

# SHIRE OF WEST ARTHUR



## Ordinary Council Meeting 26 July 2016 Minutes

---

1.	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS .....	596
2.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE .....	596
3.	PUBLIC QUESTION TIME .....	596
4.	RECORD OF ATTENDANCES/APOLOGIES/LEAVE OF ABSENCE .....	596
5.	PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS .....	596
6.	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS .....	596
7.	ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION .....	596
8.	REPORTS .....	596
	ITEM 8.1.1– FINANCIAL REPORT JUNE 2016.....	597
	ITEM 8.1.2 - ACCOUNTS FOR PAYMENT .....	599
	ITEM 8.1.3 – DRAFT BUDGET 2016/17 .....	605
	ITEM 8.1.4 – REVIEW OF HUMAN RESOURCES POLICY .....	607
8.4	REPORTS OF ELECTED MEMBERS .....	618
9.	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN .....	618
10.	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING .....	618
11.	CONFIDENTIAL ITEMS .....	618
	OFFICER REPORT – CHANGE TO DELEGATION .....	618
12.	CLOSURE OF MEETING .....	618

**ORDINARY COUNCIL MEETING MINUTES****1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

Cr Kevin King, Chairperson, declared the meeting open at 6.30pm.

**2. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil.

**3. PUBLIC QUESTION TIME**

Nil.

**4. RECORD OF ATTENDANCES/APOLOGIES/LEAVE OF ABSENCE**

Cr K King

Deputy Shire President

Cr R Hulse

Cr M Meredith

Cr N Manuel

Cr K Goss

Cr A Clarke

Nicole Wasmann

Chief Executive Officer

Nicki Morrell

Administration Officer

**Apologies**

Nil.

**Leave of Absence**

Cr R Harrington

Shire President

**5. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

Nil.

**6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

6.1 Ordinary Meeting of Council held 28 June 2016

**COUNCIL DECISION – ITEM 6.1**

Moved: Cr Rodney Hulse

Seconded: Cr Karlene Goss

The minutes of the Ordinary Meeting of the Shire of West Arthur held in the Council Chambers on 28 June 2016 be confirmed.

**CARRIED 6/0**

**7. ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION**

Nil.

**8. REPORTS**

**8.1 FINANCE, ADMINISTRATION AND POLICY****ITEM 8.1.1– FINANCIAL REPORT JUNE 2016**

LOCATION/ADDRESS: N/A  
 NAME OF APPLICANT: N/A  
 FILE REFERENCE: N/A  
 DISCLOSURE OF INTEREST: N/A  
 DATE OF REPORT: 22 July 2016  
 AUTHOR: Melinda King

**SUMMARY:**

Consideration of the financial report for the period ending 30 June 2016.

**BACKGROUND:**

The statement of financial activity and the composition of net assets will be presented at the August Council meeting.

**COMMENT:**

As at 30 June 2016 there was \$279,049 (less \$18070 paid in advance) outstanding in rates compared to \$232,131 at the same time last year. One property has outstanding rates and accrued interest of \$102,717.

At 30 June 2016 \$135,704 is recognised as provision for doubtful debts relating to four properties, including the above mentioned property.

Other sundry debtors total \$497,893 of which \$763 is outstanding for greater than 90 days.

As at 30 June 2016, Council had total funds of \$1,317,268 at NAB

	<u>Business A/c</u>	<u>Cash Management</u>
Municipal	\$ 193,413	\$ 920,000 @ 1.30%
Trust	\$ 11,354	\$ 184,011 @ 1.30%
Reserve	-	\$ 8,490 @ 1.30%

As at 30 June 2016, Council had total funds of \$1,695,861 at Bendigo Bank:

	<u>Term Deposit</u>
Reserve	\$1,695,861 @ 1.75%

Funds in the trust account are not recognised in the financial statements as they are not considered to be Council funds.

If you have any questions regarding details in the financial reports, please contact the office prior to Council meeting so that sufficient time is given to research the request. This will enable the information to be provided at the Council meeting.

**CONSULTATION:**

Not Applicable.

CONFIRMED AS A TRUE AND CORRECT RECORD.....SHIRE PRESIDENT

**STATUTORY ENVIRONMENT:**

Section 34 (1) (a) of the Local Government (Financial Management) Regulations 1996 state that a Local Government is to prepare monthly statement of financial activity including annual budget estimates, monthly budget estimates, actual monthly expenditure, revenue and income, material variances between monthly budget and actual figures and net current assets on a monthly basis.

**POLICY IMPLICATIONS:**

Not Applicable.

**FINANCIAL IMPLICATIONS:**

Not Applicable.

**STRATEGIC IMPLICATIONS:**

Not Applicable.

**VOTING REQUIREMENTS:**

Simple Majority

<b>COUNCIL DECISION (OFFICER RECOMMENDATION) – ITEM 8.1.1</b>
---

Moved: Cr Michael Meredith

Seconded: Cr Neil Manuel

That the written financial report for the period ending 30 June 2016 as presented be accepted and statement of financial activity and composition of net current assets be presented in August.

**CARRIED 6/0**

**ATTACHMENT**

Nil

**ITEM 8.1.2 - ACCOUNTS FOR PAYMENT**

LOCATION/ADDRESS: N/A  
 NAME OF APPLICANT: N/A  
 FILE REFERENCE: N/A  
 DISCLOSURE OF INTEREST: N/A  
 DATE OF REPORT: 21 July 2016  
 AUTHOR: Belinda Hawker

**SUMMARY:**

The schedule of accounts is included as attachment 2 for Council information.

**BACKGROUND:**

Not Applicable.

**COMMENT:**

If you have any questions regarding payments in the listing please contact the finance officer prior to the Council meeting.

**CONSULTATION:**

There has been no consultation.

**STATUTORY ENVIRONMENT:**

Section 12 of the Local Government (Financial Management) Regulations 1996 states that

- 12 (1) A list of creditors is to be compiled for each month showing –
- (a) The payee's name;
  - (b) The amount of the payment;
  - (c) Sufficient information to identify to transaction; and
  - (d) The date of the meeting of the council to which the list is to be resented.

**POLICY IMPLICATIONS:**

There are no policy implications.

**FINANCIAL IMPLICATIONS:**

There are no financial implications.

**STRATEGIC IMPLICATIONS:**

No strategic implications.

