

COUNCIL MEETING

AGENDA



For the Ordinary Meeting of Council to be held on

16 AUGUST 2017

Dear Council Member,

The next Ordinary Meeting of the Shire of Cranbrook will be held on Wednesday 16 August 2017 at the Frankland River Community Centre commencing at 3.00pm.

Peter Northover
Chief Executive Officer

DISCLAIMER

This agenda has yet to be dealt with by the Council. The recommendations shown at the foot of each item have yet to be considered by the Council and are not to be interpreted as being the position of the Council. The minutes of the meeting held to discuss this agenda should be read to ascertain the decision of the Council.

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AGENDA

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Shire President, Cr Cunningham will declare the meeting open at pm. The Shire President will alert the meeting to the procedures for emergencies including evacuation, designated exits and muster points.

2. ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

2.1 ATTENDANCE

President	Cr JT (Twynam) Cunningham
Deputy President	Cr CY (Colin) Egerton-Warburton
Councillors	Cr DJ (David) Adams
	Cr PM (Peter) Beech
	Cr ER (Ruth) Bigwood
	Cr P (Peter) Denton
	Cr PL (Phil) Horrocks
	Cr HC (Helen) Parsons
	Cr TC (Tom) Standish

Chief Executive Officer	Mr PB (Peter) Northover
Acting Manager of Finance & Administration	Mrs P (Phil) Rowe
Manager of Works	Mr JE (Jeff) Alderton
Personal Assistant to Chief Executive Officer	Miss KM (Kellie) Evans

Members of the Public

2.2 APOLOGIES

Manager of Finance & Administration	Mrs PA (Trish) Standish
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2.3 APPROVED LEAVE OF ABSENCE

Nil

3. ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

4. PUBLIC QUESTION TIME

4.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4.2 PUBLIC QUESTIONS

5. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

6. APPLICATIONS FOR LEAVE OF ABSENCE

7. DISCLOSURE OF INTEREST

8. MATTERS FOR WHICH MEETING MAY BE CLOSED

9. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

9.1 ORDINARY MEETING – 19 JULY 2017

That the minutes from the ordinary meeting of Council held on 19 July 2017, be confirmed as a true and correct record.

10. REPORTS OF OFFICERS

10.1 FINANCE & ADMINISTRATION

10.1.1	LIST OF PAYMENTS
RESPONSIBLE OFFICER:	Phillip Rowe – Acting Manager of Finance and Administration
REPORT AUTHOR:	Jodi Vitler – Finance Administration Officer
FILE REFERENCE:	FM2
APPLICANT:	N/A
DATE OF REPORT:	08 August 2017
ATTACHMENTS:	List of Payments – 08 July 2017 to 08 August 2017

Purpose

The purpose of this report is to advise the Council of payments made during the period 08 July 2017 to 08 August 2017.

Background

Nil

Officers Comment

Nil

Statutory Environment

Local Government (Financial Management) Regulation 13 states:

13. List of accounts

(1) If the local government has delegated to the Chief Executive Officer the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the Chief Executive Officer is to be prepared each month showing for each account paid since the last such list was prepared:

- (a) the payee's name;
- (b) the amount of the payment;
- (c) the date of the payment; and
- (d) sufficient information to identify the transaction.

Policy Applicable – Implications

Council Policy 4.8 – 'Purchasing', states that:

"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:

- a) The payee's name*
- b) The amount of the payment*
- c) The date of the payment*
- d) Sufficient information to identify the transaction.*

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

It is considered appropriate to delegate this authority to the Chief Executive Officer as the payment of accounts is the final process after debts have been incurred through other processes and systems in place."

Financial Implications

There are no financial implications for this report.

Risk Implications

The risks associated with matters in this report are:

- Misconduct
- Errors, Omissions and Delays
- Failure of IT and or Communication Systems and Infrastructure
- Failure to fulfil Statutory, Regulatory or Compliance Requirements
- Inadequate Document Management Processes
- Inadequate Supplier/Contract Management

The **impact** of the risk is Financial, Non-Compliance and Reputational.

