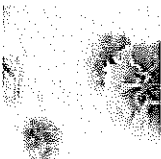

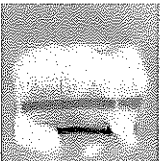
Refreshments

SESSION 7		ON THE FRONTLINE
11.30am – 12.30pm		An inspirational leader with an exemplary 38-year career, Major-General John Cantwell served on the front lines of three major wars. Cantwell joined the Australian Army as a private in 1974, rising through the ranks to become a General, commanding troops at almost every level in the Army. He saw combat action in the first Gulf War in 1991 and again served on operations in Iraq in 2006. In 2010 he was the commander of all Australian forces in Afghanistan and the wider Middle East area of operations, for which he was awarded the Distinguished Service Cross for leadership in action. He has twice been recognised in the Order of Australia awards, along with the United States Legion of Merit. He retired from the Army in 2012.
		<i>Major-General John Cantwell (Ret) AO DSC, Australian Military Leader</i> <i>Major-General John Cantwell appears by arrangement with Saxton Speakers Bureau</i>
12.30pm – 1.30pm		Lunch
SESSION 8		CONCURRENT SESSIONS II
1.30pm		All delegates will be asked to indicate session preference when registering to assist with venue planning.
Governance		Trust in Transformation <p>In July 2013 the State Government announced a range of proposed changes to Local Government arrangements in metropolitan Perth. The proposed changes include reducing the number of Local Governments in Perth with the goal to having new Local Governments in place from 1 July 2015.</p> <p>This session will discuss the current state of play of Metropolitan Reform and the challenges ahead.</p>
Personal & Professional Development		Too Toxic to Talk <p>We've all come across them: they are the people who drain you of energy instead of enriching you, the people who pull you down instead of raising you up, the people who require more than they can provide; the negative, whining, needy, manipulative people who can turn a happy day into a living hell. No matter how good our people skills are in general, most of us have problems with dealing effectively with this kind of people. Even those with really sharp people skills often get caught up in the polluting relationships (personal or professional) toxic people create.</p> <p>The good news is that there are effective ways to deal with toxic people and this session will provide a number of strategies to assist in these situations.</p> <p><i>Due to its success, this presentation is a repeat of the 2013 session</i></p>
Community & Planning		Vitalising Vibrant Town Centres <p>Town centres and main streets are the focal point of local communities for businesses and residents alike. Councils work hard to ensure that their towns are vibrant, attractive places that can be enjoyed by all and where businesses can thrive. This session will discuss the planning tools available to create these 'Activity Centres', encouraging a mix of uses to achieve diversity and vibrancy. It will explore how the vibrancy needs to be balanced with providing safe and community orientated places where there is a structured approach to alcohol management. The session will also discuss the lessons learned in Victoria following a significant deregulation of liquor licensing.</p>
Personal & Professional Development		Spotlight on Social Media (Repeated from Thursday) <p>One of the roles of a Councillor is to facilitate communication between the community and the Council. This session will explore the do's and don'ts of social media, how to use social media to your advantage; and the latest social media trends.</p>
3.00pm – 3.30pm		Refreshments
3.30pm		CONVENTION CLOSING ADDRESS
4.30pm		Official close of the 2014 Local Government Convention
7.00pm – 11.30pm		Pre-Dinner Drinks and Gala Dinner, PCEC BelleVue Ballroom