**VOTING REQUIREMENTS:**

Simple Majority

**COUNCIL DECISION (OFFICER RECOMMENDATION) – ITEM 8.1.2**

Moved: Cr Rodney Hulse

Seconded: Cr Neil Manuel

That in accordance with section 13 of the Financial Management Regulations of the Local Government Act 1995 and in accordance with delegation, payment of Municipal Fund vouchers 010716.1, 070716.1 – 070716.48, 210716.1 – 210716.14, 2057, 3307 – 3321, 19954, Licensing, Salaries and Wages and EFT Transfers, Direct Debit and Trust totalling \$557,159.46 listed (attached) be noted as approved for payment.

**CARRIED 6/0**

**ATTACHMENT**

- Cheque Listing

CONFIRMED AS A TRUE AND CORRECT RECORD.....SHIRE PRESIDENT

Date	Num	Name	Amount
30/06/2016	EFT	<b>SALARIES &amp; WAGES</b>	53,377.69
		STAFF WAGES	
01/07/2016	010716.1	<b>QK TECHNOLOGIES PTY LTD</b>	1,150.00
		QUIKKIDS PROGRAM RENEWAL	
07/07/2016	070716.1	<b>AG BROOKS EXCAVATIONS</b>	9,773.50
		DRAINAGE & EXCAVATOR HIRE	
07/07/2016	070716.2	<b>AIR LIQUIDE</b>	195.80
		FACILITY FEE	
07/07/2016	070716.3	<b>BODDINGTON MEDICAL CENTRE</b>	1,235.00
		REIMBURSEMENT FOR FUEL FOR THE DOCTOR	
07/07/2016	070716.4	<b>BUILDING COMMISSION</b>	226.60
		BUILDING SERVICES LEVY	
07/07/2016	070716.5	<b>BURGESS RAWSON</b>	199.50
		WATER CONSUMPTION FOR THE ROSE GARDEN, RESERVE & WAR MEMORIAL	
07/07/2016	070716.6	<b>CJD EQUIPMENT PTY LTD</b>	1,561.41
		FUEL FILTERS & WIRING REPAIRS	
07/07/2016	070716.7	<b>COALFIELDS WEARPARTS</b>	110.00
		GRADER NUTS & BOLTS	
07/07/2016	070716.8	<b>COLAS</b>	68,162.88
		PRECOATING ON RRG ROADS	
07/07/2016	070716.9	<b>COLLIE ELECTRICAL SERVICES</b>	4,607.90
		ELECTRICAL WORKS AT DURA HALL	
07/07/2016	070716.10	<b>CORUM HEALTH SERVICES</b>	700.59
		LOTS DISPENSE SOFTWARE MAINTENANCE	
07/07/2016	070716.11	<b>COURIER AUSTRALIA</b>	46.25
		VARIOUS FREIGHT	
07/07/2016	070716.12	<b>CR K BUNCE</b>	480.00
		COUNCILLOR ATTENDANCE, TRAVEL & COMMUNICATIONS ALLOWANCE	
07/07/2016	070716.13	<b>CR K GOSS</b>	2,638.40
		COUNCILLOR ATTENDANCE, TRAVEL & COMMUNICATIONS ALLOWANCE	
07/07/2016	070716.14	<b>CR K J KING</b>	2,207.20
		COUNCILLOR ATTENDANCE, TRAVEL & COMMUNICATIONS ALLOWANCE	
07/07/2016	070716.15	<b>CR M O MEREDITH</b>	1,657.20
		COUNCILLOR ATTENDANCE, TRAVEL & COMMUNICATIONS ALLOWANCE	
07/07/2016	070716.16	<b>CREATIVE SPACES</b>	4,625.50
		STAGE 1 - SITE AND FAMILIARISATION - MUSEUM PROJECT	
07/07/2016	070716.17	<b>DARKAN AGRI SERVICES</b>	4,194.99
		DINA BOLTS, BROMICIDE, GAS BOTTLES, GENERATOR & FENCING MATERIALS	
07/07/2016	070716.18	<b>DARKAN DISTRICTS SPORTS CLUB INC</b>	572.13
		REIMBURSE CLEANING & SUPER WAGES	
07/07/2016	070716.19	<b>DEPT OF LOCAL GOVERNMENT &amp; COMMUNITIES</b>	198.00
		ANNUAL SERVICE FEE 2016/17	
07/07/2016	070716.20	<b>DURANILLIN AGENCIES</b>	322.70
		BATTERIES, DUCT TAPE & MORTEIN SPRAY	