The **consequences** of these risks are considered to be Major

The **likelihood** is Rare

Hence the **risk rating** for this item is Low

Risk mitigation includes the Council having strong financial policies and procedures in place and the requirement to report to the Council on a monthly basis.

Strategic Community Plan Reference

The 2013-2023 Shire of Cranbrook, Strategic Community Plan states that:

Aspiration 5.0: by 2023 the Shire of Cranbrook will demonstrate, Strong Governance, Leadership and Organisational Growth

Objective: 5.4 Demonstrate Sound Financial Planning and Management

Strategy: 5.4.2 Responsible and Accountable Financial Management

Consultation

Consultation was not required for this report.

VROC Implications

There are no strategic VROC implications from this report

Voting Requirements

Simple Majority

OFFICERS RECOMMENDATION

That the payment of accounts totalling \$ 691,202.43 as per the attachment be noted:

- **Electronic Funds Transfers EFT 7902 to EFT 7971 - \$556,944.54;**
- **Municipal Fund Cheque No's 12022 – 12030 - \$11,182.18;**
- **Internal Account Transfers (Payroll) - \$97,510.98;**
- **Direct Debit - \$25,564.73.**

10.1.1	MONTHLY FINANCIAL STATEMENTS
RESPONSIBLE OFFICER:	Phillip Rowe – Acting Manager of Finance and Administration
REPORT AUTHOR:	Phillip Rowe – Acting Manager of Finance and Administration
FILE REFERENCE:	FM12
APPLICANT:	N/A
DATE OF REPORT:	8 August 2017
ATTACHMENTS:	Financial Statements July 2017

Purpose

The purpose of this report is to present the financial position of the Shire of Cranbrook as at 31 July 2017.

Background

The Local Government (Financial Management) Regulations 1996 require the preparation of monthly financial statements and presentation of these statements to the Council.

Officers Comment

The July financial statements report on 1 month, or 8% of the financial year. It is worthy to note:

- The 'Municipal Fund Summary' on page 2 shows that we have raised 67% of our expected operating income. This higher percentage is due to the fact that property rates are recognised as revenue when they are raised and not when they are paid.
- The 'Municipal Fund Summary' on page 2 shows that we have spent 5% of the budgeted operating expenditure for the year.
- The 'Municipal Fund Summary' on page 4 shows net current asset position of \$3,299,053 (surplus), which is made up mainly of rates receivables; and
- The Variance Report on page 9, provides further information.

Statutory Environment

The Local Government (Financial Management) Regulations 1996 define the requirements for monthly financial reporting (Regulation 34).

Policy Applicable – Implications

Council Policy 4.1 Defining Material Variances, states that:

When dividing the actual figures with the annual budget figure, a variance of plus or minus 10% of the percentage of the year elapsed will be reported. In addition, a variance must be greater than \$1,000 to be reported.

Financial Implications

Whilst the financial statements report on the current position of the Council, the adoption of the recommendation below does not have a financial impact.

Risk Implications

The risks associated with matters in this report are:

- Misconduct
- Errors, Omissions and Delays
- Failure of IT and or Communication Systems and Infrastructure
- Failure to fulfil Statutory, Regulatory or Compliance Requirements
- Inadequate Document Management Processes
- Inadequate Supplier/Contract Management

The **impacts** of these risks are Financial, Non-Compliance and Reputational

The **consequences** of these risks are considered to be Major

The **likelihood** is Rare

Hence the risk rating for this item is Moderate

Risk mitigation includes the Council having strong financial policies and procedures in place and the requirement to report to the Council on a monthly basis.

Strategic Community Plan Reference

The 2017-2027 Shire of Cranbrook, Strategic Community Plan states that:

Objective 4: Leadership - Demonstrate strong governance, leadership and organisational growth

Outcome 4.1: Excellence in governance, compliance, regulation and reporting

Strategy 4.1.1: Maintain a high level of corporate governance, responsibility and accountability

Consultation

Consultation was not required for this report.

VROC Implications

There are no Strategic VROC implications from this report.

Voting Requirements

Simple Majority

OFFICERS RECOMMENDATION

That the attached financial statements for the period ending 31 July 2017 be noted.