PARTNER ACTIVITIES

Registration required for all activities – prices include GST

		INCLUDES	COST
WEDNESDAY 6 AUGUST			
5.30pm – 7.00pm	Opening Welcome Reception in the Trade Exhibition		\$60
THURSDAY 7 AUGUST			
8.45am – 2.30pm	 Bibbulmun Track Walk Travel by Coach to a location near Kalamunda where the 8.5km walk begins. This leisurely walk will take you on a journey through the jarrah forest featuring balga trees, banksias and the wildflowers in season. There is plenty of time to stop along the way to ask your Bibbulmun Guide questions. Stop at Hewitt's Hill, the first of the 49 walker-only campsites spaced along the 1000kms track to Albany, before descending from Golden View to cross the Weir Wall and the Helena Reservoir. At the end of your walk you will have a chance to rest your legs and be rewarded with a picnic lunch before transferring back to the PCEC.	Coach, guides, all refreshments (including lunch)	\$175 minimum 12 maximum 20
9.00am – 11.30am	 Cyber Security & Online Shopping (at the PCEC) The internet provides an easy way to shop, plan travel, manage finances and stay connected with family and friends, however, there are risks. This session will give you skills to conduct yourself safely online, protecting yourself and your computer. You will then build on your newly acquired cyber security skills and knowledge and learn how to address ecommerce issues, including the safest ways to purchase goods and who to contact when things go wrong.	Facilitator and morning tea	\$45 minimum 15 maximum 40
12.00pm – 2.30pm	 Let's Do Lunch Step back in time to a very gracious period in history to a rustic replica of turn-of-the-century Lord Alexander Forrest's winter residence. Set in what would have been the receiving formal room of the house, enjoy a delicious lunch followed by an engaging talk by our lunchtime guest speaker.	Lunch and guest speaker	\$90 minimum 20 maximum 40
1.30pm – 5.00pm	 Footy Lover's Tour Catching the train to the hallowed football ground sets the scene for this tour of Paterson's Stadium. Stand at one of the entrances and visualise what it would be like to see and hear the crowd roar as your team comes running out onto the oval. Venture into the coach's box and wander the Hall of Fame. Even spectator sports sharpens the appetite, so to finish the afternoon we'll indulge in hot chocolates and churros before heading back.	Train, tour guide and afternoon tea	\$65 minimum 10 maximum 20
5.30pm – 7.00pm	Sundowner in the Trade Exhibition		\$60
6.00pm – 7.30pm	Mayors and Presidents' Civic Reception at Council House (by prior invitation)		

		INCLUDES	COST
FRIDAY 8 AUGUST			
7.30am – 8.45am	Breakfast with Special Guest Glenn Mitchell		\$88
8.45am – 1.15pm	 Army Museum Discover the long and distinguished history of Western Australian Soldiers at war as the Army Museum of WA galleries take you on an eye-opening journey through history - WWI, WWII, the conflicts in Korea, Malaya, Indonesia, Vietnam and peacekeeping in East Timor, to more recent times with our troops in Iraq, Afghanistan and the Solomon Islands. This promises to be a truly thought provoking experience.	Coach, Army Museum guide and morning tea.	\$70 minimum 15 maximum 25
8.45am – 1.15pm	 Paper Art Be prepared for a busy morning of creating your own paper art! In this craft workshop you will learn how to make a beautiful tissue flower pompom and a funky paper garland. Create invitations and make stylish cards and envelopes to match. You are guaranteed to come away with lots of ideas and creative examples.	Coach, facilitator, materials and morning tea.	\$105 minimum 12 maximum 20
10.30am – 1.30pm	 Cooking with Passion Put the sizzle back into your next BBQ whilst enjoying this relaxed and social cooking experience. Be prepared for a sensory overload as you taste and smell the dishes as they are being prepared using fresh West Australian ingredients, and top it all off with a couple of glasses of fine WA wine.	Transport, facilitator, workshop and lunch.	\$190 minimum 10 maximum 13
2.00pm – 4.30pm	 Dr Chemical (at the PCEC) Join Perth's Dr Chemical as he discusses and demonstrates the use of consumer chemicals in the home and explains which products work the best and why. Plus learn how you can make your own diesel from used oil. Dr Chemical is happy to answer any questions so come prepared to make the most of this opportunity!	Dr Chemical and afternoon tea.	\$65 minimum 20 maximum 40
7.00pm – 11.30pm	Convention Gala Dinner (at the PCEC)		\$90 for partners of Full Delegates \$190 for all other guests

