



**Shire of Derby /
West Kimberley**

MINUTES

Compliance and Strategic Review Committee Meeting Thursday, 13 June 2019

Date: Thursday, 13 June 2019

Time: 3.30 pm

Location: Council Chambers
Clarendon Street
Derby



Order Of Business

1	Declaration of Opening, Announcement of Visitors	4
2	Attendance via Telephone/Instantaneous Communications	4
3	Announcements by Presiding Person without Discussion	4
4	Disclosure of Interests	4
	4.1 Declaration of Financial Interests	5
	4.2 Declaration of Proximity Interests	5
	4.3 Declaration of Impartiality Interests	5
5	Confirmation of Minutes of Previous Meetings	5
6	Reports	6
	6.1 Compliance Reports	6
	6.2 Information Statement 2018/2019	25
7	New Business of an Urgent Nature	45
8	Date of Next Meeting	45
9	Closure of Meeting	45

**MINUTES OF SHIRE OF DERBY / WEST KIMBERLEY
COMPLIANCE AND STRATEGIC REVIEW COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBERS, CLARENDON STREET, DERBY
ON THURSDAY, 13 JUNE 2019 AT 4.00 PM**

PRESENT: Cr Geoff Haerewa (Shire President), Cr Chris Kloss, Cr Andrew Twaddle

IN ATTENDANCE: Cr Peter McCumstie, Cr Iris Prouse, Amanda O'Halloran (Chief Executive Officer), Danielle Hurstfield (Manager Administration and Governance), Wayne Neate (Director Technical and Development Services), Carlie McCulloch (Governance Officer)

VISITORS: Nil

GALLERY: Nil

APOLOGIES: Nil

APPROVED LEAVE OF ABSENCE: Nil

ABSENT: Nil

1 DECLARATION OF OPENING, ANNOUNCEMENT OF VISITORS

The meeting was opened at 3.48pm by Cr Geoff Haerewa, Shire President.

2 ATTENDANCE VIA TELEPHONE/INSTANTANEOUS COMMUNICATIONS

In accordance with regulation 14A of the Local Government (Administration) Regulations 1996 Council must approve (by Absolute Majority) the attendance of a person, not physically present at a meeting of Council, by audio contact. The person must be in a 'suitable place' as approved (by absolute majority) by Council. A 'suitable place' means a place that is located in a townsite or other residential area and 150km or further from the place at which the meeting is to be held.

3 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

Nil.

4 DISCLOSURE OF INTERESTS

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.

4.1 Declaration of Financial Interests

Nil.

4.2 Declaration of Proximity Interests

Nil.

4.3 Declaration of Impartiality Interests

Nil.

5 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

COMMITTEE RESOLUTION CSRC22/19

Moved: Cr Andrew Twaddle

Seconded: Cr Chris Kloss

That the Minutes of the Compliance and Strategic Review Committee Meeting held at the Council Chambers, Clarendon Street, Derby, on 16 May 2019 be CONFIRMED.

In Favour: Crs Geoff Haerewa, Chris Kloss and Andrew Twaddle

Against: Nil

CARRIED 3/0

6 REPORTS**6.1 COMPLIANCE REPORTS****File Number:** 4110 - Internal Audit**Author:** Danielle Hurstfield, Manager Administration and Governance**Responsible Officer:** Amanda O'Halloran, Chief Executive Officer**Authority/Discretion:** Information**SUMMARY**

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

DISCLOSURE OF ANY INTEREST

Nil

BACKGROUND

The Terms of Reference for the Compliance and Strategic Review Committee adopted on 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.

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: Financial, Legal and Compliance, Organisational Operations and Reputation	Unlikely	Severe	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

Nil

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

1. Standing Items - June 2019  

COMMITTEE RESOLUTION CSRC23/19

Moved: Cr Chris Kloss

Seconded: Cr Andrew Twaddle

That the Compliance and Strategic Review Committee RECEIVES the information contained in the reports detailing use of delegations of authority, credit cards, compliance register, governance program update, council meeting attendance register and Council Minute management.

In Favour: Crs Geoff Haerewa, Chris Kloss and Andrew Twaddle

Against: Nil

CARRIED 3/0

ENDORSED GOVERNANCE PROGRAM - 2018/19						
Meeting	Item	Review Requirements	Comments	Date Adopted	Actions	Date Completed
OCTOBER/CSRC/NOVEMBER ADOPT	Recordkeeping Plan	Review Requirements: Every 5 years Last reviewed: 2013 State Records Act 2000 LGA Principles and Standards 2002 - Principle 6 s.5.41(h) s.28(b) s.5.41(h)	Approved by State Records Commission 7 December 2018.	Approved by State Records Commission 7 December 2018.	Copy provided to staff in governance update 21/1/2019	
	Code of Conduct	Review Requirements: After each new election LGA s.5.103 s.5.104 Admin. Regs. Part 9 Rules of Conduct Regs.	CSRO19/2018 1. That the Compliance and Strategic Review Committee review the Code of Conduct, Statement of Business Ethics and Governance Manual; and 2. That the review feedback be provided to the Compliance and Strategic Review Committee on 14 February 2019.	Adopted OCM 2019-02-28	Training to be undertaken with staff and Councillors by 31 May 2019	
	Business Ethics	Cross Reference to Code of Conduct	CSRO19/2018 1. That the Compliance and Strategic Review Committee review the Code of Conduct, Statement of Business Ethics and Governance Manual; and 2. That the review feedback be provided to the Compliance and Strategic Review Committee on 14 February 2019.	Adopted OCM 2019-02-28	Training to be undertaken with staff and Councillors by 31 May 2019	
	Proposed AF 4L FRAUD, MISCONDUCT CONTROL AND RESILIENCE	Review Requirements: Annually LGA s.2.7(2)(b)	This new policy supports the Code of Conduct and Business Ethics Statement. It sets out the Shire's commitment to a zero-tolerance approach to fraud, misconduct, bribery and corruption and to building resilience through the identification and implementation of strategies to prevent, detect and respond to Fraud and Misconduct.	Adopted OCM 2019-02-28	Updating to Shire branding, to be available on website by 17 May 2019	
	Proposed AF 4B ATTRACTIVE ITEMS	Review Requirements: Annually LGA s.2.7(2)(b)	This new policy is in response to amendments to Regulation 17a of the Local Government (Audit) Regulations 1996 Local governments are required to maintain a property register of portable and attractive items valued under \$5,000 in line with State Government agencies as specified in Treasurer's Instruction 410 Record of Assets. It clearly sets out guidelines in identifying, recording and tracking items that are portable and attractive within the Shire of Derby/West Kimberley.	Adopted OCM 2019-02-28	Updating to Shire branding, to be available on website by 17 May 2019	
	AF6 – RISK AND OPPORTUNITY MANAGEMENT POLICY	Review Requirements: Annually LGA s.2.7(2)(b)	This policy has been reviewed with no amendments recommended.	Adopted OCM 2019-02-28	Updating to Shire branding, to be available on website by 17 May 2019	
	AF1 – PROCUREMENT OF GOODS AND SERVICES	Procurement: Review Requirements: Annually LGA FM Reg 5 Audit Reg 17(1) Purchasing Policy Review Requirements: Triennial Last Reviewed: Due by: LGA F&G Reg 11A	From CSRC Minutes 2018-12-10: AF1 – Procurement of Goods and Services As a result of recent industry investigations and available reports, this item will be deferred until an audit using the WALGA Integrity in Procurement – Self Assessment Tool (attached) has been undertaken. Has been amended using WALGA model which provides industry best practice as a result of investigations and consideration of WA Auditor General guidelines	Adopted OCM 2019-02-28	Updating to Shire branding, to be available on website by 17 May 2019	
	AF14 – SIGNIFICANT ACCOUNTING POLICIES	Review Requirements: Annually LGA s.2.7(2)(b)	This policy has been reviewed and amended to reflect current industry standard.	Adopted OCM 2019-02-28	Updating to Shire branding, to be available on website by 17 May 2019	
	AF32 – COUNCIL LIGHT VEHICLE FLEET – STAFF USAGE	Review Requirements: Annually LGA s.2.7(2)(b)	This policy has been reviewed to current industry standard. The allocation of each level of use right will be undertaken in conjunction with the review of the Workforce Plan. Minutes CSRC - 2018-12-10 Needs further review. Deferred until CSRC Meeting of 2019-02-14 Amendments made to include provision of vehicle to Shire President, removal of vehicle specifications and level entitlements for staff as referred to previous policy	Adopted OCM 2019-02-28	Updating to Shire branding, to be available on website by 17 May 2019	
	CS – COUNCIL MEETINGS – DATE, TIME AND VENUE	Review Requirements: Annually LGA s.2.7(2)(b)	This policy has been reviewed to reflect current practice of the majority of Ordinary Council Meetings in Derby and where possible the mid-month meetings to be held in Fitzroy Crossing. Minutes CSRC - 2018-12-10 Needs further review. Deferred until CSRC Meeting of 2019-02-14 Amendments made to include attendance by electronic means, referencing form on LG Hub and timeframes for notification	Adopted OCM 2019-02-28	Updating to Shire branding, to be available on website by 17 May 2019	
November CSRC/ December Adopt	Annual Report	Review Requirements: Accepted, by Absolute Majority, by no later than 31 December LGA s.5.53 s.5.54	TBC - Deferred due to Financials	Adopted OCM 2019-04-18	Advertised in Babbling Boabs, Derby and Fitzroy Crossing public noticeboards and libraries	
	Governance Manual	Cross Reference to Code of Conduct	CSRO19/2018 1. That the Compliance and Strategic Review Committee review the Code of Conduct, Statement of Business Ethics and Governance Manual; and 2. That the review feedback be provided to the Compliance and Strategic Review Committee on 14 February 2019.	Adopted OCM 2019-02-28	Training to be undertaken with staff and Councillors by 31 May 2019	
	AF24 – ATTENDANCE AT CONFERENCES, SEMINARS AND TRAINING	Review Requirements: Annually LGA s.2.7(2)(b)	This policy has been reviewed with the intent of aligning Councillors and Staff entitlements.	Adopted OCM 2019-02-28	Updating to Shire branding, to be available on website by 17 May 2019	
	AF18 – SUNDRY DEBTORS COLLECTION POLICY	Review Requirements: Annually LGA s.2.7(2)(b)	This policy has been reviewed with minor amendments to reflect industry practices.	Adopted OCM 2019-02-28	Updating to Shire branding, to be available on website by 17 May 2019	
	AF19 – OUTSTANDING RATES COLLECTION POLICY	Review Requirements: Annually LGA s.2.7(2)(b)	This policy has been reviewed with minor amendments to reflect industry practices.	Adopted OCM 2019-02-28	Updating to Shire branding, to be available on website by 17 May 2019	
	F20 – RATING ADMINISTRATION POLICY	Review Requirements: Annually LGA s.2.7(2)(b)	Reviewed and remains unchanged.	Adopted OCM 2019-02-28	Updating to Shire branding, to be available on website by 17 May 2019	
	AF34 – COMMUNITY FUNDING SCHEME	Review Requirements: Annually LGA s.2.7(2)(b)	Reviewed to provide clarity and transparency in areas that operationally have made decision making difficult.	Adopted OCM 2019-02-28	Updating to Shire branding, to be available on website by 17 May 2019	
January	Delegations Register – review by staff	Review Requirements: Annually Last Reviewed: 28/09/2017 Next Due: 28/09/2018 LGA s.5.16, 5.17, 5.18 s.5.42, 5.43, 5.44, 5.45, 5.46 s.7.1B	Meeting with Dani 07/01/19 - Send out to Management for review 08/02/2019.	Adopted OCM 2019-02-28		
	Local Laws – review by staff to commence	Review Requirements: 8 yearly Made/last reviewed: 2011 Review Due by: March 2019 LGA s.3.16(2), (2a) s.3.16(3)(4)	Meeting with Dani 07/01/19 - Send out to Management for review 08/02/2019. For inclusion and discussion at 14/2/2019 Concept forum.	Awaiting direction from Council to prioritise		
Customer Service Charter	Cross Reference to Code of Conduct	To Compliance and Strategic Review Committee 2019-03-14	To Compliance and Strategic Review Committee 2019-03-14			