10.2 GOVERNANCE & EXECUTIVE SERVICES

10.2.1 MEMORANDUM OF UNDERSTANDING – GIVIT

RESPONSIBLE OFFICER:	Peter Northover – Chief Executive Officer
REPORT AUTHOR:	Peter Northover – Chief Executive Officer
FILE REFERENCE:	GO27
APPLICANT:	GIVIT Listed Ltd
DATE OF REPORT:	10 August 2017
ATTACHMENTS:	Draft Memorandum of Understanding

Purpose

The purpose of this report is for the Council to consider signing a Memorandum of Understanding with GIVIT Listed Ltd to manage the donation of goods in times of emergency.

Background

GIVIT offers all West Australian Local Governments a free Emergency Recovery Service that supports charities, front-line services, agencies and governments by coordinating the deluge of donations that commonly occurs post-emergency and offers of good quality goods and services are allocated to meet specific need.

GIVIT is supported by its Founding National Partner IAG, and by the Bankwest Foundation in Western Australia to coordinate offers of assistance during times of emergency. GIVIT has a unique online portal that allows the public and corporate entities to see what exactly is required by communities and it enables people to pledge items and services to meet these needs.

GIVIT's virtual warehouse removes the need for front-line services to physically collect, sort and store donations. This significantly reduces the administrative and financial burden for recovery agencies and relieves the need to redirect valuable resources away from critical response and recovery activities. The organisation works closely with local government emergency management committees and front-line services, and will identify and, if necessary, broker donations to meet specific community needs.

GIVIT's Emergency Recovery Service:

- Reduces the administration costs associated with traditional models of managing unwanted and / or inappropriate donations;
- Enables response agencies, including Not for Profits to focus on the physical, emotional, psychological and social support needed for those people directly affected by the emergency;
- Recognises the need to respect the dignity of people affected and meets their needs confidentially;
- Targets the needs of those affected, ensuring communities get exactly what they need, when they need it most;
- Provides an online 'virtual' warehouse, eliminating storage, distribution and disposal issues;
- Is able to manage all offers and requests of goods and services as well as receive financial donations that are used to purchase items from local providers;
- Is scalable, can be used for local to large emergencies; and
- Has a robust website to manage large numbers of donations during surge periods.

GIVIT is the recipient of the Resilient Australia Awards 2015 and is staffed in Western Australia.

Officers Comment

At the Local Emergency Management Committee (LEMC) held on 8 August 2017, the GIVIT WA Manager, Mr Travis Fitch, provided a presentation outlining the services that GIVIT could provide during a recovery process.

Mr Fitch indicated that a number of local governments across the State had recently agreed to enter into a formal partnership arrangement with GIVIT by signing a Memorandum of Understanding (MOU). The MOU provides a formal arrangement for GIVIT to manage, on behalf of the local government, all offers of donated goods including corporate offers of assistance in the event of an emergency.

At its recent meeting, the LEMC agreed to recommend to Council that the Shire formally enter into an MOU with GIVIT.

Statutory Environment

There is no specific legislation applicable to this report.

Policy Applicable – Implications

There is no Council policy applicable to this report.

Financial Implications

There are no financial implications for this report.

Risk Implications

The risk associated with matters in this report is:

- Ineffective Management of Facilities/Venues/Events

The **impacts** of these risks are People and Service Interruption.

The **consequences** of these risks are considered to be Moderate

The **likelihood** is Possible

Hence the **risk rating** for this item is Moderate

Risk mitigation includes engagement with a suitable agency that would be responsible for managing the receipt and offer of donations.

