



# **SHIRE OF DERBY/WEST KIMBERLEY**

## **COMPLIANCE AND STRATEGIC REVIEW COMMITTEE MEETING**

**THURSDAY 27 SEPTEMBER 2018  
AT COUNCIL CHAMBERS, CLARENDON STREET, DERBY  
COMMENCING AT 11.00 AM**

### **MINUTES**



# SHIRE OF DERBY/WEST KIMBERLEY

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**COMPLIANCE AND STRATEGIC REVIEW COMMITTEE MEETING  
27 SEPTEMBER 2018  
AGENDA**

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**1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

The meeting was opened at 11.08am by the Shire President

**2.0 ATTENDANCE VIA TELEPHONE/INSTANTANEOUS COMMUNICATIONS**

Nil

**3.0 RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE**

**Committee Members:**

Geoff Haerewa Shire President

Chris Kloss Councillor

Peter Coggins Councillor

Iris Prouse Councillor

Andrew Twaddle Councillor

**Staff:**

Stephen Gash Chief Executive Officer

Danielle Hurstfield Manager Administration & Governance

Wayne Neate Director Technical and Development Services

Carlie McCulloch Customer Service Officer

**Auditor:**

Nil

**Apologies:**

Denise Andrews Councillor

Peter McCumstie Councillor

Geoff Davis Councillor

Paul White Deputy Shire President

**Leave of Absence:**

Nil

**Absent:**

Nil

### **3.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

#### **OFFICER RECOMMENDATION/COMMITTEE DECISION:**

#### **MINUTE NO. CSR006/2018**

**Moved: Cr Kloss**

**Seconded: Cr Prouse**

**That the Minutes of the Compliance and Strategic Review Committee Meeting held 30 August 2018 be confirmed.**

**CARRIED 5/0**

### **4.0 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION**

### **5.0 DECLARATIONS OF INTEREST**

Section 5.65 and 5.70 of the *Local Government Act 1995* requires an Elected Member or Officer who has an interest in any matter to be discussed at a Committee/Council Meeting that will be attended by the Elected Member or Officer must disclose the nature of the interest in a written notice given to the Chief Executive Officer before the meeting; or at the meeting before the matter is discussed.

An Elected Member who makes a disclosure under section 5.65 or 5.70 must not preside at the part of the meeting relating to the matter; or participate in; or be present during, any discussion or decision making procedure relating to the matter, unless allowed by the Committee/Council. If Committee/Council allow an Elected Member to speak, the extent of the interest must also be stated.

#### **5.1 DECLARATIONS OF FINANCIAL INTERESTS**

Nil

#### **5.2 DECLARATIONS OF PROXIMITY INTERESTS**

Nil

#### **5.3 DECLARATIONS OF IMPARTIALITY INTERESTS**

Nil

## 6.0 REPORTS

### 6.1 COMPLIANCE REPORTS

<b>File Reference:</b>	4110 – Internal Audit
<b>Author:</b>	Danielle Hurstfield - Manager Administration & Governance
<b>Responsible Officer:</b>	Stephen Gash, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	21 September 2018
<b>Attachments:</b>	Use of Delegations Financial Risk Register Compliance Register Credit Card Usage Council Minutes Status
<b>Authority/Discretion:</b>	Information

#### SUMMARY:

For the Committee to note the information provided in the attached reports and provide strategic direction as required.

#### BACKGROUND:

The Terms of Reference for the Compliance and Strategic Review Committee adopted 26 March 2015 detail the key role the Committee holds in assisting the Shire fulfil its corporate governance responsibilities in managing the affairs of the organisation. This includes financial reporting, risk management, compliance requirements and auditing.

The Committee will ensure compliance in the Shire's financial reporting and will liaise with the CEO to ensure the effective and efficient management of the Shire's financial accounting systems to meet statutory requirements.

#### STATUTORY ENVIRONMENT:

Local Government Act 1995 Part 7, Div.1A, S.7.1(a) & 7.2(b)  
Local Government Act 1995 Div.2, Sub Div.2  
Local Government Act 1995 Div.2, Sub Div.3  
Local Government (Audit) Regulations 1996

#### POLICY IMPLICATIONS:

Nil

**FINANCIAL IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATIONS:**

GOAL	OUTCOME	STRATEGY
4: Good governance and effective organisation	4.1: Effective governance and leadership	4.1.3: Strengthen the governance role of Councillors by informing, resourcing, skilling and supporting their role 4.1.8: Develop and maintain risk management policies and procedures

**RISK MANAGEMENT CONSIDERATIONS:**

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Financial, Legal and Compliance, Organisational Operations and Reputation	Unlikely	Extreme	Extreme	Monthly reporting to the Compliance and Strategic Review Committee for awareness and direction where required.