ENDORSED GOVERNANCE PROGRAM - 2018/19						
Meeting	Item	Review Requirements	Comments	Date Adopted	Actions	Date Completed
February CSRC / March Adopt	Budget Review	Between 1 January 2018 and 1 March 2018 in each financial year, a review of the annual budget is to be carried out. Review must be submitted to Council within 30 days after it has been carried out; and Council is to consider the review and determine, by absolute majority, whether or not to adopt the review, any parts of the review or any recommendations made in the review. Due: 31 March 2019. LGA FM Reg 33A(1) (2A) (2) (3)		To Compliance and Strategic Review Committee 2019-04-18 then OCM 2019-04-18		
	AF3 – ASSET MANAGEMENT C6 – USE OF CHAMBERS2	Review Requirements: Annually LGA 5.2.7(2)(b)	Reviewed - no amendments	Adopted OCM 2019-02-28	Updating to Shire branding, to be available on website by 17 May 2019	
	AF44 - LOCAL PUBLICATION	Review Requirements: Annually LGA 5.2.7(2)(b)	Proposed new policy to recognise the Babbling Boabs as a locally circulated publication for the purposes of Local Public Notices	Adopted OCM 2019-02-28	Updating to Shire branding, to be available on website by 17 May 2019	
	C7 – COUNCILLORS PRESENTATION ON RETIREMENT	Review Requirements: Annually LGA 5.2.7(2)(b)	Combined with AF31 - no amendments have been made to values	Adopted OCM 2019-02-28	Updating to Shire branding, to be available on website by 17 May 2019	
	AF31 – PAYMENTS TO EMPLOYEES IN ADDITION TO CONTRACTOR AWARD	Review Requirements: Biennial LGA s.5.50	Combined with C7 - no amendments have been made to values	Adopted OCM 2019-02-28	Updating to Shire branding, to be available on website by 17 May 2019	
	H2 – TRADERS AND STALL HOLDERS PERMITS	Review Requirements: Annually LGA 5.2.7(2)(b)		Adopted OCM 2019-02-28	Updating to Shire branding, to be available on website by 17 May 2019	
	W1 – CROSSOVERS	Review Requirements: Annually LGA 5.2.7(2)(b)	Amended to reflect current standards and provide detail on process for obtaining subsidy	Adopted OCM 2019-02-28	Updating to Shire branding, to be available on website by 17 May 2019	
	AF45 - TRANSACTION CARDS	A Transaction Card Policy is to be endorsed by Council resolution as it contributes to the Local Government fulfilling its duties, in regard to Credit Cards, under Regulation 12 of the Local Government (Financial Management) Regulations 1996.	Replaces previous Credit Card policy. Have used WALGA template ensuring industry best practice. Was highlighted during CAR that fuel cards require further framework. Combined policy will be supported by management systems that ensure officer signs for business use, provides correct detail and documentation in required timeframes and usage is reported monthly to CSRC	Adopted OCM 2019-02-28	Updating to Shire branding, to be available on website by 17 May 2019	
	TP1 – LIGHT INDUSTRIAL AREA – CARETAKERS RESIDENCE	Review Requirements: Annually LGA 5.2.7(2)(b)	Amended to include Caretakers and Drivers accommodation and to provide clear definitions.	Adopted OCM 2019-02-28	To be advertised BME Advertiser (Noel Myers)	
March CSRC / April Adopt	AF7 – GPS FLEET TRACKING	Review Requirements: Annually LGA 5.2.7(2)(b)	Reviewed, no amendments to CSRC 2019-03-14	Adopted OCM 2019-03-28		
	AF21 – FIRE CONTROL OFFICERS AUTHORITIES	Review Requirements: Annually LGA 5.2.7(2)(b)	Reviewed, no amendments to CSRC 2019-03-14	Adopted OCM 2019-03-28		
	AF23 – PROVISION OF STAFF HOUSING	Review Requirements: Annually LGA 5.2.7(2)(b)	This policy is to be reviewed after commencement of new CEO in line with review of Workforce Plan. to CSRC 2019-03-14	Deferred		
	AF30 – LEGAL REPRESENTATION COSTS INDEMNIFICATION	Review Requirements: Annually LGA 5.2.7(2)(b)	Reviewed, no amendments to CSRC 2019-03-14	Adopted OCM 2019-03-28		
	AF33 – REGIONAL PRICE PREFERENCE POLICY	Review Requirements: Annually LGA 5.2.7(2)(b)	This policy has been reviewed and amended to provide a definition of a local business. to CSRC 2019-03-14	Adopted OCM 2019-03-28 with amendment to consult with Chamber of Commerce on definition of local business, to be resubmitted to Council		
	TP5 – RADIO MASTS	Review Requirements: Annually LGA 5.2.7(2)(b)	reviewed, recommend recind to CSRC 2019-03-14	Adopted OCM 2019-03-28	Removed from website	
	TP7 – MINIMUM FINISHED FLOOR LEVEL FOR NEW BUILDINGS (OTHER THAN OUTBUILDINGS) FITZROY CROSSING AND CAMBALLIN	Review Requirements: Annually LGA 5.2.7(2)(b)	The review of this policy has commenced. Due to the complex nature of background information and previous reviews it will be presented to the Compliance and Strategic Review Committee at a later date. to CSRC 2019-03-14	Deferred		
April CSRC / May Adopt	AF35 – ESTABLISHMENT OF LEASES AND USER AGREEMENTS	Review Requirements: Annually LGA 5.2.7(2)(b)	On hold pending review of leases, MOUs, agreements and user agreements to CSRC 2019-04-11	Deferred		
	AF37 – DEFENCE RESERVIST/VOLUNTEER EMERGENCY SERVICE LEAVE	Review Requirements: Annually LGA 5.2.7(2)(b)	Combination of AF37 Volunteer Emergency Service Leave and AF38 Defence Reservist Leave. to CSRC 2019-04-11		Updating to Shire branding, to be available on website by 17 May 2019	
	TP8 – TOWN CENTRE DEVELOPMENT POLICY	Review Requirements: Annually LGA 5.2.7(2)(b)	To be deferred for major review in conjunction with preparation of new Town Planning Scheme No. 8 to CSRC 2019-04-11	Deferred		
	TP10 – TRANSPORTABLE/ RELOCATED DWELLINGS	Review Requirements: Annually LGA 5.2.7(2)(b)	To be deferred to May 2019 CSRC.			
	W2 – DERBY TOWNSITE STREETScape	Review Requirements: Annually LGA 5.2.7(2)(b)	To be deferred for review after development of Community Strategic Plan. to CSRC 2019-04-11			
	W3 – UNDERGROUND PUBLIC UTILITIES SERVICES THAT CROSS COUNCIL CONTROLLED THOROUGHFARES	Review Requirements: Annually LGA 5.2.7(2)(b)	Reviewed to reflect current standards including need for traffic management. to CSRC 2019-04-11			
May CSRC / June Adopt	Corporate Business Plan - Review (Council Workshop) Includes Workforce Plan, Asset Management Plan, Long Term Financial Plan, Corporate Business Plan.	Workshop Council Members and Executive staff to review options and priorities (including the Capital Works Plan) and to finalise the Corporate Business Plan for recommendation to Council. LGA s. 5.56 Admin. Reg 19DA Due by: 30 June Council to adopt by absolute majority. Amended Corporate Business Plan informs the preparation of the budget by June 30.				
	FM1 – FORWARD PLANNING	Review Requirements: Annually LGA 5.2.7(2)(b)	To be deferred for review until after budget			
	FM2 – BUDGET ISSUES	Review Requirements: Annually LGA 5.2.7(2)(b)	To be deferred for review until after budget			
	FM3 - RATES	Review Requirements: Annually LGA 5.2.7(2)(b)	To be deferred for review until after budget			
	FM4 – RESERVE ACCOUNTS	Review Requirements: Annually LGA 5.2.7(2)(b)	To be deferred for review until after budget			
	FM5 – LOAN BORROWINGS	Review Requirements: Annually LGA 5.2.7(2)(b)	To be deferred for review until after budget			
	FM6 - PROVISIONS	Review Requirements: Annually LGA 5.2.7(2)(b)	To be deferred for review until after budget			
	FM7 – CASH FLOW MANAGEMENT	Review Requirements: Annually LGA 5.2.7(2)(b)	To be deferred for review until after budget			
	FM8 – INVESTMENTS	Review Requirements: Annually LGA 5.2.7(2)(b)	To be deferred for review until after budget			
	AF16 – OCCUPATIONAL SAFETY, HEALTH AND INJURY MANAGEMENT	Review Requirements: Annually LGA 5.2.7(2)(b)	To be deferred further work required			



MEETING ATTENDANCE

The following table provides information on attendance at the 2019 Ordinary and Special Council Meetings:

Councillor	28 Feb 2019	14 Mar 2019	28 Mar 2019	11 Apr 2019	18 Apr 2019	30 May 2019	30 May 2019	27 Jun 2019	25 Jul 2019	29 Aug 2019	26 Sep 2019	31 Oct 2019	21 Nov 2019	12 Dec 2019
	OCM	SCM	OCM	SCM	OCM	OCM	AGM	OCM	OCM	OCM	OCM	OCM	OCM	OCM
P White	✓	✓	✓	✓	✓	✓	✓							
P Coggins	✓	✓	✓	A	✓	LOA	A							
C Kloss	✓	✓	✓	✓	✓	✓	✓							
P McCumstie	✓	✓	✓	✓	✓	✓	✓							
I Prouse	✓	✓	✓	✓	✓	✓	✓							
A Twaddle	✓	A	✓	✓	✓	✓	✓							
G Davis														
G Haerewa	✓	✓	✓	✓	✓	✓	✓							
D Andrews	LOA	A	A	A	✓	✓	A							