SATURDAY 9 AUGUST – AN ADDITIONAL OPTION FOR DELEGATES AND PARTNERS

8.30am – 4.30pm	 All Aboard the Hotham Express We head to the Hills and on to Dwellingup, a town focused on timber and tourism. We'll ride the Hotham Express into the Jarrah Forest and take a walk on the wild side with a Forest "guru". Lunch is at the Community Hotel with time to wander around the town before heading back.	Coach, guide, Hotham Valley Train, Forest "guru", Morning Tea, Lunch and incidentals.	\$140 minimum 20 maximum 40
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GENERAL INFORMATION

ONLINE CONVENTION

REGISTRATIONS – a simple process

Log on to www.walga.asn.au - then go to the 2014 Convention and Trade Exhibition link to complete your registration online.

Full delegate fees cover the daily conference program, lunches and refreshments – the Opening Reception on Wednesday, 6 August and the Sundowner on Thursday, 7 August. The Convention Gala Dinner on Friday evening is optional, and a ticket fee applies.

CONVENTION FEES

Prices are per person and are all inclusive of GST.
Deadline for all Registrations is Tuesday, 8 July 2014

CONVENTION REGISTRATION	
Full Delegate	\$1,475
WALGA Life Members	Complimentary
DAY DELEGATE REGISTRATION	
Day: Thursday, 7 August	\$780 (includes Sundowner)
Day: Friday, 8 August	\$725
OPTIONAL EXTRAS	
GALA DINNER	
Full Delegate & Partner	\$90 each
WALGA Life Member	\$90
Gala Dinner Only	\$190
BREAKFAST	
ALGWA Breakfast (Thursday)	\$55
ICLEI Breakfast (Thursday)	Please contact ICLEI directly
Convention Breakfast (Friday)	\$88
PARTNERS/GUESTS	
Opening Reception (Wednesday)	\$60
Sundowner (Thursday)	\$60
Lunch (Thursday)	\$50
Lunch (Friday)	\$50
Partner Tours	Individual tour fees as listed

Please contact WALGA for more information if your partner would like to attend a particular conference session.

ELECTED MEMBER PROFESSIONAL DEVELOPMENT – see enclosed leaflet for details.

CHANGES TO YOUR REGISTRATION

You can modify your online booking at any time by using the link provided in your confirmation email. Once you have completed your registration, a tax invoice with a confirmation number will be emailed to you. Click on the link and enter your Confirmation Number to make any changes or additions to your reservation.

Registration cancellations must be advised in writing prior to the deadline date of Tuesday, 8 July 2014. Thereafter full fees are payable, or alternatively a registration may be transferred to another member of Council.

SPECIAL REQUIREMENTS

Any special dietary requirements, mobility or any other special needs should be indicated when registering – WALGA will use its best endeavours to meet these requests.

ACCOMMODATION

A range of accommodation options were issued to Councils in December, and hotel booking forms and details are available at www.walga.asn.au. Reservations are to be made direct and please note that city hotels have limited guest parking so clarify these arrangements when booking.

INTER-VENUE TRANSFERS

Coach transfers will be provided for the Mayors and Presidents' Reception at Council House on Thursday, collecting guests from Mounts Bay Road (near Mill Street intersection) - with returns to both the PCEC and CBD hotels, as required.

A limited service will similarly be provided between CBD hotels and the PCEC for the Gala Dinner on Friday evening.

The convenient, free and frequent bus services operating within the CBD is recommended for transfers between city hotels and the PCEC – for detailed information on these services go to www.transperth.wa.gov.au - and hotel staff can offer some local advice to guests.

The limited transfer schedule will be displayed at the Delegate Service Desk.

PCEC PARKING

For those requiring daily parking, WALGA can arrange for a multi-entry (24 hour access) parking space in the underground car park at the PCEC at a daily cost of \$34. Parking space requests must be indicated on the registration form – please note the non-extendable deadline for these requests is Tuesday, 8 July 2014.

ENQUIRIES

Ulla Wolter, WALGA Marketing and Events Officer | T 08 9213 2000 | F 08 9213 2077 | E registration@walga.asn.au

Information in this brochure is correct at time of printing but may be subject to change.