**CONSULTATION:**

Internal consultation has been undertaken with relevant areas to collate information.

**COMMENT:**

This item is to advise the Compliance and Strategic Review Committee of current matters, issues that are still being resolved and will evolve as required by industry best practice.

**VOTING REQUIREMENT:**

Simple majority

**OFFICER RECOMMENDATION/COMMITTEE DECISION:****MINUTE NO. CSR007/2018**

**Moved: Cr Twaddle**

**Seconded: Cr Kloss**

**That the Compliance and Strategic Review Committee NOTE the information contained in the reports detailing use of delegations of authority, credit cards, compliance register, financial risk register and Council Minute management are noted.**

**CARRIED 5/0**

## **7.0 TABLING OF INFORMATION FOR NOTING AS BACKGROUND TO FUTURE GOVERNANCE POLICY WORKSHOP**

### **7.1 POLICY REVIEW**

A summary of Council Policies currently being reviewed are attached. Councillors are requested to advise if they would like to be involved in discussions. An item of Officer recommendations is attached for review and discussion at the next Compliance and Strategic Review Committee Meeting to be held on 11 October 2018.

The principles of the review are:

1. review items that are required by law or regulation without discretion;
2. ensure consistency across any areas of overlap such as allowances versus reimbursements and ensure that these reflect current Public Sector Standards and government requirements linking to appropriate business use;
3. providing clear and concise policy objectives and allowing detailed management practices to be documented separately for ease of continuous improvement review.

### **7.1 REGISTER OF DELEGATED AUTHORITY REVIEW**

The purpose of this register is to ensure a record is kept of those powers or duties that have been delegated to ensure accountability and to meet the requirements of Section 5.46 of the Act. This register is a public document that contains 'Instruments of Delegation' that detail the function being delegated and the relevant statutory reference which is the source of power for the exercise of that function. Without limiting the effect of sections 58 and 59 of the Interpretation Act 1984, these delegations, made under the Act have effect for the period of time specified in the delegation or where no period has been specified, indefinitely. Any decision to amend or revoke these delegations by a local government is to be by an absolute majority.

### **7.2 DRAFT CUSTOMER SERVICE CHARTER**

This document sets out our commitment to the provision of timely, efficient, consistent and quality services provided by polite and helpful Officers that meet our customer's expectations. Our aim at all times is to provide a quality service. By knowing what to expect, our customers can monitor our performance, provide feedback on how we measure up and ensure we deliver on our undertakings.

**7.3 DRAFT CODE OF CONDUCT**

The Code of Conduct provides Council Members, Committee Members, employees and contractors of the Shire of Derby/West Kimberley with the minimum standard of professional conduct and behaviour in carrying out their functions and responsibilities. The Code addresses ethical responsibility and encourages greater transparency and accountability. It encourages a commitment to ethical and professional behaviour and outlines principles upon which individual and collective local government behaviours are to be based.

**7.4 DRAFT STATEMENT OF BUSINESS ETHICS**

This document provides guidance for all sectors of the community when conducting business with the Shire of Derby/West Kimberley. It outlines the Shire’s ethical standards and expectations that suppliers and contractors are to adhere with in any dealings with the Shire. This Statement also outlines what suppliers and contractors can expect from the Shire.

**7.5 DRAFT GOVERNANCE MANUAL**

This document sets out the Governance framework outlining how decisions are taken and implemented; the process by which we achieve goals; produce outputs; and, the process by which we are directed, controlled and held to account. It encompasses authority, accountability, stewardship, leadership, values and culture within the organisation.

**8.0 DATE OF NEXT MEETING**

To be determined.

**9.0 CLOSURE OF MEETING**

The Presiding Member closed the meeting at 11.38am.

<p><b>These Minutes were confirmed at a Meeting on</b></p> <p>.....</p> <p><b>Signed:</b> .....</p> <p><b>Presiding Person at the Meeting at which these Minutes were confirmed.</b></p> <p><b>Date:</b> .....</p>
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