Derby

(08) 9191 0999 | 30 Loch Street
 sdwk@sdwk.wa.gov.au | PO Box 94, Derby WA 6728

Fitzroy Crossing

(08) 9191 5355 | Flynn Drive
 sdwk@sdwk.wa.gov.au | PO Box 101, Fitzroy Crossing

ABN: 99 934 203 062

www.sdwk.wa.gov.au

Shire Of Derby / West Kimberley ANZ Corporate Credit Card Reconciliation Period Reporting: 15/04/2019 - 12/05/2019								
Card Holder : Stephen Gash								
Date	Transaction Description	GST (Y/N)	Amount (GST Excl)	GST	Amount (GST Incl)	Account	Receipt Provided	Comments
		Y	\$ -	\$ -	\$ -			
		Y	\$ -	\$ -	\$ -			
		Y	\$ -	\$ -	\$ -			
		Y	\$ -	\$ -	\$ -			
		Y	\$ -	\$ -	\$ -			
		Y	\$ -	\$ -	\$ -			
		Y	\$ -	\$ -	\$ -			
		Y	\$ -	\$ -	\$ -			
		Y	\$ -	\$ -	\$ -			
		Y	\$ -	\$ -	\$ -			
		Y	\$ -	\$ -	\$ -			
		Y	\$ -	\$ -	\$ -			
		Y	\$ -	\$ -	\$ -			
		Y	\$ -	\$ -	\$ -			
		Y	\$ -	\$ -	\$ -			
		TOTAL	\$ -	\$ -	\$ -			
Card Holder : Wayne Neate								
Date	Transaction Description	GST (Y/N)	Amount (GST Excl)	GST	Amount (GST Incl)	Account	Receipt Provided	Comments
10/05/2019	CROWN TOWERS PERTH BURSWOOD	Y	\$ 230.00	\$ 23.00	253	510105	Yes	Room Hire - Shire President - Transport Meeting
8/05/2019	QANTAS AIRWAYS LTD [EC MASCOT	Y	\$ 716.26	\$ 71.63	787.89	620013	Yes	Flights S.Hennessey - Training
8/05/2019	QANTAS AIRWAYS LTD [EC MASCOT	Y	\$ 5.19	\$ 0.52	5.71	620013	Yes	Flights S.Hennessey - Training
7/05/2019	QBE INSURANCE AUSTRALI SYDNEY	Y	\$ 10.91	\$ 1.09	12	620013	Yes	Flight Insurance S.Hennessey - Training
		Y	\$ -	\$ -	\$ -			
		Y	\$ -	\$ -	\$ -			
		Y	\$ -	\$ -	\$ -			
		Y	\$ -	\$ -	\$ -			
		Y	\$ -	\$ -	\$ -			
		Y	\$ -	\$ -	\$ -			
		Y	\$ -	\$ -	\$ -			
		Y	\$ -	\$ -	\$ -			
		Y	\$ -	\$ -	\$ -			
		Y	\$ -	\$ -	\$ -			
		TOTAL	\$ 962.36	\$ 96.24	\$ 1,058.60			
Card Holder : Ross Sullivan								
Date	Transaction Description	GST (Y/N)	Amount (GST Excl)	GST	Amount (GST Incl)	Account	Receipt Provided	Comments
6/05/2019	CROWN PROMENADE PERTH BURSWOOD	Y	\$ 164.77	\$ 16.48	181.25	440112.570	Yes	G. Haerewa Accommodation - Perth Airport Symposium
26/04/2019	QANTAS AIRWAYS LTD [EC MASCOT	Y	\$ 701.30	\$ 70.13	771.43	440112.570	Yes	G. Haerewa - Flight Brisbane/Broome - Airport Symposium
26/04/2019	QANTAS AIRWAYS LTD [EC MASCOT	Y	\$ 701.30	\$ 70.13	771.43	440112.570	Yes	G. Haerewa - Flight Brisbane/Broome - Airport Symposium
26/04/2019	QANTAS AIRWAYS LTD [EC MASCOT	Y	\$ 469.78	\$ 46.98	516.76	440112.570	Yes	K. Pettingill Flight - Perth/Proserpine - Airport Symposium
26/04/2019	QANTAS AIRWAYS LTD [EC MASCOT	Y	\$ 276.45	\$ 27.64	304.09	440112.570	Yes	K. Pettingill Flight - Broome/Perth - Airport Symposium
26/04/2019	WOTIF WOTIF.COM	Y	\$ 409.11	\$ 40.91	450.02	440112.570	Yes	G. Haerewa Accommodation - Airfie Beach - Airport Symposium
26/04/2019	WOTIF WOTIF.COM	Y	\$ 153.64	\$ 15.36	169	440112.570	Yes	G. Haerewa Accommodation - Brisbane Airport - Airport Symposium
26/04/2019	WOTIF WOTIF.COM	Y	\$ 409.11	\$ 40.91	450.02	440112.570	Yes	K. Pettingill Accommodation - Airfie Beach - Airport Symposium
26/04/2019	EB *Regional Airports 801-413-7200	Y	\$ 1,325.85	\$ 132.59	1458.44	440112.570	Yes	G. Haerewa Symposium Registration - Airport Symposium
26/04/2019	WOTIF wotif.com	Y	\$ 136.36	\$ 13.64	150	440112.570	Yes	K. Pettingill Accommodation - Perth Airport - Airport Symposium
26/04/2019	WOTIF wotif.com	Y	\$ 153.64	\$ 15.36	169	440112.570	Yes	K. Pettingill Accommodation - Brisbane Airport - Airport Symposium
24/04/2019	JETSTAR AIR MELBOURNE	Y	\$ 155.47	\$ 15.55	171.02	440112.570	Yes	G. Haerewa - Flight Whitsunday Coast/Brisbane - Airport Symposium
24/04/2019	QBE INSURANCE AUSTRALI SYDNEY	Y	\$ 10.91	\$ 1.09	12	440112.570	Yes	K. Pettingill Flight Insurance - Broome/Perth - Airport Symposium
24/04/2019	QBE INSURANCE AUSTRALI SYDNEY	Y	\$ 10.91	\$ 1.09	12	440112.570	Yes	K. Pettingill Flight Insurance - Perth/Proserpine - Airport Symposium
24/04/2019	QBE INSURANCE AUSTRALI SYDNEY	Y	\$ 10.91	\$ 1.09	12	440112.570	Yes	G. Haerewa - Flight Insurance Brisbane/Broome - Airport Symposium
24/04/2019	QBE INSURANCE AUSTRALI SYDNEY	Y	\$ 10.91	\$ 1.09	12	440112.570	Yes	K. Pettingill - Flight Insurance Brisbane/Broome - Airport Symposium
23/04/2019	QANTAS AIRWAYS LTD [EC MASCOT	Y	\$ 818.55	\$ 81.86	900.41	440112.570	Yes	G. Haerewa - Flight BME/Darwin Indigenous Economic Forum
23/04/2019	QANTAS AIRWAYS LTD [EC MASCOT	Y	\$ 469.78	\$ 46.98	516.76	440112.570	Yes	G. Haerewa - PER/Bris/Proserpine - Airport Symposium
23/04/2019	QANTAS AIRWAYS LTD [EC MASCOT	Y	\$ 276.45	\$ 27.64	304.09	440112.570	Yes	G. Haerewa - Flight Broome/Perth leg to Airport Symposium
23/04/2019	JETSTAR AIR MELBOURNE	Y	\$ 141.25	\$ 14.13	155.38	440112.570	Yes	G. Haerewa - Flight Brisbane/Proserpine - Airport Symposium
23/04/2019	EB *Regional Airports 801-413-7200	Y	\$ 1,325.85	\$ 132.59	1458.44	440112.570	Yes	K. Pettingill Symposium Registration - Airport Symposium
23/04/2019	Hilton DT Darwin FDS Darwin	Y	\$ 633.64	\$ 63.36	697	440112.570	Yes	G. Haerewa - Accommodation Indigenous Economic Forum
23/04/2019	DEPARTMENT OF TRANSPORT PERTH	Y	\$ 181.82	\$ 18.18	200	510012.152	Yes	KW Number Plates
18/04/2019	QBE INSURANCE AUSTRALI SYDNEY	Y	\$ 10.91	\$ 1.09	12	440112.570	Yes	G. Haerewa flight insurance BME/Darwin Airport Symposium
18/04/2019	QBE INSURANCE AUSTRALI SYDNEY	Y	\$ 10.91	\$ 1.09	12	440112.570	Yes	G. Haerewa - flight insurance PER/Bris/Proserpine - Airport Symposium
18/04/2019	QBE INSURANCE AUSTRALI SYDNEY	Y	\$ 10.91	\$ 1.09	12	440112.570	Yes	G. Haerewa - Flight insurance Broome/Perth leg to Airport Symposium
18/04/2019	VIRGIN AUST 79 51505964202 SPRING HILL	Y	\$ 3.25	\$ 0.33	3.58	440112.570	Yes	G. Haerewa - Flight Perth/Broome - return meeting with WALGA Pres
18/04/2019	VIRGIN AUST 79 52155380453 SPRING HILL	Y	\$ 326.36	\$ 32.64	359	440112.570	Yes	G. Haerewa - Flight Perth/Broome - return meeting with WALGA Pres
		TOTAL	\$ 9,310.11	\$ 931.01	\$ 10,241.12			
TOTAL PURCHASES, CASH ADVANCES AND OTHER DEBITS FOR ABOVE STATED PERIOD \$ 11,299.72								
INTEREST CHARGES \$ 163.51								
ANNUAL CARD FEES \$ 200.00								
LOYALTY FEES \$ 225.00								
CLOSING BALANCE \$ 11,888.23								

Last Reviewed - 7 June 2019 **Compliance Status Report**

File No	Subject/Facility	Reference No	Issue	Comment	Estimated Completion	Position Title Officer Responsible for Action Compliance	Completed Y/N	Date Completed	Records Ref (Evidence of completion)	Comments If Action not completed, report on plan to rectify
9010.12	Derby Port	Worksafe 48000254	RCD's need to be tested and certificate of testing supplied	Completed		Nick Harrington	Yes	30/1/2018	Yes	
9010.12	Derby Port	Worksafe 48000255	Gaps in railing to be replaced and further railing to be installed to both sides of public areas	This will be a tender		Wayne Neate				
9010.12	Derby Port	Worksafe 48000256	Conduct a risk assessment in relation to traffic movements through public areas so risk may be reduced of vehicle vs public incidents	Traffic management plan being discussed with a risk assessment as part of this process		Paul Glennon				
9010.12	Derby Port	Worksafe 48000257	Undertake a risk assessment of fuel bunkering on wharf potentially adopt a procedure			Paul Glennon				
9010.12	Derby Port	Worksafe 48000258	Conduct an inspection for asbestos within the wharf buildings and label and note appropriately any damaged/hazardous sheets to be removed	Complete		Nick Harrington	Yes	20/09/2018	Yes	
9010.12	Derby Port	Worksafe 48000259	Hazardous materials not to be stored in same fridge as employees food. Provide adequate storage	Removal of fridges where items stored with Food		Paul Glennon	Yes	27/02/2019	Yes	DWA removed fridges Shire will remove old coke fridge. New fridge supplied for staff
9010.12	Derby Port	Worksafe 48000260	Ensure sanitary facilities and shower are clean and safe to use	Old facilities need to be boarded up if not in use		Nick Harrington	Yes	30/1/2018	Yes	
9010.12	Derby Port	Worksafe 48000261	Conduct a risk assessment for each hazard on the Water tank, Correctly Label water tank			Paul Glennon	Yes	30/1/2018	Yes	
9010.12	Derby Port	Worksafe 48000262	Develop man overboard procedure incase someone falls off wharf	Have a look at Broome port or Wyndham Ports procedure		Wayne Neate				
9010.12	Derby Port	Worksafe 48000263	Portable Fire extinguisher to be installed as per AS2444 and training to be provided regarding use of fire extinguishers	Contact fire service providers		Nick Harrington	Yes	30/1/2018	Yes	
9010.12	Derby Port	Worksafe 48000264	Provide and maintain a first aid kit appropriate to the activities being carried out on the wharf	Kit purchased in the process of being installed.		Paul Glennon	Yes	30/1/2018	Yes	
9010.12	Derby Port	Worksafe 48000265	Old BARC facilities are in need of repair potentially hazardous	Old facilities need to be boarded up if not in use		Nick Harrington				
9010.12	Derby Port	Worksafe 48000266	Vermin faecal matter throughout old BARC area	Old facilities need to be boarded up if not in use, Regular baiting required		Nick Harrington	Yes	10/01/2019	Yes	Worksafe notified on the 18/02/2019
9010.12	Derby Port	Worksafe 48000267	Old Tram rails present trip hazard in various areas need to be rectified			Paul Glennon				
9020.2	Derby Airport	CASA NCN 717001	Issues with physical characteristics of the Airport - Markers, lights, line marking etc and overall Airport Management. Current ARO's not performing duties correctly and lack of management control by the Shire	A lot of the Physical elements have been completed. Manual has been reviewed with several changes made to reporting procedure. Several new ARO's now trained and roster of duties allowing several eyes to look over Airport. Previous ARO still requires coaching to remove prior habits		Wayne Neate	Yes	7/12/2018	Yes	
9020.2	Derby Airport	CASA NCN 717005	Line marking and hold line points on the apron were incorrect	Inspection schedule on ATI included to allow for greater technical advice which would allow these issues to be picked up. Change to the aerodrome Manual has occurred		Wayne Neate	Yes	28/02/2019	Yes	
9020.2	Derby Airport	CASA NCN 717006	Not correct Markers along strip	New markers purchased and in place apart from runway 29 and		Wayne Neate	Yes	10/1/2018	Yes	
9020.2	Derby Airport	CASA NCN 717007	Not correct Markers along strip, procedure breakdown	New ARO's and new forms will hopefully solve this matter		Wayne Neate	Yes	10/1/2018	Yes	
9020.2	Derby Airport	CASA NCN 717008	Faded Line Markings on runway 11/29	Shire has purchased Line marker and undertaken work. New ARO's and procedural change has occurred to prevent this from occurring in the future		Wayne Neate	Yes	11/1/2018	Yes	
9020.2	Derby Airport	CASA NCN 717010	Earthing points to be removed	Will be removed		Wayne Neate	Yes	11/1/2018	Yes	
9020.2	Derby Airport	CASA NCN 717011	Manual to include correct drawing numbers and appropriate drawings	Manual reviewed and changed to reflect correct drawing numbers. Drawings have now been updated		Wayne Neate	Yes	12/1/2018	Yes	
9020.2	Derby Airport	CASA NCN 717014	Manual needs to be amended to outline procedures in a more clear and methodical manner with provision to allow cross check or document record			Wayne Neate	Yes	12/1/2018	Yes	
9020.2	Derby Airport	CASA NCN 717015	ERSA needs to be amended			Wayne Neate	Yes	12/1/2018	Yes	
9020.2	Derby Airport	CASA NCN 717016	Servicability Inspections and ATI reports need to be updated	As part of the review of the Manual both these sections have been reviewed		Wayne Neate	Yes	12/1/2018	Yes	
9030.2	Fitzroy Crossing Airport	CASA NCN 717064	Full review of the FX Aerodrome Manual including Servicability Inspections and ATI reports need to be updated	Manual needs to be reviewed as a severe lack of reporting by ARO's to management and lack of following procedure at both airports.		Wayne Neate				
9030.2	Fitzroy Crossing Airport	CASA NCN 716886	Faded Line Markings on runway	Shire has purchased Line marker and undertaken work. New ARO's and procedural change has occurred to prevent this from occurring in the future		Wayne Neate				
9030.2	Fitzroy Crossing Airport	CASA NCN 716937	Reporting on Wildlife as per procedure not being followed and BAS yet to supply certification of fuel bowser/storage	Manual and Wildlife management plan need to be reviewed as a severe lack of reporting by ARO's to management and lack of following procedure at both airports. Airport Manager following up BAS.		Wayne Neate				