Strategic Community Plan Reference

The 2017-2027 Shire of Cranbrook, Strategic Community Plan states that:

Objective 1: Social – Be respected for its friendly, vibrant, connected and safe communities

Outcome 1.2: A safe place to live

Strategy 1.2.2: Advocate and actively support emergency management and services

Consultation

Consultation for this report included members of the Local Emergency Management Committee

VROC Implications

There are no strategic VROC implications from this report

Voting Requirements

Simple Majority

OFFICERS RECOMMENDATION

That

- 1. Council agrees to formally sign a Memorandum of Understanding with GIVIT Listed Ltd for the management of the donation of goods and services during an emergency; and**
- 2. Once signed, the Memorandum of Understanding be included in the Shire's Recovery Plan.**

10.2.2	INTEGRATED PLANNING AND REPORTING – INFORMING STRATEGIES
RESPONSIBLE OFFICER:	Peter Northover – Chief Executive Officer
REPORT AUTHOR:	Peter Northover – Chief Executive Officer
FILE REFERENCE:	File Number
APPLICANT:	N/A
DATE OF REPORT:	11 July 2017
ATTACHMENTS:	1. Strategic Resource Plan 2017-2032 2. Workforce Plan 2017-2021

Purpose

The purpose of this report is for the Council to consider endorsing the Shire’s Informing Strategies under the Integrated Planning and Reporting Framework comprising the Strategic Resource Plan 2017-2032 and Workforce Plan 2017-2021.

Background

In 2010, the Integrated Planning and Reporting (IPR) Framework and Guidelines were introduced in Western Australia as part of the State Government’s Local Government Reform Program. All local governments were required to have their first suite of IPR documents in place by 1 July, 2013.

Under the Local Government Act 1995, all local governments are required to plan for the future of their district. In late 2016, the IPR Framework and Guidelines underwent a revision in anticipation of local governments reviewing their current strategic community plans as required by statute by 30 June 2017. Whilst the minimum requirement under legislation and regulation is the development of a Strategic Community Plan and a Corporate Business Plan, the Shire has worked closely with Moore Stephens Consultants, to develop the Strategic Resource Plan 2017-2032 – comprising long term financial planning and asset management planning over the next 15 years.

The Workforce Plan 2017-2021 has been prepared in house.

Officers Comment

The core components of the IPR Framework are:

Strategic Community Plan	Community vision, strategic direction, long and medium term priorities and resourcing implications with a horizon of 10+ years.
Corporate Business Plan	Four year delivery program, aligned to the Strategic Community Plan, and accompanied by four-year financial projections
Informing Strategies <ul style="list-style-type: none"> • Long Term Financial Plan • Asset Management Plans • Workforce Plan • Issue or Area Specific Plans 	Long term financial position Approach to managing assets to deliver chosen service levels Shaping workforce to deliver organisational objectives now and in the future Any other informing plans or strategies (eg ICT, recreation plan, youth plan, local area plan etc)
Annual Budget	Financial statements and policies for one year

The Strategic Community Plan (SCP) 2017-2027 and Corporate Business Plan (CBP) 2017-2021 were approved at the Ordinary meeting of Council held on 1 May, 2017. Since then, both statutory

documents have been uploaded to the IPR portal on the Department of Local Government, Sport and Cultural Industries' website.

The Long Term Financial Plan (LTFP), Asset Management Plans (AMPs) and Workforce Plan (WP) are referred to collectively as 'core' informing strategies under the IPR Framework.

The LTFP is a 15 year rolling plan that incorporates the four year financial projections accompanying the Corporate Business Plan (CBP). It is a key tool for prioritisation and ensuring the financial sustainability of the local government. Annual budgets are directly aligned to the CBP and / or LTFP. The LTFP identifies key assumptions such as demographic projections, rating base growth, consumer price index or local government cost index, interest rates etc. Major capital and operational expenditure implications included in the IPR suite are included and specifically referenced in the LTFP.

The AMP defines levels of service, the processes local governments use to manage each of their asset classes, and demand and financial projections. The AMP is linked to the Strategic Community Plan and CBP and has been developed for all major asset classes including infrastructure, drainage, parks and ovals, footpaths, roads, plant and equipment, buildings and land.

The WP has been prepared with a focus on resourcing requirements to satisfy the objectives of the Strategic Community Plan. The plan addresses a range of workforce implications including skills, expertise and knowledge requirements, organisational culture, recruitment and retention in the context of labour market challenges and opportunities, and the facilities and equipment needed to support a productive and inclusive workforce.

The LTFP and AMP has been prepared by Moore Stephens Consultants and combined in one document titled Strategic Resource Plan 2017-2032.