Date	Num	Name	Amount
07/07/2016	070716.21	<b>EASIFLEET MANAGEMENT- MOUNTSVILLE PTY LTD</b>	<b>1,098.93</b>
		SALARY SACRIFICE PAYMENT	
07/07/2016	070716.22	<b>FLEAYS STORE</b>	<b>24.50</b>
		GROCERIES	
07/07/2016	070716.23	<b>FRONTLINE FIRE &amp; RESCUE EQUIPMENT</b>	<b>93.91</b>
		GOGGLES & HAZARD TAPE	
07/07/2016	070716.24	<b>GARY BATT &amp; ASSOCIATES</b>	<b>20,625.00</b>
		DESIGN DEVELOPMENT & DOCUMENTATION	
07/07/2016	070716.25	<b>GREAT SOUTHERN FUEL SUPPLIES</b>	<b>15,601.92</b>
		14,000L DEISEL	
07/07/2016	070716.26	<b>GREAT SOUTHERN WASTE DISPOSAL</b>	<b>4,870.80</b>
		REFUSE & RECYCLING COLLECTION	
07/07/2016	070716.27	<b>GYMCARE</b>	<b>1,045.00</b>
		COMMUNITY GYM MACHINE MAINTENANCE	
07/07/2016	070716.28	<b>LANDGATE</b>	<b>335.35</b>
		VALUATION ROLLS & RURAL UV INTERIM	
07/07/2016	070716.29	<b>LINCOLNS ACCOUNTANTS AND BUSINESS ADVISER</b>	<b>825.00</b>
		AUDIT OF AGED FREINDLY GRANT	
07/07/2016	070716.30	<b>MJB INDUSTRIES PTY LTD</b>	<b>2,484.90</b>
		CONCRETE PIPES	
07/07/2016	070716.31	<b>MODERN TEACHING AIDS PTY LTD</b>	<b>696.31</b>
		KIDS CENTRAL CHILDCARE RESOURCES	
07/07/2016	070716.32	<b>MOORE STEPHENS</b>	<b>335.02</b>
		TRAVEL EXPENSES FOR ELECTED MEMBERS FINANCE TRAINING	
07/07/2016	070716.33	<b>NARROGIN CARPET COURT</b>	<b>3,575.00</b>
		SUPPLY AND INSTALL CARPETS & VINYL FOR 18 GIBBS STREET	
07/07/2016	070716.34	<b>NICKI MORRELL</b>	<b>150.00</b>
		REIMBURSEMENT FOR ACCOMODATION FOR HOUSING COURSE	
07/07/2016	070716.35	<b>PETER LUTZ</b>	<b>399.99</b>
		REIMBURSEMENT FOR DEPOT CAMERAS	
07/07/2016	070716.36	<b>POLESY COMMERCIAL</b>	<b>154.00</b>
		WATERPROOF MATTRESS COVERS FOR CARAVAN PARK CHALET	
07/07/2016	070716.37	<b>PUTLAND MOTORS</b>	<b>2,272.07</b>
		TYRE REPAIRS, AIR FITTINGS, GRADER TUBE, OIL FILTER & TYRES	
07/07/2016	070716.38	<b>RECKON</b>	<b>1,680.00</b>
		2016 ANNUAL LICENCE	
07/07/2016	070716.39	<b>SAVIC PLASTER</b>	<b>5,544.00</b>
		REMOVE & SUPPLY CEILING TO THE ENTRY & KITCHEN AREA FOR DURA HALL	
07/07/2016	070716.40	<b>SHIRE OF COLLIE</b>	<b>1,673.25</b>
		RANGER SERVICES	
07/07/2016	070716.41	<b>SHIRE OF KULIN</b>	<b>1,100.00</b>
		CRASH CAR TRAILER CONTRIBUTION	
07/07/2016	070716.42	<b>STATION MOTORS HOLDEN</b>	<b>16,155.00</b>
		2016 NISSAN NAVARA ST MANUAL CREW CAB	
07/07/2016	070716.43	<b>STEWART &amp; HEATON CLOTHING CP. PTY LTD</b>	<b>512.05</b>
		FIRE OVERALLS	

Date	Num	Name	Amount
07/07/2016	070716.44	<b>THE WORKWEAR GROUP</b>	99.00
		ADMIN UNIFORM	
07/07/2016	070716.45	<b>W.A. HINO SALES &amp; SERVICE</b>	621.01
		CLUCH KIT	
07/07/2016	070716.46	<b>WA TREASURY CORPORATION</b>	1,926.17
		GUARANTEE FEE ON LOAN 69, 70 & 72	
07/07/2016	070716.47	<b>WEST ARTHUR COMMUNITY RESOURCE CENTRE</b>	1,252.63
		CONTRIBUTION TO TRASH TEST DUMMIES & DOCTORS HOURS	
07/07/2016	070716.48	<b>WOOD &amp; GRIEVE ENGINEERS</b>	11,220.00
		SCHEMATIC DESIGN & DESIGN DEVELOPMENT	
14/07/2016	EFT	<b>SALARIES &amp; WAGES</b>	47,057.35
		STAFF WAGES	
21/07/2016	210716.1	<b>BILL OWEN</b>	2,530.00
		REIMBURSEMENT FOR RELOCATION ALLOWANCE	
21/07/2016	210716.2	<b>CANVAS WORKS SOUTH WEST</b>	660.00
		REPAIR SHADE SHELTER - DARKAN SWIMMING POOL	
21/07/2016	210716.3	<b>COLLIE MOWERS &amp; MORE</b>	97.50
		WHIPPER SNIPPER HEADS	
21/07/2016	210716.4	<b>COURIER AUSTRALIA</b>	73.79
		VARIOUS FREIGHT	
21/07/2016	210716.5	<b>DARKAN DISTRICTS SPORTS CLUB INC</b>	2,097.70
		REIMBURSE CLEANING & SUPER WAGES & RENT	
21/07/2016	210716.6	<b>DEPARTMENT OF TRANSPORT 2</b>	131.70
		ANNUAL RENEWAL FEE FOR AUTHORISED INSPECTION STATION	
21/07/2016	210716.7	<b>IG &amp; BM WOODRUFF</b>	264.00
		SAND FOR COTTAGE HOMES PADS	
21/07/2016	210716.8	<b>LGIS INSURANCE BROKING 1</b>	34,985.89
		INSURANCE	
21/07/2016	210716.9	<b>LGISWA</b>	107,997.54
		INSURANCE	
21/07/2016	210716.10	<b>LINCOLNS ACCOUNTANTS AND BUSINESS ADVISER</b>	5,500.00
		INTERIM AUDIT FEES	
21/07/2016	210716.11	<b>LUSH FIRE &amp; PLANNING</b>	71.50
		TOWN PLANNING SERVICES	
21/07/2016	210716.12	<b>PUTLAND MOTORS</b>	211.00
		CHECK & REPLACE BATTERY	
21/07/2016	210716.13	<b>SHIRE OF COLLIE</b>	2,320.00
		ENVIROMENTAL HEALTH & BUILDING SERVICES	
21/07/2016	210716.14	<b>SIGMA CHEMICALS- COMPANIES GROUP PTY LTD</b>	418.00
		CHEMICALS FOR DARKAN SWIMMING POOL	
24/06/2016	DEBIT	<b>NATIONAL AUSTRALIA BANK</b>	54.49
		NAB CONNECT FEE ACCESS AND USUAGE	
30/06/2016	DEBIT	<b>NATIONAL AUSTRALIA BANK</b>	42.80
		END OF MONTH BANK FEES	
30/06/2016	DEBIT	<b>NATIONAL AUSTRALIA BANK</b>	20.00
		END OF MONTH BANK FEES	