Last Reviewed - 7 June 2019 **Compliance Status Report**

File No	Subject/Facility	Reference No	Issue	Comment	Estimated Completion	Position Title Officer Responsible for Action Compliance	Completed Y/N	Date Completed	Records Ref (Evidence of completion)	Comments: If Action not completed, report on plan to rectify
9030.2	Fitzroy Crossing Airport	CASA NCN 716887	Issues with physical characteristics of the Airport - Markers, lights, line marking etc and overall Airport Management. Current AROs not performing duties correctly and lack of management control by the Shire	Manual in the process of being reviewed with several changes being made to reporting procedure. Previous ARO still requires coaching to remove prior habits		Wayne Neate				
	Derby RADS Grant	Derby Airport	Acquital of RADS grant for lighting upgrade at Derby Airport	Acquital of grant to occur		Wayne Neate	Yes	30/10/2018	Yes	
8005.3	Derby Sportsmens Club	Worksafe 90011925	Ensure that identification and assessment of asbestos containing materials is carried out by a competent person in accordance with the code of practice			Wayne Neate	Yes	24/01/2019	Yes	

Last Reviewed - 7 June 2019

Ordinary/Special Council Meeting Status Report

Meeting	File No	Minute Number	Decision	Comment	Estimated Completion	Pos/In Title Officer Responsible for Action/Compliance	Completed Y/N	Date Completed	Records Ref (Evidence of completion)	Comments, if Action not completed, report on plan to rectify
		MINUTE NO. 062/2017	That Council DELEGATE to the Chief Executive Officer to finalise, sign and execute the User Agreement with the Derby Sporting Shooters Association.			Stephen Gash - CEO				
		MINUTE NO. 077/2017	That Council: 1. AUTHORISES the Chief Executive Officer to extend all existing Memorandum of Understanding's at the Derby Wharf Precinct; 2. AUTHORISES the Shire President and Chief Executive Officer to sign and affix the Common Seal to the Memorandum of Understanding between the Shire of Derby/West Kimberley and the relevant parties.			Stephen Gash - CEO				
OCM 2018-02-22		MINUTE NO. 012/2018	That Council RESOLVE to allow the Derby Volunteer Fire and Rescue Unit the use for restoration the historical Bedford fire truck currently housed at Derby Airport.			Ross Sullivan				
OCM 2018-03-29	7072	MINUTE NO. 024/2018	That Council: 1. Pursuant to Division 1, clause 6.5, subclause 1 of the Shire of Derby/West Kimberley's Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law, that Council APPROVE the application for an amendment of Condition 2 of the annual Traders Permit issued to Amporn's Thai Food on the 5 December 2017. 2. Pursuant to Division 1, clause 6.6, subclause 1 of the Shire of Derby/West Kimberley's Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law, that Council issue the approval with the following adjustment to Condition 2: a. No pre-packaged food items are to be sold and sale of drinks is restricted to pre-packaged, canned and bottled drinks only.			Taryn Dyer - Environmental Health Officer (Previous)				
OCM 2018-08-30	A300219	MINUTE NO. 078/2018	That Council BY ABSOLUTE MAJORITY authorises the Shire President and Chief Executive officer to sign and affix the Common Seal to Amendment No.1 to the Lease between the Shire of Derby/West Kimberley and the Fitzroy Valley Rodeo Club Inc.	Draft Lease has been drawn in consultation with DoL. Draft now in form suitable for execution and will be forwarded to Fitzroy Rodeo Club for execution and return.	viz endFeb 2019	Noel Myers - Manager Planning Services/Stephen Gash - CEO	N		N13496	Still awaiting FX Rodeo Club to secure new common seal - maintaining contact with both Club and DoL in an endeavour to finalise
OCM 2018-08-30	8005.24	MINUTE NO. 085/2018	That Council delegate authority to the Chief Executive Officer to negotiate and execute a lease with One Tree Community Services under exemption from Section 3.58 of the Local Government Act 1995 by virtue of Section 30 Local Government (Functions and General) Regulations 1996. Such a lease will include the following: (i) Lease term of 5 years with a further term of 5 years at the discretion of Council; (ii) Lessee to pay for all costs associated with preparing the lease; (iii) Rental based on one peppercorn (nominal) per annum; (iv) Other standard terms and conditions of Shire lease agreements.	Council's comments regarding renewal option provided to Mcleods for drafting into lease.	30/11/2018	Ross Sullivan - Manager Community Services	N			Lease is with One Tree for their review and comments Awaiting response from One tree (06/02/2019)
OCM 2018-10-25	4110	MINUTE NO. 099/2018	That Council endorse the Compliance Program attached.			Danielle Hurstfield - Manager Administration and Governance/Stephen Gash - CEO	N			Ongoing - on track for all proposed policies to be adopted 28/2 as planned.
OCM 2018-10-25		MINUTE NO. 103/2018	That Council convey support for the Firefighting resources at Cambalin.			Ross Sullivan - Manager Community Services				
OCM 2018-11-28	2301	MINUTE NO. 111/2018	That Council:- 1. Pursuant to the Part 6 of the Planning and Development Act 2005, initiates a Local Interim Development Order for land within the Shire of Derby/West Kimberley not covered by Town Planning Scheme No 5 and Town Planning Scheme No. 7. 2. Refers the Local Interim Development Order to the Western Australian Planning Commission for comment; 3. Advises the Western Australian Planning Commission that the Interim Development Order is required to control ad hoc development outside current planning Scheme areas while a District Wide Local Planning Scheme is implemented. 4. Advertisises the Local Interim Development Order for a period of 28 days after making any modifications required by the Western Australian Planning Commission. 5. By ABSOLUTE MAJORITY delegates authority to the Chief Executive Officer to modify the draft provisions of the Interim Development Order based on advices received from the Western Australian Planning Commission. Such delegation is based on any modifications proposed not being assessed by the Chief Executive Officer as being contrary to the intent and purpose of the provisions detailed within the draft document considered by Council.	Ongoing	End March 2019	Noel Myers - Manager Planning	N			Referring draft to DPLH - await clearance to proceed with advertising
OCM 2018-12-10	5480	MINUTE NO. 119/2018	That Council: 1. Accept the intent of the invalid petition received from Kely Betambeau; and 2. Highlight the support of the wider community in further correspondence to the Commissioner of Main Roads Western Australia (MRWA) in accordance with Council minute no 092/2018			Danielle Hurstfield - Manager Administration and Governance	N			Letter drafted to be reviewed
OCM 2018-12-10	5115	MINUTE NO. 122/2018	That Council advise notice of intention to dispose of the ex-Curtin Accommodation Block 1 by gifting to the Derby Speedway Club in accordance with Section 3.58 of the Local Government Act 1995.			Ross Sullivan - Manager Community Services				

Last Reviewed - 7 June 2019

Ordinary/Special Council Meeting Status Report

Meeting	File No	Minute Number	Decision	Comment	Estimated Completion	Posi6n Title Officer Responsible for Action Compliance	Completed Y/N	Date Comple to d	Records Ref (Evidence of completion)	Comments If Action not completed, report on plan to rectify
OCM 2019-02-28		MINUTE NO. 005/2019	That Council adopt: 1. Reviewed policies AF9 Risk and Opportunity Management AF14 Significant Accounting Policies AF24 Attendance at Conferences, Seminars and Training AF18 Sundry Debtors Collection Policy AF19 Outstanding Rates Collection AF20 Rating Administration Policy AF34 Community Funding Scheme 2. New policies AF41 Fraud, Misconduct Control and Resilience AF43 Portable and Attractive Items 3. Recind policies C1 Smoking – Workplace/Council Buildings C2 Mobile phones in meetings C3 Local Government Conferences C4 Code of Conduct C8 Electoral advertising C9 Tourism C10 Health and Wellbeing C11 Compliance and Strategic Review Committee AF2 Disposal of lease vehicles AF4 Financial assistance to organisations and clubs AF5 Local History Collections AF9 Sexual harassment AF12 Equal opportunity and diversity AF17 Occupational Health and Safety AF22 Use of Council equipment by community organisations AF25 Report Format – Agendas and Minutes AF26 Surveillance – Council Contribution			Danielle Hurstfield - Manager Administration and Governance	N			Recinded policies removed from website. Adopted policies to incorporate new branding and be uploaded to website. Expected completion 17 May 2019
OCM 2019-02-28		MINUTE NO. 006/2019	That the Compliance and Strategic Review Committee adopt: 1. Reviewed policies AF3 Asset Management AF32 Council Light Vehicle Fleet – Staff and Elected Member Usage C5 Council Meetings – Date, Time and Venue C6 Use of Council Chambers C7 Presentations on Completion of Service H2 Traders and Stallholders Permits W1 Crossovers 2. New policies AF44 Local Publication AF45 Transaction Cards 3. That the adopted policies be presented to Council for adoption			Danielle Hurstfield - Manager Administration and Governance	N			
OCM 2019-02-28		MINUTE NO. 007/2019	That Council receive policy TP1 Caretakers and Drivers Accommodation in Industrial Areas and approve advertising for 28 days. Reason for Amendment: A Statutory Planning Policy requires advertising to comply provision of Town Planning Scheme No. 5 in response to the preparation and adoption of a policy.			Noel Myers - Manager Planning				
OCM 2019-02-28		MINUTE NO. 008/2019	That Council adopt the Code of Conduct, Statement of Business Ethics and Governance Manual.			Danielle Hurstfield - Manager Administration and Governance	N			To be trained to staff and Councilors by end of May by Gary Martin
OCM 2019-02-28		MINUTE NO. 009/2019	That Council, BY AN ABSOLUTE MAJORITY: 1. ENDORSES the review of its delegations in accordance with sections 5.46 of the Local Government Act 1995. 2. REPEAL the Register of Delegations of Authority contained in the Shire of Derby/West Kimberley Register of Delegations of Authority dated September 2017 in accordance with section 5.45 of the Local Government Act 1995, and 3. DELEGATE authority to the Chief Executive Officer, the local government functions as listed in the amended Register of Delegations of Authority attached, in accordance with section 5.42 of the Local Government Act 1995, acknowledging the relevant heads of power in addition to the Local Government Act 1995: • Building Act 2011 – section 127 • Bush Fires Act 1954 – section 48 • Cat Act 2011 – section 44 • Dog Act 1976 – section 10AA • Food Act 2008 – section 118 • Public Health Act 2016 – section 21 • Road Traffic (Events on Roads) Regulations 1991.			Danielle Hurstfield - Manager Administration and Governance				
OCM 2019-02-28		MINUTE NO. 012/2019	That Council adopt the revised Policy – AF1 Procurement of Goods and Services, as attached, to comply with the Local Government (Functions and General) Regulations 1995.			Danielle Hurstfield - Manager Administration and Governance	N			Adopted policies to incorporate new branding and be uploaded to website. Expected completion 17 May 2019
OCM 2019-02-28		MINUTE NO. 015/2019	That Council advertise notice of intention to dispose of the ex-Curlin Accommodation Block 2 to the Derby Turf Club in accordance with Section 3.58 of the Local Government Act 1995.			Ros Sullivan - Manager Community Services				