Whilst there is no statutory requirement for Council to adopt and / or approve any of the core informing strategies, it is nevertheless appropriate that Council sight and endorse the documents in terms of recognised best practice.

Statutory Environment

Whilst there is no specific legislation applicable to this item as it relates to the various informing strategies applicable under the integrated planning and reporting framework, the Strategic Community Plan and the Corporate Business Plan are subject to Section 5.56 of the Local Government Act 1995 and Division 3 of the Local Government (Administration) Regulations 1996.

Policy Applicable – Implications

Policy 4.10 – Finance – Asset Management applies to this report.

Financial Implications

The 2016/2017 adopted budget includes financial consideration for the provision of funding for this project within the Program Schedule 04 – Governance Operating Expense 041018 Integrated Planning and Reporting.

The Strategic Resource Plan (comprising Long Term Financial Plan and Asset Management Plan) was completed by external consultants within budget provisions previously approved by Council.

The Workforce Plan has been completed internally, the costs for which have largely been to executive management time allocation. There have been some minor costs associated with photocopying, stationery and printing.

Risk Implications

The risks associated with matters in this report are:

- Failure to fulfil Statutory, Regulatory or Compliance Requirements

The **impact** of the risks is Non-Compliance and Reputational

The **consequences** of these risks are considered to be Minor

The **likelihood** is Unlikely

Hence the **risk rating** for this item is Low

Risk mitigation includes engaging external consultants to assist in the development of the documentation.

Strategic Community Plan Reference

The Shire of Cranbrook, Strategic Community Plan 2013-2023 states that:

Aspiration 4.0: By 2023 the Shire of Cranbrook will demonstrate: Strong Governance, Leadership and Organisational Growth.

4.1 Excellence in Governance, Compliance, Regulation and Reporting

4.1.1 Perform at the highest levels of corporate governance, responsibility and accountability

Consultation

Consultation for this report included representatives from Moore Stephens Consultants and members of the Executive Management Team.

VROC Implications

There are no strategic VROC implications from this report.

Voting Requirements

Simple Majority

OFFICERS RECOMMENDATION

That Council endorses the Shire's Informing Strategies under the Integrated Planning and Reporting Framework comprising the Strategic Resource Plan 2017-2032 and Workforce Plan 2017-2021.

10.2.3	BETTER PRACTICE REVIEW
RESPONSIBLE OFFICER:	Peter Northover – Chief Executive Officer
REPORT AUTHOR:	Peter Northover – Chief Executive Officer
FILE REFERENCE:	GO17
APPLICANT:	Department of Local Government, Sport and Cultural Industries
DATE OF REPORT:	7 August 2017
ATTACHMENTS:	1. Letter from Mr Duncan Ord OAM – A/Director General 2. Better Practice Review Report

Purpose

The purpose of this report is for the Council to consider the outcome of the Better Practice Review of the Shire's performance conducted by the previous Department of Local Government and Communities in April 2017.

Background

The Local Government Better Practice Review (BPR) Program was an initiative undertaken by the former Department of Local Government and Communities (as of 1 July 2017, the Department of Local Government, Sport and Cultural Industries) to recognise and promote good practice in Western Australian country local governments. The BPR Program is part of the State Government's Country Local Government Fund (CLGF) Capacity Building Program.

The BPR Program involved a review team being assigned to a particular local government to review key areas of that local government's activities and operations.

Officers Comment

The BPR program was purely voluntary and was funded through the CLGF – although this funding has now ceased. Essentially it entailed a probity audit of the Shire's functions and processes and was requested by the executive management team to allay any concerns Councillors and / or ratepayers may have had about the Shire's operating practices and procedures.

The BPR Program was designed to acknowledge areas of better practice whilst encouraging improvement in the way local governments conducted their activities to ensure good governance and build the capacity of the local government sector.

The objectives of the program were to:

- Generate momentum for a culture of continuous improvement and greater compliance across the local government sector;
- Promote good governance and ethical regulation;
- Identify and share innovation and best practice in the local government sector; and
- Act as a 'health check' by providing departmental advice and support to local governments that may be experiencing operational problems.