Date	Num	Name	Amount
06/07/2016	DEBIT	<b>CLICK SUPER</b>	273.91
		AMP SUPER	
06/07/2016	DEBIT	<b>CLICK SUPER</b>	7,375.01
		AUSTRALIAN SUPER	
06/07/2016	DEBIT	<b>CLICK SUPER</b>	721.26
		BT BUSINESS SUPER	
06/07/2016	DEBIT	<b>CLICK SUPER</b>	1,426.89
		MLC NOMINEES PTY LTD	
06/07/2016	DEBIT	<b>CLICK SUPER</b>	1,435.16
		PRIME SUPER	
06/07/2016	DEBIT	<b>CLICK SUPER</b>	1,892.80
		REST SUPERANNUATION	
06/07/2016	DEBIT	<b>CLICK SUPER</b>	284.99
		SPECTRUM SUPER	
06/07/2016	DEBIT	<b>CLICK SUPER</b>	1,428.40
		TWUSUPER	
06/07/2016	DEBIT	<b>CLICK SUPER</b>	35,772.36
		WA SUPER	
05/07/2016	2057	<b>SYNERGY</b>	258.00
		WESTCARE PAYMENT	
24/06/2016	3307	<b>SHIRE OF WEST ARTHUR</b>	334.60
		LICENCE & THIRD PARTY INSURANCE FOR NEW WORKS VEHICLE	
01/07/2016	3308	<b>AUSTRALIA POST</b>	9,699.10
		LICENCE AND THIRD PARTY INSURANCE FOR SHIRE VEHICLES	
07/07/2016	3309	<b>BLACKWOODS</b>	2,103.50
		FIRE FIGHTING BOOTS	
07/07/2016	3310	<b>CR A CLARKE</b>	1,158.00
		COUNCILLOR ATTENDANCE, TRAVEL & COMMUNICATIONS ALLOWANCE	
07/07/2016	3311	<b>CR N M MANUEL</b>	2,216.00
		COUNCILLOR ATTENDANCE, TRAVEL & COMMUNICATIONS ALLOWANCE	
07/07/2016	3312	<b>CR R A HULSE</b>	1,398.00
		COUNCILLOR ATTENDANCE, TRAVEL & COMMUNICATIONS ALLOWANCE	
07/07/2016	3313	<b>CR RAY HARRINGTON</b>	4,352.00
		COUNCILLOR ATTENDANCE, TRAVEL & COMMUNICATIONS ALLOWANCE	
07/07/2016	3314	<b>SYNERGY</b>	6,663.45
		VARIOUS ELECTRICITY ACCOUNTS	
07/07/2016	3315	<b>TELSTRA</b>	327.82
		VARIOUS TELEPHONE CALLS & CHARGES	
07/07/2016	3316	<b>WATER CORPORATION</b>	0.00
		VOID:	
20/07/2016	3317	<b>WATER CORPORATION</b>	3,436.54
		VARIOUS WATER USAGE ACCOUNTS	
21/07/2016	3318	<b>AUSTRALIAN COMMUNICATIONS &amp; MEDIA</b>	108.00
		LICENCE RENEWAL FOR COMMUNICATIONS TOWER	
21/07/2016	3319	<b>BOND ADMINISTRATOR</b>	600.00
		SECURITY BOND FOR 18 GIBBS STREET	

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Amount</b>
21/07/2016	3320	<b>SOUTHERN AGCARE</b>	<b>500.00</b>
		DONATION TO SOUTHERN AGCARE	
21/07/2016	3321	<b>TELSTRA</b>	<b>1,371.56</b>
		VARIOUS TELEPHONE CALLS & CHARGES	
29/06/2016	19954	<b>SHIRE OF WEST ARTHUR</b>	<b>103.20</b>
		PETTY CASH RECOUP JUNE 2016	
<b>FUND</b>		<b>VOUCHERS</b>	<b>AMOUNT</b>
MUNICIPAL		<b>010716.1</b>	<b>1,150.00</b>
		<b>070716.1 - 070716.48</b>	<b>200,086.36</b>
		<b>210716.1 - 210716.14</b>	<b>157,358.62</b>
		<b>2057</b>	<b>258.00</b>
		<b>3307 – 3321</b>	<b>34,268.57</b>
		<b>19954</b>	<b>103.20</b>
		<b>BPAY</b>	<b>0.00</b>
		<b>DIRECT DEBIT</b>	<b>50,728.07</b>
		<b>EFT SALARIES AND WAGES</b>	<b>100,435.04</b>
		<b>LICENSING TOTAL TRANSFERS JUNE</b>	<b>12,771.60</b>
		<b>TOTAL</b>	<b>557,159.46</b>

**ITEM 8.1.3 – DRAFT BUDGET 2016/17**

LOCATION/ADDRESS: N/A  
 NAME OF APPLICANT: N/A  
 FILE REFERENCE: N/A  
 DISCLOSURE OF INTEREST: N/A  
 DATE OF REPORT: 21 July 2016  
 AUTHOR: Nicole Wasmann

**SUMMARY:**

Council to consider the draft budget presented and to make changes to enable a final draft to be presented for adoption at a Special Council Meeting to be held on Wednesday 3 August 2016 at 3.30 pm.

**BACKGROUND:**

It is a requirement under the Local Government Act that Council adopt a budget each financial year.

**CONSULTATION:**

Not Applicable.

**STATUTORY ENVIRONMENT:**

In accordance with the Local Government Act 1995, Section 6.2 (1) Council is to adopt a budget not later than 31 August in each financial year.

**POLICY IMPLICATIONS:**

There are no policy implications.

**FINANCIAL IMPLICATIONS:**

Not applicable.

**STRATEGIC IMPLICATIONS:**

The budget is based on the Shire's Corporate Plan.

**VOTING REQUIREMENTS:**

Simple majority

**COUNCIL DECISION (OFFICER RECOMMENDATION) – ITEM 8.1.3**

Moved: Cr Michael Meredith

Seconded: Cr Rodney Hulse

That Council consider the draft budget presented and make changes to enable the final draft to be presented for adoption at a Special Meeting of Council to be held on Wednesday 3 August 2016.