Last Reviewed - 7 June 2019

Ordinary/Special Council Meeting Status Report

Meeting	File No	Minute Number	Decision	Comment	Estimated Completion	Posi6n Title Officer Responsible for Action Compliance	Completed Y/N	Date Comple ted	Records Ref (Evidence of completion)	Comments If Action not completed, report on plan to rectify
OCM 2019-02-28		MINUTE NO. 018/2019	That Council: 1. As pursuant to Section 6.26 2(g) of the Local Government Act, 1995, approve the Rate Exemption Application for A900252, A900572 and A900430. 2. As pursuant to Section 6.12 of the Local Government Act 1995, write off \$6,103.03 being rates already paid to the properties for 2018/19 Billing period and refund credits to the company on approval. 3. Foundation Housing are to reapply for the rate exemption on all properties before the end of every financial year to maintain status. If application is not received, full rates will be charged to properties.			Emma Gugeri - Finance Officer Mye Henry - Finance Manager				
OCM 2019-03-28	4160	MINUTE NO. 12/19	That Council: 1. Adopt Reviewed Policies: AF7 GPS Fleet Tracking AF21 Fire Control Officers Authorities AF30 Legal Representation Costs Indemnification 2. Rescind TPS Radio Masts and provide formal notification in accordance with Town Planning Scheme No. 5 3. Note TP7 Minimum Finished Floor Level for New Buildings (other than outbuildings) Fitzroy Crossing and Camballa requires further review and will be presented to the Compliance and Strategic Review Committee at a later date. 4. AF23 Provision of Staff Housing be put on hold until commencement of new CEO to be reviewed with Workforce Plan. 5. Adopt reviewed policy AF33 – Regional Price Preference noting it supports existing practice; and 6. Consult with the community on the definition of 'local business' and that policy AF33 be referred back to the Compliance and Strategic Review Committee after consultation.			Danielle Hurstfield - Manager Administration and Governance	N			Adopted policies to incorporate new branding and be uploaded to website. Expected completion 17 May 2019
OCM 2019-03-28	4160	MINUTE NO. 13/19	That Council adopt the draft Customer Service Charter attached.			Danielle Hurstfield - Manager Administration and Governance	N			
OCM 2019-03-28	5122	MINUTE NO. 14/19	That Council adopts by ABSOLUTE MAJORITY the 2018-2019 budget review, as attached to this report with no budget amendments.			Danielle Hurstfield - Manager Administration and Governance				
OCM 2019-03-28	6055	MINUTE NO. 15/19	1. That the Council endorses the Draft Minute of Consent Orders and Draft Minute of Consent Determination (dated 5 March 2019) for the Bunuba # 2 'Part B' Native Title Application; and 2. That Council by Absolute Majority delegates authority to the Chief Executive Officer to authorise Council's Solicitor on the Federal Court Record to execute the Minute Consent Determination as it applied to the Bunuba # 2 'Part B' Native Title Application on the condition there is no further significant amendments to the document that would adversely impact upon the Shire; and 3. That Council by Absolute Majority delegates authority to the Chief Executive Officer and Shire President to affix the Common Seal of the Shire of Derby/West Kimberley to the final version of the Bunuba # 2 'Part B' Native Title Application on the condition that the final version of the document does not include any significant amendment to the draft document dated 5 March 2019 that would adversely impact upon the Shire; and 4. That Council by Absolute Majority delegates authority to the Chief Executive Officer to authorise Council's Solicitor on the Federal Court Record to execute any procedural documents on behalf of the Shire that may be required to assist with the progression of the matter towards the Consent Determination Hearing.			Noel Myers - Manager Planning				
OCM 2019-03-28	6055	MINUTE NO. 16/19	1. That Council endorses the Draft Minute of Consent Orders and Draft Minute of Consent Determination (dated 4 March 2019) for the Mayala # 2 'Native Title Application; and 2. That Council By Absolute Majority, delegates authority to the Chief Executive Officer and Shire President to execute the final version of the Minute of Consent Orders and Minute of Consent Determination as it applies to the Mayala #2 Native Title Application documents and affix the Common Seal of the Shire of Derby/West Kimberley to those documents as required on the condition that there is no significant amendment to the document that would adversely impact upon the Shire and further authorises the Chief Executive Officer and the Shire President to execute any procedural documents associated with the progression of the matter towards the Consent Determination Hearing.			Noel Myers - Manager Planning	N			awaiting further instruction from federal court concerning date of consent determination

Last Reviewed - 7 June 2019

Ordinary/Special Council Meeting Status Report

Meeting	File No	Minute Number	Decision	Comment	Estimated Completion	Position Title Officer Responsible for Action Compliance	Completed Y/N	Date Completed	Records Ref (Evidence of completion)	If Action not completed, report on plan to rectify	Comments
OCM 2019-03-28	0490 - Ports	MINUTE NO. 17/19	That Council: 1. Award tender T11-2018 for Maintenance work at the Derby Wharf as follows: a) Parts A – Handrail replacement and Part B – Shed Repairs to H&M Tracey b) Part C – Fender Replacement on Berth 2 to the Pacific Construction Group and should a contract fail to be signed and executed for this component that the work be re-tendered. 2. Note the contractual obligations for consideration in the 2019/2020 budget			Wayne Neate - Director Technical and Development Services					
OCM 2019-03-28	107880	MINUTE NO. 20/19	That council issue and order under section 110 of the Building Act 2011 requiring the building to be vacated and then removed as per section 112(2) (g) (i) and (v) of the Building Act 2011.			Wayne Neate - Director Technical and Development Services					
OCM 2019-03-28		MINUTE NO. 22/19	That Council authorise the Chief Executive Officer to execute the extension to: 1. Contract C17-2013 for a further two years with the availability of a further three x 12 month extensions as per schedule 1 of the contract. 2. Contract C19-2013 for a further one year with the availability of a further four x 12 month extensions as per schedule 1 of the contract.			Wayne Neate - Director Technical and Development Services					
OCM 2019-03-28		MINUTE NO. 23/19	That item 18.2 lay on the table pending further consideration and be resubmitted to the next Ordinary Council Meeting on 18 April 2019.			Wayne Neate - Director Technical and Development Services					
OCM 2018-03-28			Gardauna Service Agreement: Council noted the service agreement has been finalised on the existing terms of: - Cash contribution of \$35,000 - 2 hours (with conditions) to the market value of \$30,000 The Chief Executive Office advised this agreement is able to be executed by the Chief Executive Office on the basis of a previous direction of Council.			Wayne Neate - Director Technical and Development Services					
SCM 2019-04-11	0481	MINUTE NO. 25/19	That Council: 1. Award Tender T01-2019 Fitzroy Crossing Roads Reconstruction, Alternative option, to Buckley's Earthworks and Paving. 2. Delegate authority to the Shire President and/or the Chief Executive Office to execute the contract documents.			Wayne Neate - Director Technical and Development Services					
SCM 2019-04-11	0481	MINUTE NO. 26/19	That Council: 1. Award Tender T02-2019 Knowsley St West Reconstruction Stage 2-3 to Buckley's Earthworks and Paving. 2. Note the contractual obligations for the Knowsley St - Reconstruction Stage 3 for consideration in the 2019/20 Budget. 3. Delegate authority to the Shire President and/or the Chief Executive Office to execute the contract documents.			Wayne Neate - Director Technical and Development Services					
OCM 2019-04-18	4160		That the Compliance and Strategic Review Committee: 1. Adopt Reviewed Policies: AF37 Defence Reservist/Volunteer Emergency Service Leave W3 Underground Public Utilities/Services that Cross Council Controlled Thoroughfares 2. Defer: TP10 Transportable/Relocated Dwellings to the May 2019 Compliance and Strategic Review Committee. W2 Derby Townsite Streetscape until after the adoption of the Community Strategic Plan TP8 Town Centre Development Policy – for inclusion in major review in conjunction with preparation of New Town Planning Scheme. AF35 Establishment of Leases and User Agreements – until after review of existing Leases, MOU's and agreements in May 2019 3. That the recommendations above be presented to Council for adoption. In Favour: Crs Geoff Harewa, Paul White, Denise Andrews, Peter Coggins.			Danielle Hurstfield - Manager Administration and Governance				Adopted policies to incorporate new branding and be uploaded to website. Expected completion 17 May 2019	

Last Reviewed - 7 June 2019

Ordinary/Special Council Meeting Status Report

Meeting	File No	Minute Number	Decision	Comment	Estimated Completion	Position Title Officer Responsible for Action Compliance	Completed Y/N	Date Completed	Records Ref (Evidence of completion)	Comments If Action not completed, report on plan to rectify
OCM 2019-04-18	5151		That Council BY AN ABSOLUTE MAJORITY: 1. ENDORSES the 2017-18 Annual Financial Report of the Shire of Derby/West Kimberley and the accompanying 2017-18 Audit Report, as attached to this report, and recommends adoption by Council; 2. NOTES the Auditor's Management Report to the Compliance and Strategic Review Committee for the year ended 30 June 2018 supplied by Council's Auditor, Mr Greg Godwin of Moore Stephens (WA) Pty Ltd. 3. If required the Compliance and Strategic Review Committee will prepare and provide a report to the Minister within 3 months addressing any significant matters identified in Auditor's Management Report stating what actions the Shire will take to resolve the significant issues. 4. NOTES the			Myra Henry - Manager Finance	N			Report to CSRC for consideration 18/5/2019
OCM 2019-04-18	4280		That Council: 1. Increase the Presidential allowance for the 2018/2019 financial year from \$40,000 to \$62,727. 2. Determine that the increase in the allowance is to be paid retrospectively to the president from 1st July 2018. 3. Reallocate \$22,727 from account number 410102 Members of Council - core services materials and contracts to account to account number 410107- Presidential allowance.			Acting CEO Myra Henry - Manager Finance				
OCM 2019-04-18	0140		That Council: 1. Defer this item until such time as negotiations are completed to the satisfaction of Council.			Acting CEO Danielle Hurstfield - Manager Administration and Governance				
OCM 2019-04-18	7190		That Council: 1. Supports the Regional Waste Management Plan 2018 - 2023 in line with the Kimberley Regional Group recommendations.			Stuart Martin - Acting Director Technical and Development Services				
OCM 2019-04-18	A700030		1. That Council grants Development Approval for a proposed Tourist Resort and Workforce Accommodation on Lot 17 on Plan 923497, Lease Number I127597, Cockatoo Island in accordance with the application and plans dated 12/03/2019 subject to the following conditions: (i) The commencement and use of the land for the proposed accommodation uses may not commence until such time the site is cleared for use from Department Water & Environmental Regulation; (ii) The use and occupation of the buildings is subject to compliance with Building and Health legislation; (iii) The scope of this approval applies only to land based accommodation and associated ancillary activities and does not extend to any sea-borne servicing of marine vessels or refuelling activities; (iv) The use of buildings and land at the northern extent of the lease area that are identified on the Office of Bushfire Risk Management - Map of Bushfire Prone Areas is prohibited. Any future use of land and buildings in those areas is subject to separate application that addresses the requirements of State Planning Policy 3.7 - Planning for Bush Fire Prone Areas; (v) A waste management plan is to be provided prior to the			Noel Myers - Manager Planning Services	Y	9/05/2019		Notice prepared for issue

Last Reviewed - 7 June 2019

Ordinary/Special Council Meeting Status Report

Meeting	File No	Minute Number	Decision	Comment	Estimated Completion	Position Title Officer Responsible for Action Compliance	Completed Y/N	Date Completed	Records Ref (Evidence of completion)	Comments If Action not completed, report on plan to rectify
OCM 2019-04-18	A500003		1. That Council by Absolute Majority delegates authority to the Chief Executive Officer to issue Development Approval for the Alterations and Additions to the Bell Gorge Wilderness Camp located on portion of Reserve 40571, Lot 216 Gibb River Road as shown on the application and plans subject to the following conditions; (a) Receipt and confirmation from the Department Fire and Emergency Services that they have endorsed both the Bushfire Management and Bushfire Emergency Plans as they apply to the subject development; (b) All development being consistent with the advice and recommendations of Department of Fire and Emergency Services endorsed Bushfire Management and Bushfire Emergency Plans.			Noel Myers - Manager Planning Services		N		Awaiting response from DFES in respect to Bushfire Management Plan.
OCM 2019-04-18			That Council approves the increase to the Chief Executive Officers contract specifically item 12 of Schedule 2 to \$12,500 for re-location expenses.			Acting CEO Danielle Hurstfield - Manager Administration and Governance				
OCM 2019-05-30			That Council: 1. Supports the proposals included in the rating model as outlined in this report be adopted "in principle" as Council's proposed rating structure for the 2019/2020 financial year, which includes the following proposed rates:- (a) A GRV rate of 13.3772 cents in the dollar for all GRV rated properties; (b) A UV rate of 22.9955 cents in the dollar for all UV rated properties, except those used or coded as used for mining and pastoral purposes; (c) A UV differential rate of 28.4327 cents in the dollar for all those properties predominantly used for mining purposes, or where held as a lease for mining purposes; (d) A UV differential rate of 6.8300 cents in the dollar for all those properties predominantly used for pastoral purposes; (e) A minimum rate of \$1.027 for all properties, both GRV valuations and UV valuations. 2. That a provision be included in the budget for the offering of a 2.0% discount on the early payment of rates for the 2019/2020 year. 3. Advertise for public comment, the differential rates and the minimum payments stated in 1 above, as per the requirements of section 6.36 of the Local Government Act 1995. 4. If no submissions are received, apply to the Minister for Local Government for approval to impose differential general rates which are more than twice the lowest differential rate, for the 2019/2020 financial year, as per section 6.33(3) of the Local Government Act 1995.			Myra Henry - Manager Finance				
OCM 2019-05-30			That Council: 1. Adopts the following budget amendments by ABSOLUTE MAJORITY: (a) Decrease 920142 - Other Property Cost from \$366,100 to \$346,100; (b) Increase 440112 - Expenses - Strategic Services (Area Promotion) from \$17,000 to \$37,000.			Myra Henry - Manager Finance				