The onsite visit, which occurred on 18 / 19 and 20 April 2017, highlighted a number of areas of Better Practice and suggested several areas for further development, some of which have either already been addressed or are in the process of being addressed.

The attached report reflects positively on the Shire in a range of key areas, particularly organisational culture, community development, and financial and asset management. The report found that the Shire is 'performing and functioning well' and has 'good quality and well organised

documentation across the organisation – particularly notable for a small local government with limited resources’.

The report points out that those areas identified for further development are relatively minor and largely relate to the Shire reviewing its key documents to ensure that it has appropriate policies, procedures and practices in place.

Those areas of suggested improvement identified by the review team and mentioned in the report include:

Governance

- Code of Conduct to be formally acknowledged by staff and Elected Members
- Minor inconsistencies between policies and procedures
- Continue to develop a Business Continuity Plan
- Meeting attachments to be posted on-line
- ‘General Business / Briefing Session’ terminology to be amended
- Develop a Customer Service Charter
- Develop a Complaints Handling policy

Planning and Regulatory

- Provide Delegated Authority for approval of certain Development Applications
- Provide a copy of our Local Emergency Management Arrangements on-line
- Complete review of Local Laws
- Ensure Local Laws are on website

IPR

- Review and update Corporate Business Plan annually

Asset and Finance

- Develop Asset Disposal policy
- Review Long Term Financial Plan annually

Workforce Planning and Human Resource Management

- Review Workforce Plan

Community and Consultation

- Continue and promote Economic Development activities

The attached letter from the Acting Director General of the Department of Local Government, Sport and Cultural Industries, Mr Duncan Ord OAM, requests that the report be presented to Council for consideration.

Statutory Environment

There is no specific legislation applicable to this report.

Policy Applicable – Implications

There is no Council policy applicable to this report.

Financial Implications

There are no financial implications for this report.

Risk Implications

The risks associated with matters in this report are:

- Misconduct
- Business and Community Disruption
- External Theft and Fraud
- Errors, Omissions and Delays
- Failure of IT and or Communication Systems and Infrastructure
- Failure to fulfil Statutory, Regulatory or Compliance Requirements
- Inadequate Document Management Processes
- Inadequate Engagement Practices
- Inadequate Asset Sustainability Practices
- Inadequate Safety and Security Practices
- Ineffective Employment Practices
- Inadequate Supplier/Contract Management
- Ineffective Management of Facilities/Venues/Events

The **impacts** of these risks are People, Financial, Service Interruption, Non-Compliance, Reputational, and Property.

The **consequences** of these risks are considered to be Moderate

The **likelihood** is Possible

Hence the **risk rating** for this item is Moderate

Risk mitigation includes employing conscientious and skilled employees and professional independent consultants as required.

Strategic Community Plan Reference

The 2017-2027 Shire of Cranbrook, Strategic Community Plan states that:

Objective 1: Social – Be respected for its friendly, vibrant, connected and safe community

Outcome 1.1: An engaged, supportive and inclusive community

Strategy 1.1.2: Facilitate, encourage and support community groups, events and initiatives

Outcome 1.3: A healthy place to grow and age

Strategy 1.3.1: Facilitate community health and wellbeing and support provision of services to the community

Objective 4: Leadership – Demonstrate strong governance and leadership

Outcome 4.1: Excellence in governance, compliance, regulation and reporting

Strategy 4.1.1: Maintain a high level of corporate governance, responsibility and accountability

Strategy 4.1.2: Maintain organisational policies and strategies for the attraction and retention of quality employees

Consultation

Consultation for this report included members of the executive management team and representatives of the department's Better Practice Review team.

VROC Implications

There are no strategic VROC implications from this report

Voting Requirements

Simple Majority

OFFICERS RECOMMENDATION

That Council receives the report of the Better Practice Review and notes the areas for further development contained in the report.

10.3 WORKS

10.4 ECONOMIC & COMMUNITY

11. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

12. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY A DECISION OF THE MEETING

13. MATTERS BEHIND CLOSED DOORS

14. CLOSURE OF MEETING

There being no further business to discuss, the Shire President, Cr Cunningham will declare the meeting closed at pm.