**CARRIED 6/0**

**ATTACHMENT**

Draft Budget

Shire of West Arthur						
Draft Cash Budget						
2016/17						
			Draft Budget	2015/16		Percentage
				Budget	Actual	difference budget
					Estimated	15/16 and 16/17
Operating						
Income	Pages					
	Rates	1-7	1,563,465	1,517,928	1,517,126	3.00%
	Grants Operating	1-7	2,116,867	881,700	899,480	140.09%
	Fees & Charges	1-7	341,305	360,170	316,390	-5.24%
	Operating Contributions	1-7	169,800	160,000	123,598	6.13%
	Operating Reimbursements	1-7	114,572	117,096	292,165	-2.16%
	Interest Revenue	1-7	112,312	108,656	126,067	3.36%
	Other Revenue	1-7	-	0	0	
			<u>4,418,321</u>	<u>3,145,550</u>	<u>3,274,826</u>	40.46%
Less Expenditure						
	Wages	8	1,957,618	1,867,509	1,794,492	4.83%
	Employee Costs Other	9-18	311,558	310,527	273,610	0.33%
	Materials & Contracts	9-18	2,560,749	1,607,004	1,255,028	59.35%
	Insurance (excludes workers comp)	9-18	109,103	106,199	80,101	2.73%
	Interest Expenses	9-18	32,487	32,336	33,692	0.47%
	Utilities	9-18	68,021	68,700	67,297	-0.99%
	Other Expenses	9-18	35,276	35,472	33,353	-0.55%
			<u>5,074,812</u>	<u>4,027,747</u>	<u>3,537,573</u>	
Capital						
Income						
	Sale of Property (plant trades)	19	43,000			
	Non-Operating Income Other	7	1,564,418	1,786,643	1,282,665	
			<u>1,607,418</u>	<u>1,786,643</u>	<u>1,282,665</u>	
Less Expenditure						
	Plant	19	253,000	409,000	336,563	
	Furniture & Equipment	20	15,000	6,000	11,533	
	Land and Buildings (materials & contractors)	21	1,794,990	1,944,745	521,222	
	Roads (materials & contractors)	22	1,091,015	1,310,748	799,249	
	Infrastructure Other (materials & contractors)	23	197,277	99,703	15,919	
			<u>3,351,282</u>	<u>3,770,196</u>	<u>1,684,486</u>	
			-	0		
	Less Transfers to reserves (includes interest)	24	584,012	633,356	572,094	
	Plus Transfers from reserves	24	1,272,000	1,236,286	377,089	
	Less Principal loan repayments		53,691	42,108	46,620	
	Plus Loans raised		560,000	225,000	100,000	
	Less last year debtor partially paid by loan		- 67,679			
			-	0		
	Plus Surplus carried forward		1,273,737	2,079,930	2,079,930	
			-	0		
Balance	*		<u>0</u>	<u>0</u>	<u>1,273,737</u>	
Note: Surplus includes: carried forward unspent grants of \$722,000						
					0	

**ADJOURNMENT**

Moved: Cr Rodney Hulse

Seconded: Cr Michael Meredith

That the meeting be adjourned for dinner from 7.43pm.

**CARRIED 6/0**

8:15pm – The meeting reconvened with all those being present before the adjournment returning to the meeting.

**ITEM 8.1.4 – REVIEW OF HUMAN RESOURCES POLICY**

LOCATION/ADDRESS: N/A  
 NAME OF APPLICANT: N/A  
 FILE REFERENCE: 2.30  
 DISCLOSURE OF INTEREST:  
 DATE OF REPORT: 22 July 2016  
 AUTHOR: Nicole Wasmann

**SUMMARY:**

Council to consider the proposed amendments to the Human Resources Policy which have been highlighted yellow in the attachment. The most significant changes are the inclusion of a part time youth support officer, project staff and an increase in the number of cleaning staff.

**BACKGROUND:**

The Human Resources Policy has been reviewed and proposed amendments highlighted in the attachment.

**CONSULTATION:**

No consultation has taken place.

**STATUTORY ENVIRONMENT:**

There is no relevant legislation to the proposed changes to the policy.

**POLICY IMPLICATIONS:**

Changes to the policy will be made following the decision by Council.

**FINANCIAL IMPLICATIONS:**

The significant financial implications are the cost associated with increasing the number of cleaners, employment of a youth officer and project staff. Project staff will be considered annually as part of budget deliberations and the cost of the youth officer will be approximately \$7,000 per annum including overheads.

**STRATEGIC IMPLICATIONS:**

The Shire's Corporate Plan includes the proposal to employ a youth support officer. The employment of a dedicated part time youth officer will enable the Shire to deliver on the actions identified around youth in the plan.

**COMMENT:**

The employment of a dedicated seniors support officer has enable the Shire to deliver on a range of strategies relating to aged services. It has been difficult to deliver support to youth with our existing resources.

The caravan park requires additional cleaning due to increased usage and availability of a chalet. The Darkan Town Hall is also being used more regularly due to the gym and improved facilities.

**VOTING REQUIREMENTS:**

Simple majority

<b>COUNCIL DECISION (OFFICER RECOMMENDATION) – ITEM 8.1.4</b>
---

Moved: Cr Neil Manuel

Seconded: Cr Karlene Goss

That the following changes be made to the Human Resources Policy:

- Removal of reference to CPI increases to uniform and relocation expenses. Uniform amount to be fixed at \$450 and relocation expenses at \$3,500. Amounts can be reviewed annually and recommended to Council for increase if required.
- Replacement of the word ‘Council’ to ‘Shire’ to reflect that the Shire is the employer, not the Council.
- Change in terminology to match the Act – “Senior Staff” not “Senior Officer”
- Inclusion of 0.1 FTE Youth Officer
- Increase the number of cleaning staff from ‘1.1’ to ‘1.3’ FTE
- Inclusion of project staff as determined annually in the budget or as otherwise determined by Council and positions externally funded.
- Inclusion of reference to regulatory requirement for employment for Kids Central.

**CARRIED 6/0**

**ATTACHMENT**

- Human Resource Policy

Policy Register Reference 3.1



Council Policy

# Human Resources

Adopted July 2009

Amended Dec 2009

Amended June 2010 ITEM 9.2.3

Amended July 2010 ITEM 9.1.4

Amended Dec 2010 ITEM 9.1.4

Amended Mar 2011 ITEM 9.1.7

Amended Apr 2012 ITEM 9.1.6

Amended Aug 2013 ITEM 9.1.3

Amended Nov 2014 ITEM 8.1.4

Amended June 2015 Item 8.1.3

Amended July 2016 Item 8.1.4

Adoption Date: 7/09  
Adoption Reference: Council Minutes  
Review Date: **30/09/15 July 2017**  
Maintained By: Payroll Officer

31 Burrowes Street DARKAN  
Post Office, DARKAN WA 6392  
Tel: (+61 8) 9736 2222  
Fax: (+61 8) 9736 2212

Document Reference: H:\2 GENERAL ADMINISTRATION\2.30 Policy Delegations CE\2.30.1 Policy\CURRENT  
POLICY REGISTER - AUGUST 2009\3 1 Human Resources Policy Review 19 Jul 2016.doc  
Page 1 of 9

## 1. Objective

- To maintain a competitive position in the labour market place.
- To define the organisational structure and mode of governance to be used in achieving strategic objectives.
- To provide a comfortable safe, and attractive working environment for Shire personnel.
- To ensure equitable and uniform application of the provision of remuneration, benefits and assistance to Shire of West Arthur (Shire) personnel.