Last Reviewed - 7 June 2019

Ordinary/Special Council Meeting Status Report

Meeting	File No	Minute Number	Decision	Comment	Estimated Completion	Posi6n Title Officer Responsible for Action Compliance	Completed Y/N	Date Comple to d	Records Ref (Evidence of completion)	Comments If Action not completed, report on plan to rectify
OCM 2019-05-30			That Council pursuant to Town Planning Scheme No 5 APPROVES the application for a proposed Change of Use from Office to Art Gallery at Lot 276 (No.23) Lush Street, Derby in accordance with plans dated 25 February 2019, subject to the following conditions and associated determination advice notes; 1. This approval relates to the Change of Use from Office to Art Gallery as shown on plans dated 25 February 2019. It does not relate to any other development of the site; 2. The parking bays, driveways and access points servicing the development are to be designed and constructed in accordance with Australian Standard for Off-Street Car Parking (AS/NZS2890.6 as amended) and Off-Street Car Parking for People with Disabilities (AS/NZS2890.6 as amended). Such areas are to be constructed, drained and marked prior to the commencement of use and thereafter maintained to the satisfaction of the Director, Technical and Development Services; 3. The vehicle crossover shall be constructed and sealed to Council specifications to connect the site access to the existing road seal and be designed so as to not impact on existing street drainage system and is to grade into the road seal. Such works are to be installed prior to the use and occupation of the approved use; 4. The applicant is responsible for any upgrade or modification to the existing pedestrian access way that may be affected by the installation of the new crossover required by way of Condition 3 above; Determination Advice Notes: • If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of the determination, the approval will lapse and be of no further effect. • Where an approval has lapsed, no development must be carried out. That Council:			Noel Myers - Manager Planning Services				
OCM 2019-05-30			That Council: 1. Recognises the revised scope of the ablation upgrade; and 2. Approves the release of \$ 10,000 to the West Kimberley Turf Club from the 2018-19 Community Grants Scheme.			Ross Sullivan - Manager Community Services				
OCM 2019-05-30			That Council: 1. Advise the West Kimberley Turf Club that the accommodation block is available for release to them; 2. Requires prior to the location of buildings on site, all relevant approvals to be obtained. Council Reserves the right to remove those buildings if relevant approvals are not gained			Ross Sullivan - Manager Community Services				
OCM 2019-05-30			That Council: 1. Advise the Derby Speedway Club be advised the accommodation block is available for release to them. 2. Requires prior to the location of buildings on site, all relevant approvals to be obtained. Council Reserves the right to remove those buildings if relevant approvals are not gained.			Ross Sullivan - Manager Community Services				



Register of Exercised Powers or Duties

Delegation Reference	Date exercised	Officer or committee	Description	Persons directly affected	Address of persons directly affected	Granted or declined
F1	5 Jun 2019	Wayne Neate, CEO	2nd authorization Tax Payment - \$87160.00	none		Granted
F1	29 May 2019	Wayne Neate, CEO	Second authorization in online banking	All of the Creditors listed in the payment	Wayne Neate and several other employees	Granted
B2	22 May 2019	Wayne Neate, CEO	Application processed by Mgr Dev. Services, All West Building Approvals checked detail and I approved the application by signing the permit pursuant to Section 20 of the Building Act 2011	1) Applicant/ Builder: Shane Cox; 2) Owner: Karimah Drummond; 3) Building Surveyor: Paul Finucane	1) PO Box 1012, Derby WA 6728 2) PO Box 819, Derby WA 6728 3) PO Box 1050 Busselton WA 6280	Granted
B2	22 May 2019	Wayne Neate, CEO	Application processed by Manager Development Services, detail checked by All West Building Approvals, I approved the application by signing the permit pursuant to Section 20 of the Building Act 2011	1) Applicant/ Owner/ Builder: Simon Fuller; 2) Building Surveyor: Paul Finucane	1) PO Box 1167, Derby WA 6728 2) PO Box 1050, Busselton WA 6280	Granted
T1	15 May 2019	Noel Myers, Manager Planning Services	Letter to DPLH responding to enquiry	Applicant		Granted
T1	14 May 2019	Noel Myers, Manager Planning Services	Letter authorising removal of Boab Tree issued to applicant	Applicant		Granted

Delegation Reference	Date exercised	Officer or committee	Description	Persons directly affected	Address of persons directly affected	Granted or declined
H2	9 May 2019	Stuart Martin, Director of Technical and Development Services/Deputy CEO	Stallholder permit granted for the mothers day breakfast	Cynthia Smith	41 Clarendon Street Derby WA 6728	Granted
H2	9 May 2019	Stuart Martin, Director of Technical and Development Services/Deputy CEO	stallholder permit granted for the biggest morning tea	Cynthia Smith	41 Clarendon Street Derby WA 6728	Granted
H2	9 May 2019	Stuart Martin, Director of Technical and Development Services/Deputy CEO	stallholder permit granted to trade at Tarunda IGA shopping complex	Carol Hawkes	73 Mistral Street Fallon WA 6210	Granted
H2	9 May 2019	Stuart Martin, Director of Technical and Development Services/Deputy CEO	stallholder permit granted to trade at the Boab festival	Carol Hawkes	73 Mistral Street Fallon WA 6210	Granted
H2	9 May 2019	Stuart Martin, Director of Technical and Development Services/Deputy CEO	stallholder permit grant to have a stall at the nets on the marsh event	Kirsten Howard	4B Wattle Court Derby WA 6728	Granted
H2	9 May 2019	Stuart Martin, Director of Technical and Development Services/Deputy CEO	stallholder permit granted to trade at the King tide day event	Maureen Roberston for DAHS	4 Fairbairn street Derby WA 6728	Granted
H2	9 May 2019	Stuart Martin, Director of Technical and Development Services/Deputy CEO	Traders permit granted to trade at king tide day	Phanthipa Napavalsri	68 Knowsley Street Derby WA 6728	Granted
H2	9 May 2019	Stuart Martin, Director of Technical and Development Services/Deputy CEO	stallholder permit granted to trade at king tide day event	Phanthipa Napavalsri	68 Knowsley Street Derby WA 6728	Granted

Delegation Reference	Date exercised	Officer or committee	Description	Persons directly affected	Address of persons directly affected	Granted or declined
T1	2 May 2019	Noel Myers, Manager Planning Services	Application assessed against Part 6 of TPS No.5 - deemed to be consistent with amenity of location	MRWA - MRWA policy on road sign advertising requires proposal to be endorsed by Shire before they will issue formal approval for the installation of the sign within the Derby Hwy road reserve		Granted
H2	2 May 2019	Stuart Martin, Manager Development Services	permit granted to trade at the community market Wednesdays and Saturday to be held at the visitor centre	Marra Worra Worra Corporation	158 Great Northern Highway Fitzroy Crossing WA 6765	Granted
H2	2 May 2019	Stuart Martin, Manager Development Services	stallholder permit granted to trade at the thursday night markets on 02/05/2019	Tania Turei	12 Bell Creek Way Derby WA 6728	Granted
H2	2 May 2019	Stuart Martin, Manager Development Services	traders permit granted to trade at the Derby speedway track for all race meets in 2019	Kellie Randall for Derby Speedway Club Inc	Lot 226 Derby Highway Derby WA 6728	Granted
H2	2 May 2019	Stuart Martin, Manager Development Services	stallholder permit granted to trade at the king tide day event	Samantha Curley for Derby Aboriginal Health Services	1 Stanley Street Derby WA 6728	Granted
B2	2 May 2019	John Attwood, CEO	Building permit application processed by A/Dir. Tech. & Dev. Services, I approved the application by signing the permit pursuant to Section 20 of the Building Act 2011	1) Owner - Uniting Church Homes; 2) Builder - Broome Shade	1) PO Box 810 Balcatta WA 6914 2) 21 McDaniel Road, Broome WA 6725	Granted
H2	1 May 2019	Stuart Martin, Manager Development Services	stallholder permit granted to hold a soup kitchen at CWA cottage on Tuesdays every week.	Maria Matthews	113 Rowan Street Derby WA 6728	Granted

Delegation Reference	Date exercised	Officer or committee	Description	Persons directly affected	Address of persons directly affected	Granted or declined
H2	1 May 2019	Stuart Martin, Manager Development Services	stallholder permit granted to trade at the Saturday and Thursday night markets at CWA cottages	Maria Matthews	113 Rowan Street Derby WA 6728	Granted

6.2 INFORMATION STATEMENT 2018/2019

File Number: 5020

Author: Danielle Hurstfield, Manager Administration and Governance

Responsible Officer: Amanda O'Halloran, Chief Executive Officer

Authority/Discretion: Executive

SUMMARY

Council is required to review and publish an Information Statement annually. This document sets out Council's structure and functions and how information is managed, stored and made available to the public. This item seeks the Committee's endorsement of the attached Information Statement and recommends it be published and available to the community.

DISCLOSURE OF ANY INTEREST

Nil

BACKGROUND

The Information Statement is provided in accordance with the requirements of Part 5 of the *Freedom of Information Act 1992 (WA)*. The purpose of the Information Statement is to ensure that information concerning the structure and functions of the Shire of Derby/West Kimberley (the Shire) and types of documents held by the Shire are available to the public.

In accordance with the requirements of s96 and s97 of the *Freedom of Information Act 1992 (WA)*, the Information Statement must be reviewed every twelve months and made available for public inspection.

Copies of this document may be obtained from the Shire's website or the administration buildings in Derby and Fitzroy Crossing.

LEGISLATIVE IMPLICATIONS

Part 5 – Publication of information about agencies

94. Term used: information statement

A reference in this Act to an ***information statement***, in relation to an agency, is a reference to a statement that contains –

- a) a statement of the structure and functions of the agency;
- b) a description of the ways in which the functions (including, in particular, the decision-making functions) of the agency affect members of the public;
- c) a description of any arrangements that exist to enable members of the public to participate in the formulation of the agency's functions;
- d) a description of the kinds of documents that are usually held by the agency including –
 - i. which kinds of documents can be inspected at the agency under a written law other than this Act (whether or not inspection is subject to a fee or charge); and
 - ii. which kinds of documents can be purchased; and
 - iii. which kinds of documents can be obtain free of charge;

- e) a description of the agency's arrangements for giving members of the public access to documents mentioned in paragraph (d)(i), (ii) or (iii) including details of library facilities of the agency that are available for use by members of the public;
- f) a description of the agency's procedures for giving members of the public access to the documents of the agency under Part 2 including –
 - i. the designation of the officer or officers to whom initial inquiries as to access to documents can be made; and
 - ii. the address or addresses at which access applications can be lodged;
- g) a description of the agency's procedures for amending personal information in the documents of the agency under Part 3 including –
 - i. the designation of the officer or officers to whom initial inquiries as to amendment of personal information can be made; and
 - ii. the address or addresses at which application for amendment of personal information can be lodged.

95. Term used: internal manual

A reference in this Act to an *internal manual*, in relation to an agency, is a reference to –

- a) a document containing interpretations, rules, guidelines, statements of policy, practices or precedents; or
- b) a document containing particulars of any administrative scheme; or
- c) a document containing a statement of the manner, or intended manner, of administration of any written law or administrative scheme; or
- d) a document describing any contravention or possible contravention of any written law or administrative scheme; or
- e) any other documents of a similar kind.

(other than a written law) that is used by the agency in connection with the performance of such of its functions as affect or are likely to affect rights, privileges or other benefits, or obligations, penalties or other detriments, to which members of the public are or may become entitled, eligible, liable or subject.

96. Information statement, each agency to publish annually

- 1) An agency (other than a Minister or an exempt agency) has to cause an up-to-date information statement about the agency to be published in a manner approved by the Minister administering this Act –
 - a) Within 12 months after the commencement of this Act; and
 - b) At subsequent intervals of not more than 12 months.
- 2) In giving approval under subsection (1) the Minister has to have regard, amongst other things, to the need to assist members of the public to exercise their rights under this Act effectively.
- 3) In the case of an agency that comes into existence after the commencement of this Act the reference in subsection (1)(a) to the commencement of the Act is to be read as a reference to the time when the agency commences its operations.
- 4) A subcontractor does not have to comply with subsection (1) if the relevant contractor has complied with that subsection on behalf of the subcontractor.

[Section 96 amended: No. 47 of 1999 s. 13.]

97. Information statement and internal manual, each agency to make available etc.

- 1) An agency (other than a Minister or an exempt agency) has to cause copies of –
 - a) Its most up-to-date information statement; and
 - b) Each of its internal manuals,
 To be made available for inspection and purchase by members of the public but may delete any exempt matter from those copies.
- 2) An agency has to provide a copy of its information statement to the Commissioner as soon as is practicable after the statement is published under section 96.
- 3) A subcontractor does not have to comply with the subsections (1) and (2) if the relevant contractor has complied with those subsections on behalf of the subcontractor.

[Section 97 amended: No. 47 of 1999 s. 14.]

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

GOAL	OUTCOME	STRATEGY
Goal 4: Good governance and an effective organisation	4.1 Effective governance and leadership	4.1.4 Ensure governance policies and procedures are in accordance with legislative requirements.

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Legal & Compliance: Compliance	Unlikely	Minor	Low	The attached Information Statement be endorsed and published.

CONSULTATION

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

COMMENT

Council is required to review and publish an Information Statement annually. This document sets out Council's structure and functions and how information is managed, stored and made available to the public. The information statement also sets out the process for seeking access to information through the Freedom of Information process.

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

1. **Information Statement 2018/2019**  

COMMITTEE RESOLUTION CSRC24/19

Moved: Cr Chris Kloss

Seconded: Cr Andrew Twaddle

That the Committee ENDORSE the Information Statement and recommend Council endorsement for publishing.

In Favour: Crs Geoff Haerewa, Chris Kloss and Andrew Twaddle

Against: Nil

CARRIED 3/0

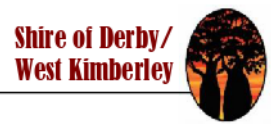


Shire of Derby/West Kimberley

Prepared by the Shire of Derby/West Kimberley
in compliance with the requirements of the
Freedom of Information Act 1992
Telephone: (08) 9191 0999
Email: sdwk@sdwk.wa.gov.au
Website: www.sdwk.wa.gov.au
30 Loch Street | PO Box 94, DERBY WA 6728

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Information Statement 2018-2019



CONTENTS

Introduction..... 4

Vision, Mission and Values 4

Enabling Legislation..... 5

Structure of the Shire of Derby/West Kimberley 6

Role and Key Functions 6

The Council, Elected Members and Committees..... 7

Public Participation 8

Documents held by the Shire of Derby/West Kimberley 9

Access to Council Documents 10

Amending Personal Information 11

Freedom of Information Procedures and Access Arrangements..... 12

Appendix 1 – APPLICATION FOR ACCESS TO DOCUMENTS 12

Information Statement 2018-2019

Shire of Derby/
West Kimberley



INTRODUCTION

This Information Statement is provided in accordance with the requirements of Part 5 of the *Freedom of Information Act 1992* (WA). The purpose of the Information Statement is to ensure that information concerning the structure and functions of the Shire of Derby/West Kimberley (the Shire) and types of documents held by the Shire are available to the public. Comprehensive information regarding the operations of the Shire may be found on the Shire's website address www.sdwk.wa.gov.au

Copies of this document may be obtained from www.sdwk.wa.gov.au or

Shire of Derby/West Kimberley
Administration Building
30 Loch Street
PO Box 94
DERBY WA 6728

Enquiries may be made to that office on telephone 08 9191 0999 Monday to Friday from 8.00am to 4.00pm, or by email at sdwk@sdwk.wa.gov.au

VISION, MISSION AND VALUES

The Shire's strategic direction is articulated through the following Vision, Mission and Values within the Shire of Derby/West Kimberley Strategic Community Plan 2012-2021.

Our Vision

"A friendly and diverse place with awesome opportunities"

Our Mission

"To provide leadership, infrastructure and services that meet the needs of the local and wider communities"

Our Values

Respectful by being helpful, friendly and supportive

Integrity through honesty, accountability and ethical behaviour

Leadership by the Shire at the local and regional level and through encouragement of community leaders

Knowledgeable by being well informed and accurate in what we do

Building Good Relationships by being communicative, responsive and inclusive

Information Statement 2018-2019



ENABLING LEGISLATION

The Shire of Derby/West Kimberley is constituted as a district under the *Local Government Act 1995*. Under the *Local Government Act 1995*, the Shire has general, legislative and executive functions.

General Functions

Section 3.1 of the Local Government Act 1995

The general function of a local government is to provide for the good government of people living and working within its district.

Legislative Functions

Section 3.5 of the Local Government Act 1995

A local government may make local laws prescribing all matters that are required or permitted to be prescribed by a local law, or are necessary or convenient to be so prescribed for it to perform any of its functions under the *Local Government Act 1995*.

Executive Functions

Section 3.18 of the Local Government Act 1995

A local government is to administer its local laws and may do all other things that are necessary or convenient to be done for, or in connection with, performing its functions under the *Local Government Act 1995*.

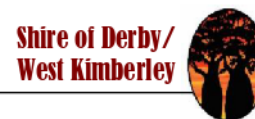
The Shire of Derby/West Kimberley's local laws are available on the Shire's website, or alternatively are available for viewing at all Shire of Derby/West Kimberley public libraries or customer service centres.

Many other Acts of Parliament affect the conduct of the business of a local government including, but not limited to, the following principal Acts:

- *Building Act 2011*
- *Bush Fires Act 1954*
- *Caravan Parks and Camping Grounds Act 1995*
- *Cat Act 2011*
- *Disability Services Act 1993*
- *Dog Act 1976*
- *Environmental Protection Act 1986*
- *Food Act 2008*
- *Health Act 1911*
- *Land Administration Act 1997*
- *Local Government (Miscellaneous Provisions) Act 1960*
- *Planning and Development Act 2005*
- *Rates and Charges (Rebates and Deferments) Act 1992*
- *State Records Act 2000*
- *Waste Avoidance and Resource Recovery Act 2007*

Local government's also operate within a framework of delegated legislation, including orders and proclamations made by the Governor, by-laws, regulations and ordinance made by other statutory bodies.

Information Statement 2018-2019



STRUCTURE OF THE SHIRE OF DERBY/WEST KIMBERLEY

The Shire of Derby/West Kimberley is a body corporate, constituted under the *Local Government Act 1995*.

The Council acts as a corporate body, establishing policies and making decisions within a range of Parliamentary Acts and regulations, covering a wide range of issues affecting the community.

Councillors contact details are available on our website <https://sdwk.wa.gov.au/our-council/councillors>

ROLE AND KEY FUNCTIONS

The Shire’s operations are managed by the Chief Executive Officer, who is supported by a Deputy Chief Executive Officer and Managers. The Chief Executive Officer’s role is to carry the ultimate responsibility for the efficient and effective utilisation of the organisations resources in achieving Council’s objectives and direction.

Executive Services

- Executive and Risk Services
- Strategic Planning
- Economic Development
- Human Resources

Corporate Services

- Financial Services
- Administrative Services
- Governance Services
- Customer Service

Ports Services

- Ports Development
- Airports and Aerodromes
- Water Transport Facilities

Community Services

- Community Development
- Recreation Services
- Youth Services
- Library Services

Technical Services

- Infrastructure Management Services
- Parks, Gardens, Reserves Maintenance
- Asset Management

Development Services

- Compliance and Regulatory Services
- Waste Management
- Emergency Management



Information Statement 2018-2019



THE COUNCIL, ELECTED MEMBERS AND COMMITTEES

The Shire comprises of elected representatives including the Shire President and eight Councillors. The elected members are chosen democratically by the community and act to represent the whole district of the Shire of Derby/West Kimberley. The Council acts as a community board, establishing policies and making decisions within the rules of the *Local Government Act 1995* on a wide range of issues affecting the community. Elected Members work for the community and do not have the authority to act or make decisions as individuals. Decisions are made as a consensus of the Council in accordance with the *Local Government Act 1995*.

Ordinary meetings of Council are held on the last Thursday of every month with members of the public are welcome to attend.

Agendas of all Council and Committee meetings are available to members of the public on the Shire website at <https://sdwk.wa.gov.au/our-council/council-meetings/meeting-agendas-and-minutes>

Committees of Council

Council has appointed a number of committees to assist with the decision making process. These committees are assigned certain areas of responsibility and report to Council with their recommendations.

CEO Performance Review Committee

The CEO Performance Review Committee was established in January 2002 and its role is to undertake the performance review of the Chief Executive Officer and negotiate changes to the Chief Executive Officer's contract of employment for subsequent Council approval.

Compliance and Strategic Review Committee

The Audit Committee was established in May 2005 to comply with legislation and to oversee financial issues. In March 2015 the Audit Committee changed its name to the Compliance and Strategic Review Committee to include the new Regulations 16 and 17 of the *Local Government (Audit) Regulations 1996*. The role of the Committee now includes risk management, internal control and legislative compliance including the role of the former Policy Review Working Party.

Shire of Derby/West Kimberley Recovery Committee

The Recovery Committee was established in March 2013 to oversee local government procedures following an emergency event.

Housing and Works Committee

The Housing and Works Committee was established in August 2015 as an appropriate process to prioritise extension works to the maintenance grading contracts and building maintenance works within the approved budget.

Delegated Authority

The Chief Executive Officer and other council officers have the delegated authority to make decisions on a number of specified administrative matters.

These delegations are listed in the register of delegated authority and are reviewed annually by Council <https://sdwk.wa.gov.au/our-council/council-documents/other-publications>

Information Statement 2018-2019

Shire of Derby/
West Kimberley



PUBLIC PARTICIPATION

Members of the public are welcome to attend any open meeting of Council or a committee and have a number of avenues available to put forward their views on particular issues.

COUNCIL MEETINGS

Public Question Time

Members of the public are able to ask questions on any matter affecting the Shire in the time set aside for this purpose at meetings of the Council and committees that are open to the public. Requirements are documented on our website <https://sdwk.wa.gov.au/our-council/council-meetings>

Deputations

With the permission of the presiding member, a member of the public can personally, or on behalf of a resident or group of residents, address the Council, or one of its committees.

Petitions

Written petitions can be presented to the Council through the Chief Executive Officer or an Elected Member on any issue within the Council's jurisdiction.

Written Requests

A member of the public can write to the Council on any policy, activity or service of the Council.

Notifications/Advertising

Residents may be notified of issues that affect their neighbourhood or development applications by advertising in the local newspaper, written notification, calling public meetings, seeking responses to surveys and questionnaires or a sign on-site requiring the approval of Council. Residents then have the opportunity to write to Council expressing their views and to address the Council before a decision is made.

Elected Members

Members of the public can contact the Elected Members of the Council to discuss any issue relevant to the Council.

Special Meetings of Council

A Special Meeting of Council can be convened to consider an urgent matter or a matter which otherwise involves special circumstances. Special Meetings can be convened at short notice should the circumstances warrant. If necessary, notice by electronic means or telephone is acceptable.

Annual General Meeting of Electors

Section 5.27 of the *Local Government Act 1995* has a requirement to hold an Annual General Meeting of Electors. Such meetings afford members of the public the opportunity to ask Councillors and staff questions about Shire matters generally.

Complaints and Feedback

Any complaints or feedback/suggestions regarding any aspect of the Council, its operations, staff or policies will be accepted and dealt with under the Complaints Management System or the Customer Service Charter as appropriate. Further information can be obtained from the Customer Services team on 9191 0999 or in person at the Council Administration Building.

Information Statement 2018-2019



DOCUMENTS HELD BY THE SHIRE OF DERBY/WEST KIMBERLEY

The Shire holds records relating to various functions of the Shire as described below:

Essential Files

- Agendas and Minutes
- Licenses, Agreements and Registers
- Logos, Forms and Templates
- Maps and Corporate Images
- Tenders and Contracts
- Sensitive and Special Retention

Project Files

- Executive Services
- Corporate Services
- Community Development
- Development Services
- Technical Services
- Ports Services

Property Assessment Files

Executive Subject Files

- Economic Development
- Compliance and Strategy
- Governance

Corporate Subject Files

- Corporate Management
- Financial Management
- Grant Management
- Personnel
- Risk Management

Community Services Subject Files

- Community Development
- Recreation
- Culture
- Community Welfare

Development Services Subject Files

- Regulatory Management
- Public Health

Technical Services Subject Files

- Asset Management
- Infrastructure Management

Ports Subject Files

- Berthing and Mooring
- Charter Operations
- Port Facility Hire and Use
- Landing and Passengers

Access to information held in the above listed files is subject to the provisions of the *Local Government Act 1995* and the *Freedom of Information Act 1992*.

Council Minutes

Under the *Local Government Act 1995* the Council minutes are available for free inspection at the Shire's Offices by any person. Copies of Council minutes and the minute searches conducted by the Shire's staff will incur charges.

The Council minutes since 1972 are stored in hardcopy in the administration buildings strongroom.

Council Minutes prior to 1972 are in our archives at derby airport.

Rates Book

Currently the Shire of Derby/West Kimberley rates information is listed by assessment number or property address.