## 2. Scope

The Shire of West Arthur will develop human resource guidelines and procedures that focus on the areas of recruitment, induction, performance management, performance appraisal, organisational development and occupational health and safety. The WALGA Employee Relations Human Resource Manual will be used as a guide in the preparation of these procedures.

To assist with the development and implementation of these guidelines and procedures the following policy statement provides direction and sanction in terms of the delivery of remuneration, benefits, and assistance to Shire personnel.

Definition of delegation to the Chief Executive Officer in terms of demarcation of senior staff, organisational structure, strategic development and mode of governance is also provided for in this policy.

## 3. Definitions

**Senior Staff** Those employees or persons belonging to a class of employee designated to be senior employees by the local government. The CEO must inform the council of each proposal to employ or dismiss a senior employee. If the position of a senior employee of a local government becomes vacant, it is to be advertised by the local government in the manner prescribed (Local Government Act, S5.37).

**Works Staff** Includes operational staff engaged in the operation of plant, road maintenance, and maintenance of public facility grounds. It excludes those engaged only for cleaning and part time pool attendants.

## 4. Policy Statement

### 4.1 Conference and Training Expenses

Approval of employees attendance at conferences, seminars and other training by the CEO shall be within budget provisions.

All reasonable travel and accommodation expenses will be provided for staff attending approved conference and training seminars subject to the following:

A daily meal allowance of up to \$65 per day;

---

Adoption Date: 7/09	31 Burrowes Street DARKAN
Adoption Reference: Council Minutes	Post Office, DARKAN WA 6392
Review Date: 30/09/15 July 2017	Tel: (+61 8) 9736 2222
Maintained By: Payroll Officer	Fax: (+61 8) 9736 2212
Document Reference: H:\2 GENERAL ADMINISTRATION\2.30 Policy Delegations CEI\2.30.1 Policy\CURRENT	
POLICY REGISTER - AUGUST 2009\3 1 Human Resources Policy Review 19 Jul 2016.doc	
Page 2 of 9	



A daily allowance of \$75 per day for staff choosing not to stay in hotel/motel accommodation;  
Travel costs for private vehicle usage based on award. Use of Shire vehicles is preferred if available.

#### 4.2 Tertiary/TAFE Qualifications and Licenses

Assistance will be provided to staff wishing to pursue qualifications or attain licences on the following basis:

- The course must be relevant to and assist in achieving the objectives and key responsibility areas of the position description.
- Assistance may be provided for recoup of fees, textbooks, and compulsory course requirements at the discretion of the CEO. Staff will be provided with time off for the duration of the examination and related travel time.

#### 4.3 Uniform and Projective Clothing

The CEO will decide upon the scope and style of the corporate uniform for administration after consultation with staff. The Shire will pay full time employees 100% of the cost up to a maximum of \$ 450 per annum, on proof of purchase.

~~\*As at 30 June 2014 annual CPI adjustments apply.~~

The CEO will decide upon the scope and style of the works uniform after consultation with staff. The Shire will provide boots and hats on an as required basis and the following on an annual basis:

- 3 x pants or shorts
- 3 x shirts
- 2 x jumpers
- 1 x jacket

Uniform polo shirts will be made available for staff working at Kids Central.

The CEO will have discretion in relation to amounts available for part time and casual employees, depending on the number of hours worked and the likely length of employment.

#### (4.4 Amalgamated with 4.3)

#### 4.5 Relocation Expenses

Relocation expenses may be reimbursed to new staff as follows:

- Being limited to removal expenses only
- Being supported by proof of expenditure
- Limit of \$ 3,434\* 3,500
- Repayable in full if resignation occurs within 2 years of appointment.

~~\*As at 30 June 2014 annual CPI adjustments apply from:~~

~~[http://www.ausstats.abs.gov.au/ausstats/maisubs.nsf/0/25479CA5005E9BFACA257D78000F9D8E/\\$File/64010\\_sep%202014.pdf](http://www.ausstats.abs.gov.au/ausstats/maisubs.nsf/0/25479CA5005E9BFACA257D78000F9D8E/$File/64010_sep%202014.pdf) Page 8~~

#### 4.6 Senior Staff

For the purpose of section 5.37 of the Local Government Act 1995, the positions of Works Manager and Deputy Chief Executive Officer are designated Senior Staff Officer positions.

Adoption Date: 7/09  
Adoption Reference: Council Minutes  
Review Date: 30/09/15 July 2017  
Maintained By: Payroll Officer  
Document Reference: H:\2 GENERAL ADMINISTRATION\2.30 Policy Delegations CE\2.30.1 Policy\CURRENT POLICY REGISTER - AUGUST 2009\3 1 Human Resources Policy Review 19 Jul 2016.doc  
31 Burrowes Street DARKAN  
Post Office, DARKAN WA 6392  
Tel: (+61 8) 9736 2222  
Fax: (+61 8) 9736 2212  
Page 3 of 9

#### 4.7 Strategic Functions/Organisation Structure

The Shire's organisational structure comprises the following:

Chief Executive Officer

Finance, Administration and Community Support Services

Deputy CEO

3.5 Support staff (LGI Award - level 1-11)

0.39 FTE (15hrs) Natural Resource Management /Sustainable Agriculture Officer funded by the Shire; and additional hours as funded by external funding

0.1 FTE Senior Support Person

1 FTE Community Emergency Services Manager (shared with neighbouring local governments)

0.1 FTE Youth Support Officer

Additional project officers as approved through the budget process or otherwise by Council.

Swim instructors for inductions and lessons (generally self funded)

Operational Services

Works Manager 16.5 FTE support staff including supervisors, operators, mechanic, and gardeners. *[(LGI Level 1-8)]*

Builder

~~1.4~~ 1.3 FTE Cleaning staff

Overtime of operational services to be considered as part of budget considerations each year. The overtime budget may be used for casuals if necessary.

Kids Central Childcare

Centre Coordinator

Childcare Support Staff as required (depending on enrolments and regulatory requirements)

Relief staff may be employed when an employee is on long service leave (LSL) and the LSL payment is paid from the LSL reserve.

Other staff may be employed where the position is externally funded.

Acting within this structure, the Chief Executive Officer shall establish positions to enable achievement of the strategic objectives of the Council as provided for in the Shire of West Arthur Corporate Plan – or any other strategic document as Council so decides subject to:

- Resources to meet these objectives being provided by Council in its annual budget deliberations and strict compliance being observed with those budgets.
- The maintenance and observance of any long-term financial plans that Council may choose to adopt from time to time.
- The observance of policy and delegation constraints as adopted by the Council from time to time.
- The observance of all relevant statute, regulations, ordinances, and industrial awards.

Adoption Date: 7/09

Adoption Reference: Council Minutes

Review Date: 30/09/15 July 2017

Maintained By: Payroll Officer

Document Reference: H:\2 GENERAL ADMINISTRATION\2.30 Policy Delegations CEI\2.30.1 Policy\CURRENT

POLICY REGISTER - AUGUST 2009\3 1 Human Resources Policy Review 19 Jul 2016.doc

Page 4 of 9

31 Burrowes Street DARKAN

Post Office, DARKAN WA 6392

Tel: (+61 8) 9736 2222

Fax: (+61 8) 9736 2212

- The observance of advice received from the Shire's workplace relations advisers.

#### 4.8 Use of Council Motor Vehicles

The private use of Shire Council motor vehicles is subject to users maintaining the vehicle in a clean and orderly manner and adherence at all times to insurance policy requirements. Misuse, abuse, or neglect of vehicles or non-compliance with insurance conditions may result in private use rights being withdrawn.

The extent of private use of motor vehicle for the Chief Executive Officer shall be negotiated with Council as part of contract negotiations. The Chief Executive Officer may negotiate the extent of private use for other staff including the works manager, landcare officer, and operational employees.

Where private use is permitted during periods of leave, staff are to provide for their own fuel.

#### 4.9 Use of Council Mobile Phones

Council Shire mobile phones may be used for occasional personal purposes provided the use does not interfere with the employees' work obligations

#### 4.10 Service Pay End of Year Bonus

For all permanent staff, excluding senior staff and Community Emergency Services Manager

After 2 yrs	\$7 per week	\$364 per annum
After 5 yrs	\$10 per week	\$520 per annum
After 10yrs	\$15 per week	\$780 per annum
After 15yrs	\$20 per week	\$1040 per annum

Pro-rata for part time employees.

#### 4.11 Staff Housing

Where Shire staff rent shire staff housing accommodation, the rental shall be 50% of the market rental as determined by Council annually. Shire properties which are not designated as staff housing will not be subsidised i.e. community housing units. Rent may be paid as salary sacrifice (pre tax).

The rent for accommodation for senior staff shall be negotiated at the time of remuneration package review. A 100% rental subsidy may be negotiated where an arrangement is made for a contribution to running costs of a motor vehicle which is provided for private use, due to the FBT benefits to the Shire Council for this arrangement.

#### 4.12 Over Award Payments

- a) Over award allowances are authorised as follows:
  - i. of up to \$20,000 per annum to the base salary of the road supervisor/leading hand, construction grader operator, builder, town/public areas coordinator and mechanic; subject to budget constraints, skills, performance and the pay of persons employed in similar positions in comparative local governments.

b) Full-time permanent employees who do not rent Shire subsidised staff accommodation shall be paid an allowance of \$ 60 per week. The CEO has discretion to pay part-time staff the housing allowance where staff average more than 30 hrs per week.

c) Works staff not paid an over award allowance under 4.12 (a) may be paid an additional allowance of up to \$40 per week (full time equivalent).

d) Employees employed under the LGIA shall be paid an additional 15% of the base award rate of the LGIA for employees with less than twelve months continuous service in a permanent role and an additional 25% of the LGIA of the base award rate for over twelve months service. (Excludes senior staff and those included in 4.12 a). Casual staff shall be paid 10% over award.

e) For employees employed under the LGIA, on the working day after New Years Day holiday and Easter Tuesday each year an employee who is scheduled to work on those days or is on paid leave shall become entitled to a day's paid absence in lieu for each of the two holidays previously observed. The days in lieu are to be taken in the year when they fall due and at the convenience of the Shire.

f) Short term staff employed to fill gaps in the workforce due to staff leave or the absence of any suitably employed staff may be paid at a higher negotiated rate within budget provisions i.e. project manager for a particular project, specialist plant operator.

#### **4.13 Superannuation Contributions**

In accordance with Superannuation Guarantee requirements (currently 9.50%) and 1.5% additional for employees who contribute a minimum of 5%.

#### **4.14 Sponsorship of Overseas Employees**

Employment of people through 457 Business Sponsorship requires approval of Council. Conditions of employment will be considered at the time of consideration of request.

#### **4.15 Remuneration Packaging**

Arrangements may be made with permanent employees to allow employees to salary sacrifice payments. Examples of items which may be salary sacrificed include superannuation, motor vehicles, rent and lap top computers. In all cases the employee is to be responsible for meeting all costs including FBT payable as a result of the benefit.

It is up to the employee to seek appropriate financial advice. The Shire will not provide financial advice and will not accept responsibility for any liability incurred by the employee for such advice, or for the consequences of any salary packaging decisions made by them.

#### **4.16 Emergency Services Leave**

Leave for emergency services training or attendance at emergencies is permitted at the discretion of the Chief Executive Officer. Paid leave in excess of 38 hours per annum (pro rata for part time staff) per employee will only be considered if there is a significant local incident.

Adoption Date: 7/09  
Adoption Reference: Council Minutes  
Review Date: 30/09/15 July 2017  
Maintained By: Payroll Officer  
Document Reference: H:\2 GENERAL ADMINISTRATION\2.30 Policy Delegations CEI\2.30.1 Policy\CURRENT  
POLICY REGISTER - AUGUST 2009\3 1 Human Resources Policy Review 19 Jul 2016.doc  
31 Burrowes Street DARKAN  
Post Office, DARKAN WA 6392  
Tel: (+61 8) 9736 2222  
Fax: (+61 8) 9736 2212  
Page 6 of 9

**4.17 Plant – Staff Use**

In recognition of its interest in the welfare of its employees after hours usage of plant to employees may be considered, subject to the following;

- Usage will be permitted for the personal use of the employee only,
- Only operators who are conversant with the operating capabilities of the particular plant that they propose to use will be permitted to drive the plant,
- Approval is subject to their agreement to accept full responsibility for any loss or damage caused by negligence to that plant.

**4.18 Gratuity Gifts and Payments**

Pursuant to the provision of s5.50 of the Local Government Act 1995, the following guidelines shall apply with respect to payment of gratuities to staff who are leaving the organisation.

The Shire Council will provide a gift to the value stipulated in the table below to all departing permanent employees who have served a continuous period of employment with the organisation.

A gratuity gift will not be provided to an employee who has been dismissed by the local government for any reason other than redundancy. A gratuity gift will not be provided to a casual or other non-permanent employee.

**Prescribed Amounts for Gratuity Payments**

Number of Years Service	Value of Gratuity Gift
Continuous service less than 2 years	Nil.
Continuous service greater than 2 years and up to 3 years	A gift, or contribution towards a gift, to the value of \$50
Continuous service greater than 3 years and up to 5 years	A gift, or contribution towards a gift, to the value of \$100
Continuous service greater than 5 years and up to 8 years	A gift, or contribution towards a gift, to the value of \$150
Continuous service greater than 8 years and up to 10 years	A gift, or contribution towards a gift, to the value of \$200.
10 to a maximum of 15 Years Continuous Service	A gift, or contribution towards a gift, to the value of \$250
15 to a maximum of 20 Years Continuous Service	A gift, or contribution towards a gift, to the value of \$350
Above 20 Years Service	A gift, or contribution towards a gift, to the value of \$500.



Light refreshments and drinks for a function up to the value set out in the following table may be provided, where appropriate.

Number of Years Service	Value of Refreshments and Drinks
Continuous service less than 1 years	Nil.
Continuous service greater than 1 years and up to 3 years	\$50.
Continuous service greater than 3 years and up to 5 years	\$90
Continuous service greater than 5 years and up to 10 years	\$120
10 to a maximum of 15 Years Continuous Service	\$200
15 to a maximum of 20 Years Continuous Service	\$350
Above 20 Years Service	\$700

#### 4.19 Flexible working hours – rostered days off

A rostered day off system or flexible working hours may be considered to which best suit the needs of the Shire whilst making the organisation an attractive place to work.

#### 4.20 Recognition

Up to \$1,500 per annum may be expended for gifts and refreshments (ie beverages/sausage sizzle, gift vouchers for local businesses) in recognition of performance and commitment for employees (ie Christmas, end of construction program – when extra effort put in).

#### 4.21 CEO Contract – Matters Which May be Approved by the President

The President may approve the following, as included in the CEO's contract of employment, without the requirement for the matter to be considered by Council:

- 8 (1) Reimbursement of reasonable expenses incurred by the CEO in performing functions, subject to the provision of documentary evidence;
- 9 (1) When leave may be taken by the CEO; and
- 9 (7) Study leave to be taken by the CEO.

## 5. Legislative and Strategic Context

Local Government Act 1995 (WA)  
Workplace Relations Act 1996 (Cwth)  
Superannuation Guarantee (Administration) Act 1992 (Cwth)  
Race Discrimination Act 1975 (Cwth)  
Disability Discrimination Act 1992 (Cwth)  
Human Rights and Equal Opportunity Act 1986 (Cwth)  
Equal Opportunity for Women in the Workplace Act 1999 (Cwth)

Adoption Date: 7/09  
Adoption Reference: Council Minutes  
Review Date: 30/09/15 July 2017  
Maintained By: Payroll Officer  
Document Reference: H:\2 GENERAL ADMINISTRATION\2.30 Policy Delegations CEI\2.30.1 Policy\CURRENT POLICY REGISTER - AUGUST 2009\3 1 Human Resources Policy Review 19 Jul 2016.doc  
31 Burrowes Street DARKAN  
Post Office, DARKAN WA 6392  
Tel: (+61 8) 9736 2222  
Fax: (+61 8) 9736 2212  
Page 8 of 9

Age Discrimination Act 2004 (Cwth)  
Industrial Relations Act 1979 (WA)  
Minimum Conditions of Employment Act 1993 (WA)  
Long Service Leave Act 1958 (WA)  
Workers Compensation and Injury Management Act 1981(WA)  
Industrial Training Act 1979 (WA)  
Occupation Safety and Health Act 1984 (WA)  
Equal Opportunity Act 1984 (WA)  
Migration Act 1958

## 6. Review Position and Date

Payroll Officer to review in conjunction with the Chief Executive Officer on or before  
~~30/6/16~~ 31/7/16.

## 7. Associated Documents

Workforce Plan

**8.4 REPORTS OF ELECTED MEMBERS**

Nil.

**9. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil.

**10. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING****11. CONFIDENTIAL ITEMS****COUNCIL DECISION – MEETING CLOSED TO PUBLIC**

Moved: Cr Michael Meredith                      Seconded: Cr Rodney Hulse

That the meeting be closed to members of the public in accordance with section 5.23 of the Local Government Act 1995 to allow Council to discuss a matter relating to staff.

**CARRIED 6/0****OFFICER REPORT – CHANGE TO DELEGATION**

*The CEO tabled a confidential report on this matter and provided copies to each elected member.*

**COUNCIL DECISION (OFFICER RECOMMENDATION) – ITEM 11.1.1**

Moved: Cr Neil Manuel    Seconded: Cr Andrew Clarke

That Schedule 1, item 4 of the delegation from Council to the CEO be removed from the delegation.

**CARRIED BY ABSOLUTE MAJORITY 6/0****COUNCIL DECISION – MEETING OPEN TO PUBLIC**

Moved: Cr Michael Meredith      Seconded: Cr Karlene Goss

That the meeting be open to the public again.

**CARRIED 6/0****12. CLOSURE OF MEETING**

Cr King declared the meeting closed at 9.05 pm.