Building/Development Applications

As the authority responsible for granting planning approvals for development and issuing building licences, the Shire of Derby/West Kimberley has a large range of drawings and plans

Information Statement 2018-2019



of buildings within the Shire. The drawings and plans can include site plans, floor plans, elevations and in some cases perspective drawings.

Access to this information is available subject to the consent of the current owner of the property. Information about the year of construction, builder details and cost of construction can also be obtained. Charges apply for obtaining this information and the availability of plans in all instances cannot be assured.

Municipal Heritage Inventory

Under the *Heritage of Western Australia Act 1990* the Shire of Derby/West Kimberley has prepared a municipal heritage inventory. This is an inventory of all buildings within the Shire of Derby/West Kimberley boundaries that are or may become of cultural significance to the community. Details of the inventory include property address, ownership, description, historical information, architectural information, bibliography, listing status.

ACCESS TO COUNCIL DOCUMENTS

Availability of information is subject to provisions established in legislation such as the *Freedom of Information Act 1992* and the *Local Government Act 1995* and may be free, or subject to fees and charges. The Shire will, in all instances, seek to provide access to information upon request except where there may be issues under the *Privacy Act 1998* or *Freedom of Information Act 1992*, or other relevant legislation.

DOCUMENTS AVAILABLE OUTSIDE THE FOI ACT

The following documents are available for inspection at the Shire's administration building:

- Annual Budget
- Annual Financial Statements
- Business Plans (prepared under section 3.59 of the *Local Government Act 1995*)
- Annual Report
- Planning Schemes and Planning Policies
- Code of Conduct
- Corporate Asset Management Plans
- Strategic Community Plan
- Workforce Plan
- Long Term Financial Plan
- Corporate Business Plan
- Documents released for Public Comment
- Electoral Roll – Owner and Occupiers or Consolidated Roll
- FOI Information Statement
- Local Laws (including reports or proposals relating to Local Laws)
- Media Releases
- Minutes of Committee Meetings and Council Meetings (confirmed minutes that relate to the meeting)

Information Statement 2018-2019



Limitation: Access does not extend to the inspection where a meeting of Council or committee, or a part of such a meeting, to which the information refers, was closed to members of the public. Nor does it extend where it relates to any debt owed to the Shire.

- Policy Manual
- Rates Records
- Registers – such as Debentures, Delegated Authority (and decisions made under Delegation),
- Financial Interests, Gifts, Owners and Occupiers and Tenders
- Schedule of Fees and Charges
- Statutory Notices

Available via the Freedom of Information Act

Access to documents other than those listed as accessible outside the *Freedom of Information Act 1992* must be via a freedom of information application.

Retention and Disposal of Council Records

All of the Shire's records are retained in accordance with an approved local government retention and disposal schedule. This schedule stipulates how long a record must be kept and is available for inspection.

Access to Information by Police Officers

Where a Western Australian Police Officer requests access to Shire of Derby/West Kimberley documents, access will be provided:

- Upon production of the certificate of authority (warrant card) of the Police Officer concerned; and/or
- With the signature of the Police Officer concerned on a statement identifying the document(s) requested and verifying that they are required for a bona fide police enquiry or investigation.

Documents released under these circumstances are considered confidential and must not be divulged or released to any third parties without prior consent of the Shire of Derby/West Kimberley.

AMENDING PERSONAL INFORMATION

The right to amend personal information held by the Shire ensures information does not unfairly harm the person referred to, misrepresent facts about them or give a misleading impression. An application can be made to the FOI Coordinator to correct or amend any documents containing an individual's personal information.

The application must be in writing, providing details and, if necessary, documentation to support claims that the information the applicant seeks to have amended is inaccurate, incomplete, out of date or misleading.

Furthermore, applicants must indicate whether they wish the amendment to the information to be made by altering, striking out or deleting the information or inserting information or a note in relation to the information.

Information Statement 2018-2019



If the Shire decides to amend the information it will usually alter the record, or add a further note in relation to the record.

The Shire will inform the applicant of its decision, and reasons for arriving at that decision, together with rights of review if dissatisfied with the Shire's decision.

FREEDOM OF INFORMATION PROCEDURES AND ACCESS ARRANGEMENTS

Right to Access Documents

The *Freedom of Information Act 1992* gives applicants a legally enforceable right to apply for access to documents held by the Shire of Derby/West Kimberley.

An applicant's right to seek access cannot be affected by their reasons for wishing to obtain access, and there is no need to demonstrate as such.

The Shire of Derby/West Kimberley is required to:

- Assist those in making an application;
- Assist those in obtaining access to documents promptly at a reasonable cost; and
- Ensures that personal information captured in documents is accurate, complete, up to date and not misleading.

While the *Freedom of Information Act 1992* provides for a general right of access to documents it also recognises that some documents require a level of protection, which is applied to those documents that meet the exemption criteria in schedule 1 of the *Freedom of Information Act 1992*.

The most frequent reasons for refusal to provide access to information are:

- Personal information;
Information that would reveal personal information about an individual (eg their name, contact details, signature etc) may be exempt under schedule 1 clause 3 of the *Freedom of Information Act 1992* and section 5.95(8) of the *Local Government Act 1995*.
- Commercial Information
Information that would reveal trade secrets, information of a commercial value (eg documents containing technical designs that, if released, would harm the company), or the financial affairs of a person (eg debts owed to the Shire) may be exempt under schedule 1 clause 4 of the *Freedom of Information Act 1992*.
- Deliberative Process
Information that would reveal a decision made during a deliberative process closed to the public (eg confidential Council Meeting) may be exempt under schedule 1 clause 6 of the *Freedom of Information Act 1992* and section 5.23 of the *Local Government Act 1995*.
- Legal Professional Privilege
Information that would reveal legal advice may be exempt under schedule 1 clause 7 of the *Freedom of Information Act 1992*.

Access to the Shire of Derby/West Kimberley records, personal or non-personal can be made via an application to the Freedom of Information Coordinator located in the administration building at 30 Loch Street, Derby.

Information Statement 2018-2019



Who can I Contact to make Enquiries?

You may ring the Shire of Derby/West Kimberley Freedom of Information Coordinator on (08) 9191 0999 between the hours of 8am and 4pm Monday to Friday if you have any queries. Alternatively you can send an email to sdwk@sdwk.wa.gov.au.

How do I Lodge an Application?

You must lodge your application in writing:

By Post, addressed to:	In Person, at:
FOI Coordinator	FOI Coordinator
Shire of Derby/West Kimberley	Administration Building
PO Box 94	30 Loch Street
DERBY WA 6728	DERBY WA 6728

See Appendix 1 for a copy of an FOI application form. Please note the use of this form is optional.

What can I do if I'm Denied Access to Something?

Internal Review

If you are dissatisfied by a decision that we make concerning your application then you can apply to the Shire for an internal review of this decision. To apply for an internal review you must put your request in writing and lodge it with the Shire within thirty (30) days of being notified of the original decision. There is no charge for an internal review.

External Review by the Information Commissioner

If you are still dissatisfied after the internal review has been completed, you may seek a review by the Information Commissioner. This request must be made in writing to the Information Commissioner giving details of the decision to which your complaint relates.

Appeals to the Supreme Court

Any party to a complaint may appeal to the Supreme Court on any question of law arising out of a decision of the Information Commissioner, except for a decision as to the deferral of access to a document, the charges to be imposed for dealing with an access application and the payment of a deposit on account of charges.

Fees and Charges

Item	Fee
Personal information about the applicant	No fee
Application fee under section 12(1)(e) of the FOI Act (for non-personal information)	\$30.00
Charge for time taken by staff dealing with application (per hour or pro rata)	\$30.00
Access time supervised by staff (per hour or pro rata)	\$30.00
Photocopying staff time (per hour or pro rate)	\$30.00
Photocopying – as per Councils fees and charges	A4: 55c A3: \$1.10
Transcribing information from a tape or other device (per hour or pro rata)	\$30.00

Information Statement 2018-2019

Shire of Derby/
West Kimberley



Duplicating a tape, film or computer information	Actual Cost
Delivery, packaging and postage	Actual Cost
Deposits	
Advance deposits may be required of the estimated charges – section 18(1) of the FOI Act	25%
Further advance deposit may be required by written notice if the Shire considers they are necessary to meet the charges for dealing with the application – section 18(4) of the FOI Act	25%
Financially disadvantaged applicants or those issues with a prescribed pensioner concession card, the charge payable is reduced	25%



Appendix 1 – APPLICATION FOR ACCESS TO DOCUMENTS

(Under Freedom of Information Act 1992, section 12)
DETAILS OF APPLICANT

Surname: _____ Given names: _____

Australian Postal Address: _____

Post Code: _____ Telephone Number(s): _____

DETAILS OF REQUEST

(Please Tick) Personal Documents Non-Personal Documents

I am applying for access to document(s) concerning: _____

FORM OF ACCESS

I wish to inspect the document(s) Yes No
 I require a copy of the document(s) Yes No
 I require access in another form Yes No

(Specify) _____

FEES AND CHARGES

Attached is a cheque/cash to the amount of \$_____ to cover the application fee (non-personal information ONLY). I understand that before I obtain access to documents I may be required to pay processing charges in respect of this application and that I will be supplied with a statement of charges if appropriate.

APPLICANT'S SIGNATURE _____ DATE ____/____/____

Office Use Only

FOI Reference Number: _____

Received On: ____/____/____

Deadline for Response: ____/____/____

Acknowledgement Sent On: ____/____/____

Proof of Identity (if applicable)

Type: _____ Signed: _____

Derby

(08) 9191 0999 | 30 Loch Street
 sdwk@sdwk.wa.gov.au | PO Box 94, Derby WA 6728

Fitzroy Crossing

(08) 9191 5355 | Flynn Drive
 sdwk@sdwk.wa.gov.au | PO Box 101, Fitzroy Crossing

ABN: 99 934 203 062

www.sdwk.wa.gov.au



Information for applicants

FOI Applications

- FOI access requests must be in writing.
- Provide enough information to enable the correct document(s) to be identified.
- The Shire of Derby/West Kimberley may request proof of your identity.
- If you are seeking access to document(s) on behalf of another person, the Shire of Derby/West Kimberley will require authorisation from them, in writing.
- Give an Australian address to which notices can be sent.
- Your application will be dealt with as soon as practicable (and, in any case, within 45 days) after it is received.
- Further information can be obtained from the Shire of Derby/West Kimberley Freedom of Information Coordinator, telephone (08) 9191 0999. The Shire of Derby/West Kimberley administration building is located at 30 Loch Street, Derby.

Forms of Access

You can request to access documents by way of inspection, a copy of a document, a copy of an audio or video tape, a computer disk, a transcript of a recorded document or of words recorded in shorthand or encoded form, or a written document in the case of a document from which words can be produced in written form.

Where the Shire of Derby/West Kimberley is unable to grant access in the form requested access may be given in a different form.

Fees and Charges

There are no application fees or charges for personal information or amendment of personal information about the applicant (eg: family details, details of employment, material in personal records, medical reports etc).

The basic application fee for non-personal information ONLY is \$30.00.

There is also a charge of \$30.00 per hour per staff time or pro rata for part of an hour for dealing with an application. If charges are likely to exceed \$25.00 the Shire of Derby/West Kimberley will give an estimate of charges and ask whether you wish to proceed with the application. You must respond within 30 days if you wish to proceed.

An applicant who is the holder of a currently valid concession card issued on behalf of the Commonwealth Government under the *Rates and Charges (Rebates and Deferrals) Act 1992* may be eligible for a reduction of 25% in the charges associated with the application.

No reduction is applicable to the application fee.

Lodgement of Applications

Applications may be lodged:

By Post, Addressed to:

FOI Coordinator
Shire of Derby/West Kimberley
PO Box 94
DERBY WA 6728

In Person, at:

FOI Coordinator
Administration Building
30 Loch Street
DERBY WA 6728

Derby

(08) 9191 0999 | 30 Loch Street
sdwk@sdwk.wa.gov.au | PO Box 94, Derby WA 6728

Fitzroy Crossing

(08) 9191 5355 | Flynn Drive
sdwk@sdwk.wa.gov.au | PO Box 101, Fitzroy Crossing

ABN: 99 934 203 062

www.sdwk.wa.gov.au

7 NEW BUSINESS OF AN URGENT NATURE

Nil.

8 DATE OF NEXT MEETING

The next meeting of Compliance and Strategic Review Committee will be held Thursday, 11 July 2019 in the Council Chambers, Clarendon Street, Derby.

9 CLOSURE OF MEETING

The Presiding Member closed the meeting at 3.51pm.

These minutes were confirmed at a meeting on

.....

Signed:

Presiding Person at the meeting at which these minutes were confirmed.

Date: