



**UNCONFIRMED MINUTES**  
**"Without prejudice"**

Minutes are provided on the strict understanding that all terms whether deemed expressed or implied do not purport to record the proceedings of Council until confirmed by resolution of Council.

**MINUTES OF THE  
ORDINARY COUNCIL MEETING**

**Wednesday, 16 May 2012**

**Council Chambers  
6177 Great Northern Highway, Bindoon**

**COMMENCEMENT: 7:01PM**

**CLOSURE: 7:41PM**

These minutes will be confirmed at the Ordinary meeting of council to be held on **27 June 2012**

**SIGNED BY**

\_\_\_\_\_  
Person presiding at the meeting at which minutes confirmed

**DATE**

\_\_\_\_\_

**Disclaimer**

The purpose of this Council meeting is to discuss and, where possible, make resolutions about items appearing on the agenda.

Whilst Council has the power to resolve such items and may in fact, appear to have done so at the meeting, no person should rely on or act on the basis of such decision or on any advice or information provided by a member or officer, or on the content of any discussion occurring, during the course of the meeting.

Persons should be aware that the provisions of the *Local Government Act 1995* (section 5.25 (e)) establish procedures for revocation or rescission of a Council decision. No person should rely on the decisions made by Council until formal advice of the Council decision is received by that person.

The Shire of Chittering expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any resolution of Council, or any advice or information provided by a member or officer, or the content of any discussion occurring, during the course of the Council meeting.

**Agendas and minutes are available on the Shire's website [www.chittering.wa.gov.au](http://www.chittering.wa.gov.au)**

## TABLE OF CONTENTS

<b>1.</b>	<b>DECLARATION OF OPENING OF MEETING / ANNOUNCEMENTS OF VISITORS .....</b>	<b>1</b>
<b>2.</b>	<b>RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE .....</b>	<b>1</b>
	2.1 Attendance.....	1
	2.2 Apologies .....	1
	2.3 Approved leave of absence .....	1
<b>3.</b>	<b>DISCLOSURE OF INTEREST .....</b>	<b>1</b>
<b>4.</b>	<b>PUBLIC QUESTION TIME .....</b>	<b>2</b>
	4.1 Response to previous public questions taken on notice .....	2
	4.2 Public question time .....	2
<b>5.</b>	<b>APPLICATIONS FOR LEAVE OF ABSENCE.....</b>	<b>2</b>
<b>6.</b>	<b>CONFIRMATION OF MINUTES OF PREVIOUS MEETING .....</b>	<b>2</b>
	6.1 Ordinary meeting of Council –18 April 2012 .....	2
	6.2 Confidential Special meeting of Council – 2 May 2012 .....	2
<b>7.</b>	<b>ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSION.....</b>	<b>3</b>
<b>8.</b>	<b>PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS.....</b>	<b>3</b>
<b>9.</b>	<b>OFFICER’S REPORT .....</b>	<b>3</b>
	9.1 CORPORATE SERVICES.....	3
	9.1.1 Schedule of Fees and Charges 2012-2013* .....	3
	9.1.2 Financial statements for the period ending 30 April 2012* .....	6
	9.2 CHIEF EXECUTIVE OFFICER.....	8
	9.2.1 Annual leave – 17 August 2012 until 27 August 2012.....	8
	9.2.2 Delegated Authority Register Review* .....	10
	9.2.3 Register of Policies Review* .....	13
	9.2.4 Amendment to Contract of Employment – Executive Manager Corporate Services .....	17
<b>10.</b>	<b>REPORTS OF COMMITTEES.....</b>	<b>19</b>
<b>11.</b>	<b>ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN</b>	<b>19</b>
<b>12.</b>	<b>MOTIONS, OF WHICH NOTICE WAS GIVEN DURING THE MEETING, TO BE CONSIDERED AT A LATER MEETING.....</b>	<b>19</b>
<b>13.</b>	<b>URGENT BUSINESS .....</b>	<b>19</b>
<b>14.</b>	<b>CONFIDENTIAL ITEMS .....</b>	<b>19</b>
<b>15.</b>	<b>CLOSURE.....</b>	<b>19</b>

\* indicates separate attachments



**1. DECLARATION OF OPENING OF MEETING / ANNOUNCEMENTS OF VISITORS**

Cr Alex Douglas declared the meeting open at 7:01PM

**2. RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE**

**2.1 Attendance**

The following members were in attendance:

Cr Alex Douglas	Shire President (Presiding Member)
Cr Robert Hawes	
Cr Don Gibson	
Cr Barni Norton	
Cr Sandra Clarke	
Cr Doreen Mackie	
Cr Michelle Rossouw	

The following staff were in attendance:

Gary Tuffin	Chief Executive Officer
Azhar Awang	Executive Manager Development Services
Jean Sutherland	Executive Manager Corporate Services
Karen Parker	Manager Administration and Community Services
Danica Kay	Executive Support Officer
Natasha Mossman	Minute Secretary

There was one member of the general public in attendance

**2.2 Apologies**

Nil

**2.3 Approved leave of absence**

Nil

**3. DISCLOSURE OF INTEREST**

Nil



#### 4. PUBLIC QUESTION TIME

##### 4.1 Response to previous public questions taken on notice

Nil

##### 4.2 Public question time

Nil

Cr Douglas addressed Mr O'Neil in relation to correspondence received from him regarding the Chief Executive Officers delegated authority to negotiate and settle matters related to item 1(a) of the WAPC water supply priority determination and advised Mr O'Neil that a delegation is not required for this. The Chief Executive Officer further advised that he will work with Mr O'Neil to assist with water related issues. Mr O'Neil noted this and advised that a written response to his correspondence is not required.

#### 5. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

#### 6. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

##### 6.1 Ordinary meeting of Council –18 April 2012

**OFFICER RECOMMENDATION / COUNCIL RESOLUTION – 040512**

Moved Cr Mackie / Seconded Cr Clarke

That the minutes of the Ordinary meeting of Council held on Wednesday, 18 April 2012 be confirmed as a true and correct record of proceedings.

**THE MOTION WAS PUT AND DECLARED CARRIED 7/0**

7:07PM

##### 6.2 Confidential Special meeting of Council – 2 May 2012

**OFFICER RECOMMENDATION / COUNCIL RESOLUTION – 050512**

Moved Cr Gibson / Seconded Cr Rossouw

That the minutes of the Confidential Special meeting of Council held on Wednesday, 2 May 2012 be confirmed as a true and correct record of proceedings.

**THE MOTION WAS PUT AND DECLARED CARRIED 7/0**

7:07PM



**7. ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSION**

Nil

**8. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS**

Nil

**9. OFFICER'S REPORT**

**9.1 CORPORATE SERVICES**

**9.1.1 Schedule of Fees and Charges 2012-2013\***

<b>Applicant</b>	Shire of Chittering
<b>File ref</b>	12/03/4
<b>Prepared by</b>	Jean Sutherland – Executive Manager Corporate Services
<b>Supervised by</b>	Gary Tuffin – Chief Executive Officer
<b>Voting requirements</b>	Absolute majority
<b>Documents tabled</b>	Nil

**Attachments** 1. Schedule of Fees and Charges 2012-2013

**OFFICER RECOMMENDATION / COUNCIL RESOLUTION – 060512**

**Moved Cr Mackie / Seconded Cr Rossouw**

**That Council adopt the Schedule of Fees and Charges as presented for the financial year 2012-2013, with all Fees and Charges to come into effect as at 1 July 2012.**

**THE MOTION WAS PUT AND DECLARED CARRIED 7/0  
BY ABSOLUTE MAJORITY**

7:09PM

**Background**

Each year a local government authority is required to impose a Schedule of Fees and Charges as part of the annual budget process. Reviewing the schedule prior to budget adoption allows Council the time to consider the proposed fees and charges separate to assessing the budget allowing more time for review. Also as the 2012-2013 budget will not be adopted prior to 30 June 2012, adoption of the 2012-2013 Schedule of Fees and Charges this month will allow them to take effect from 1 July 2012.

The current Fees and Charges Schedule was discussed at a Council forum on 4 April 2012 and proposed amendments have been reflected in the attached document.



### **Consultation**

Executive Manager Technical Services  
Executive Manager Development Services  
Manager Administration and Community Services  
Principal Environmental Health Officer  
Senior Ranger  
Principal Building Surveyor  
Councillors

### **Statutory Environment**

*Local Government Act 1995*

*Local Government (Financial Management) Regulations 1996 (as amended)*

### **Policy Implications**

Not applicable

### **Financial Implications**

The list of fees and charges, when adopted, sets the level of many revenue items contained within the budget.

### **Strategic Implications**

Not applicable

### **Site Inspection**

Not applicable

### **Triple Bottom Line Assessment**

#### Economic implications

There are no known significant economic implications association with this proposal.

#### Social implications

There are no known significant social implications association with this proposal.

#### Environmental implications

There are no known significant environmental implications association with this proposal.

### **Comment**

An updated Schedule of Fees and Charges is submitted to Council for adoption and inclusion in the budget for the 2012-2013 financial year.

Many fees and charges have remained the same as previous years, however proposed amendments and exclusions have been made to some and these are listed below:

#### General Purpose Funding

- Settlement Enquiry Rates/Account Enquiry – have been increased to reflect costs associated with completion of enquiry by all Officers.
- Caveat Fees/Notice of Discontinuance – these fees have been introduced to allow for the costs to be reimbursed from the ratepayer at the cost charged by the debt collection company.

#### Governance

- Photocopying – has increased to reflect the cost of A1 copies



**Law, Order and Public Safety**

- Emergency Service Charges – have been amended to reflect a more realistic cost
- Late Return Fee for Anti Barking Collar has been increased to encourage return of equipment on time.
- The fee for the destruction of dogs and cats has been increased to reflect the costs associated with this procedure.
- Fees relating to dog seizure and impounding have been increased to reflect the costs associated with this function.

**Other Law, Order and Public Safety**

- Registered Road Verge Signs – fee has been increased to reflect the cost, and the word 'replacement' was inserted before Registered Road Sign to clarify the fee previously stated in the schedule.

**Building Services**

- Building Licence fees prior to the new Building Act were deleted and the new fees associated with the new Building Act have been included.
- The fee relating to the Building Service Levy (previously known as Builders Registration Board fee) has been included.
- A fee for the provision of building services to the Shire of Victoria Plains has been included in the schedule.

**Environmental Health**

- New fees have been introduced due to the adoption of the Food Act. These relate to inspections at food businesses and each premise is charged according to their risk (e.g. high, medium or low).
- A fee for the provision of health services to the Shire of Victoria Plains has been included in the schedule.

**Town Planning**

- A fee for the provision of town planning services to the Shire of Victoria Plains has been included in the schedule.

**Recreation and Culture**

- The heading Community Centres and Halls was amended to read Muchea Hall.

**Engineering and Public Works**

- The fee for dumping of Hazardous Waste (Asbestos) has been removed as asbestos is not accepted at the landfill sites.
- A fee for recycling bins has been included.
- Gravel has been included with the metal and aggregate fee. The price of gravel has increased as we no longer obtain gravel from own pits and have to pay contractor rates.
- A fee for the sale of old Grader Blades/Cutting Edges has been included.
- Rates for engineering staff have been amended and updated.



**9.1.2 Financial statements for the period ending 30 April 2012\***

<b>Applicant</b>	Shire of Chittering
<b>File ref</b>	12/03/4
<b>Prepared by</b>	Jean Sutherland – Executive Manager Corporate Services
<b>Supervised by</b>	Gary Tuffin – Chief Executive Officer
<b>Voting requirements</b>	Simple majority
<b>Documents tabled</b>	Nil

<b>Attachments</b>	1. List of accounts paid for period ending 30 April 2012
	2. Bank reconciliation for period ending 30 April 2012
	3. Monthly Statement of Financial Activity ending 30 April 2012
	4. Financial Statements for period ending 30 April 2012

**OFFICER RECOMMENDATION / COUNCIL RESOLUTION – 070512**

**Moved Cr Gibson / Seconded Cr Hawes**

**That Council:**

- endorse the list of payments:**
  - PR2790
  - PR2791
  - EFT 6683 – EFT 6780
  - Municipal Fund Vouchers 13056 – 13077
  - Direct Debits as listed
  - BPV14 to BPV14
  - Trust Vouchers 286-289**Totalling \$610,642.81 for the period ending 30 April 2012.**
- receive the bank reconciliation for the period ending 30 April 2012 as presented.**
- receive the financial statements for the period ending 30 April 2012.**

**THE MOTION WAS PUT AND DECLARED CARRIED 7/0**

7:10PM

**Summary**

The bank reconciliation together with the list of accounts paid for the period ending 30 April 2012, and the financial statements for the period ending 30 April 2012 are presented for council's information.

**Background**

Not applicable

**Consultation**

Chief Executive Officer  
Executive Manager Technical Services  
Executive Manager Development Services  
Manager Administration and Community Services  
Community Emergency Services Manager

**Statutory Environment**

*Local Government Act 1995*

*Local Government (Financial Management) Regulations 1996 (as amended)*





**Policy Implications**

Not applicable

**Financial Implications**

Not applicable

**Strategic Implications**

Not applicable

**Site Inspection**

Not applicable

**Triple Bottom Line Assessment**

Economic implications

There are no known significant economic implications association with this proposal.

Social implications

There are no known significant social implications association with this proposal.

Environmental implications

There are no known significant environmental implications association with this proposal.

**Comment**

Council is requested to:

1. endorse the list of payments:

- PR2790
- PR2791
- EFT 6683 - EFT 6780
- Municipal Fund Vouchers 13056 - 13077
- Direct Debits as listed
- BPV14 to BPV14
- Trust Vouchers 286-289

Totalling \$610,642.81 for the period ending 30 April 2012.

2. receive the bank reconciliation for the period ending 30 April 2012 as presented.

3. receive the financial statements for the period ending 30 April 2012.



## 9.2 CHIEF EXECUTIVE OFFICER

### 9.2.1 Annual leave – 17 August 2012 until 27 August 2012

Applicant	N/A
File ref	22/10/59
Prepared by	Natasha Mossman – Executive Support Officer
Supervised by	Gary Tuffin – Chief Executive Officer
Voting requirements	Simple majority
Documents tabled	Nil
Attachments	Nil

#### OFFICER RECOMMENDATION / COUNCIL RESOLUTION – 080512

Moved Cr Rossouw / Seconded Cr Gibson

That Council:

1. approve the annual leave of the Chief Executive Officer for the period commencing Friday, 17 August 2012 and ending on Monday, 27 August 2012.
2. appoint the Executive Manager Corporate Services as the Acting Chief Executive Officer during the period of Friday, 17 August 2012 and ending on Monday, 27 August 2012.

THE MOTION WAS PUT AND DECLARED CARRIED 7/0

7:11PM

#### Background

The Chief Executive Officer requires annual leave inclusive of the period 17 August 2012 until 27 August 2012.

#### Consultation

Shire President  
Executive Manager Development Services  
Executive Manager Corporate Services  
Manager Administration and Community Services

#### Statutory Environment

*Local Government Act 1995*

#### Policy Implications

*Acting Chief Executive Officer*

Council's current policy states:

*The Chief Executive Officer will recommend to Council which Executive Manager should be appointed as Acting Chief Executive Officer when the Chief Executive Officer is absent for periods of more than two (2) weeks.*

*This policy will ensure that the appointed Executive Manager receives the benefit of acting in the capacity as Chief Executive Officer as part of professional development.*

*For periods of absence that are less than two (2) weeks, the Executive Manager Development Services will be the Acting Chief Executive Officer.*



This policy has been discussed and considered by the Executive Management Group, and it was felt that it would be more beneficial to rotate the role as it is not likely there would be too many occasions when the Chief Executive Officer would be absent for periods exceeding two weeks.

Council will be requested to formally consider amending this policy at the May Ordinary Council meeting.

**Financial Implications**

It is general practice that the Acting Chief Executive Officer's salary would be adjusted to reflect the higher duties.

**Strategic Implications**

Nil

**Site Inspection**

Not applicable

**Triple Bottom Line Assessment**

Economic implications

There are no known significant economic implications associated with this proposal.

Social implications

There are no known significant social implications associated with this proposal.

Environmental implications

There are no known significant environmental implications associated with this proposal.

**Comment**

In confirming the request for annual leave, Council is also required to appoint an Acting Chief Executive Officer for the period of leave.



### 9.2.2 Delegated Authority Register Review\*

<b>Applicant</b>	Shire of Chittering
<b>File ref</b>	13/05/0001
<b>Prepared by</b>	Danica Kay – Executive Support Officer
<b>Supervised by</b>	Gary Tuffin – Chief Executive Officer
<b>Voting requirements</b>	Absolute Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	1. 2011 Delegated Authority Register 2. Updated 2012 Delegated Authority Register

#### SUBSTANTIVE MOTION / COUNCIL RESOLUTION – 090512

Moved Cr Mackie / Seconded Cr Clarke

That Council endorses the revised Delegated Authority Register as attached with the following amendment:

Remove delegation by the Chief Executive Officer to Fire Control Officers on the delegations “Burning on Roadsides” and “Burning - Prohibited Times Variations”.

**THE MOTION WAS PUT AND DECLARED CARRIED 7/0  
BY ABSOLUTE MAJORITY**

7:24PM

#### OFFICER RECOMMENDATION

Moved Cr Mackie / Seconded Cr Clarke

That Council endorses the revised Delegated Authority Register as attached.

#### AMENDMENT

Moved Cr Hawes / seconded Cr Gibson

That the following words be included at the end of the recommendation:

*“with the following amendment:*

*Remove delegation by the Chief Executive Officer to Fire Control Officers on the delegations “Burning on Roadsides” and “Burning - Prohibited Times Variations”.*”

**THE AMENDMENT WAS PUT AND DECLARED CARRIED 4/3  
AND FORMED PART OF THE SUBSTANTIVE MOTION**

7:24PM

#### Background

In accordance with Section 5.46 of the *Local Government Act 1995*, delegations are to be reviewed at least once every financial year. The 2011 review was presented to Council on 18 May 2011.

The Chief Executive Officer and the Executive Management Team have undertaken a review of the Delegated Authority Register and the 2012 Register is now presented for Council to review.

#### Consultation

Chief Executive Officer  
Executive Manager Development Services  
Executive Manager Engineering Services  
Executive Manager Corporate Services  
Manager Administration and Community Services



## Statutory Environment

*Local Government Act 1995*

### *Section 5.46*

#### **5.46. Register of, and records relevant to, delegations to CEO and employees**

- (1) *The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.*
- (2) *At least once every financial year, delegations made under this Division are to be reviewed by the delegator.*
- (3) *A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.*

## Policy Implications

Nil

## Financial Implications

Nil

## Strategic Implications

Nil

## Site Inspection

Not applicable

## Triple Bottom Line Assessment

### Economic implications

There are no known Economic implications associated with this proposal.

### Social implications

There are no known Social implications associated with this proposal.

### Environmental implications

There are no known Environmental implications associated with this proposal.

## Comment

A list of amendments made to the Delegated Authority Register is listed below:

<b>DA1 Acting Chief Executive Officer</b>	Amended to be in line with the Appointment of Acting CEO policy – removed the words 'less than two weeks'.
<b>DA9 Engaging Consultants</b>	Increased the value from \$20,000 to \$50,000
<b>DA15 Legal Advice</b>	Increased the value from \$10,000 to \$20,000
<b>DA20 Calling of Quotations</b>	Title changed to 'Calling for tenders' Point iii) amended to read 'more than \$99,999'
<b>DA21 To Accept Quotations of Good and Services</b>	To be revoked
<b>DA24 Major Plant Purchases</b>	To be revoked



**MINUTES OF THE ORDINARY COUNCIL MEETING  
WEDNESDAY, 16 MAY 2012**

<b>DA26 Caravan Park Licenses / Permits to Park on Private Property</b>	Removed the delegation to the Building Surveyor
<b>DA29 Certificates of Classification</b>	To be revoked
<b>DA34 Appointment of Authorised Officers</b>	Removed 'Shire Rangers' from the first sentence as this was a typographical error. Added Food Act 2008 and Building Act 2011 Removed all delegations by CEO to others as is not applicable.
<b>DA42 Uncompleted Buildings</b>	To be Revoked
<b>DA50 Record on Title</b>	Inserted 'in compliance with Section 9.49(a) of the Local Government Act 1995'.
<b>DA52 Ordering Thresholds</b>	Removed reference to Works Supervisor Parks and Gardens and inserted 'Principal' in from of 'Building Surveyor' to ensure delegation is in line with Councils Purchasing Policy.
<b>DA55 Chittering Australia Day Advisory Committee</b>	New delegation in line with the Shire of Chittering Committee Booklet.
<b>DA56 Chittering Education Scholarship Advisory Committee</b>	New delegation in line with the Shire of Chittering Committee Booklet.
<b>DA57 Food Act 2008 – to issue infringement notices</b>	New delegation in compliance with Section 126(2) of the Food Act 2008
<b>DA58 Food Act 2008 – to receive payment and grant extensions of time</b>	New delegation in compliance with Section 126(1), (3), (6) and (7) of the Food Act 2008
<b>DA59 Food Act 2008 – to issue of Prohibition Orders and Certificates of Clearance</b>	New delegation in compliance with Sections 65, 66 and 118(2) of the Food Act 2008

All references made to the Manager Administration and Community Services updated to Manager Human Resources/ Community Development.

The Council, as delegator, is required to review its delegations annually. It is recommended that the Council endorses the revised Delegated Authority Register.



### 9.2.3 Register of Policies Review\*

Applicant	Shire of Chittering
File ref	04/03/1
Prepared by	Natasha Mossman – Executive Support Officer
Supervised by	Gary Tuffin – Chief Executive Officer
Voting requirements	Absolute majority
Documents tabled	Nil

Attachments 1. Updated Register of Policies

#### OFFICER RECOMMENDATION / COUNCIL RESOLUTION – 100512

Moved Cr Rossouw / Seconded Cr Clarke

That Council adopts the Register of Policies as attached and deletes the words “(but not including any meeting of a regional local government)” from the policy Elected Members Fees, Allowances, Reimbursements and Benefits.

THE MOTION WAS PUT AND DECLARED CARRIED 7/0  
BY ABSOLUTE MAJORITY

7:37PM

#### OFFICER RECOMMENDATION

Moved Cr Rossouw / Seconded Cr Clarke

That Council adopts the Register of Policies as attached.

#### AMENDMENT

Moved Cr Hawes / Seconded Cr Mackie

That the following words be included at the end of the recommendation:

*“and deletes the words “(but not including any meeting of a regional local government)” from the policy Elected Members Fees, Allowances, Reimbursements and Benefits.”*

THE AMENDMENT WAS PUT AND DECLARED CARRIED 7/0  
AND FORMED PART OF THE SUBSTANTIVE MOTION

7:30PM

#### Background

In accordance with Section 2.7(2) of the *Local Government Act 1995*, Council is to determine the Shire's policies.

The Chief Executive Officer and the Executive Management Team have undertaken a review of the Register of Policies and the 2012 Register is now presented for Council to review.

#### Consultation

Chief Executive Officer  
Executive Manager Development Services  
Executive Manager Technical Services  
Executive Manager Corporate Services  
Manager Administration and Community Services



## Statutory Environment

*Local Government Act 1995, Section 2.7(2)*

### 2.7. **Role of council**

(2) *Without limiting subsection (1), the council is to—*

- (a) *oversee the allocation of the local government's finances and resources; and*
- (b) *determine the local government's policies.*

## Policy Implications

*Register of Policies*

## Financial Implications

Nil

## Strategic Implications

Nil

## Site Inspection

Not applicable

## Triple Bottom Line Assessment

### Economic implications

There are no known Economic implications associated with this proposal.

### Social implications

There are no known Social implications associated with this proposal.

### Environmental implications

There are no known Environmental implications associated with this proposal.

## Comment

A list of amendments made to the Register of Policies are listed below:

Policy name	Amendment
<b>Use of Civic Centre – Council Chambers</b>	Any reference made to the Manager Administration and Community Services has been replaced with Executive Support Officer
<b>Civic Receptions</b>	Policy to be revoked as it is not required.
<b>Communications</b>	<p>Deleted paragraphs “Elected Members Correspondence – Outgoing” as no councillors other than the Shire President are to send correspondence on behalf of the Shire of Chittering.</p> <p>Under “Publications and Advertising” have replaced ‘Chittering Times’ with ‘Northern Valley News’.</p>





**MINUTES OF THE ORDINARY COUNCIL MEETING  
WEDNESDAY, 16 MAY 2012**

<b>Policy name</b>	<b>Amendment</b>
<b>Investment Funds</b>	This policy has been entirely replaced with a new policy due to the existing policy not complying with the reporting requirements as per Financial Management Regulation 19. The intent of the policy remains the same but the additional reporting requirements have been added.
<b>Asset Depreciation</b>	Policy is to be revoked as these depreciation rates are listed in the “ <i>Significant Accounting Policies</i> ” and therefore there is no need to duplicate.
<b>Rating</b>	Minor changes to wording. No change to the intent of the policy.
<b>Significant Accounting Policies</b>	This policy has been updated to reflect the latest Significant Accounting Policies.
<b>Credit Cards</b>	This policy has been amended to include the Community Emergency Services Manager as there are times during fires that urgent purchases are required.
<b>Purchasing</b>	Under “Supporting Local Industry” have included ‘Northern Valley News’.  ‘Local Purchasing’ has been deleted.  Under ‘Ordering Thresholds’ have deleted Works Supervisor Parks & Gardens as this position will not be current at the time the Policy review is undertaken.
<b>Gratuities and Redundancy Payments</b>	Inserted the maximum \$5,000 payment amount.  Deleted paragraph referring to gifts as there is an existing policy relating to this.  Inserted paragraph about additional monies and benefits being paid to Shire officers and the need to advertise according to the <i>Local Government Act 1995</i> .
<b>Appointment of Acting Chief Executive Officer</b>	Policy has been updated to provide the opportunity for other Executive Managers to act in the role of the Chief Executive Officer during periods of absence.
<b>Use of Council Plant</b>	Policy has been amended to read “Use of Council Plant and Equipment” and included the approval by the Chief Executive Officer.
<b>Concert, Events and Organised Gatherings</b>	New policy

All references made to the Manager Administration and Community Services updated to Manager Human Resources/ Community Development.

All references made to Parks and Environment Works Supervisor have been deleted.



## **MINUTES OF THE ORDINARY COUNCIL MEETING WEDNESDAY, 16 MAY 2012**

---

The Council, as delegator, is required to review its policies annually. It is recommended that the Council endorses the revised Register of Policies.



The Executive Manager Corporate Services left the chambers at 7:38 PM

#### 9.2.4 Amendment to Contract of Employment – Executive Manager Corporate Services

<b>Applicant</b>	Shire of Chittering
<b>File ref</b>	22/10/49
<b>Prepared by</b>	Natasha Mossman – Executive Support Officer
<b>Supervised by</b>	Gary Tuffin – Chief Executive Officer
<b>Voting requirements</b>	Simple majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	Nil

#### OFFICER RECOMMENDATION / COUNCIL RESOLUTION – 110512

Moved Cr Mackie / Seconded Cr Gibson

That Council endorse the amendment to the Executive Manager Corporate Services contract to reflect other executive managers annual leave of five (5) weeks per annum, effective from 4 August 2012.

THE MOTION WAS PUT AND DECLARED CARRIED 7/0  
7:40PM

#### Background

During a recent review of staff condition of employment by the Chief Executive Officer, it was noted that the Executive Manager Corporate Services contract currently reflects (4) four weeks annual leave, whereas the contracts for all other Executive Managers has provision for (5) five weeks annual leave.

Five weeks annual leave is considered to be industry standard and appropriate for senior staff.

#### Consultation

Chief Executive Officer  
Shire President  
Executive Manager Development Services  
Executive Manager Corporate Services  
Manager Administration and Community Services

#### Statutory Environment

Nil

#### Policy Implications

*Senior Staff*

*For the purposes of Section 5.37 of the **Local Government Act 1995**, the Council shall designate the following employees to be “senior employees”:*

- *Executive Manager Development Services*
- *Executive Manager Technical Services*
- *Executive Manager Corporate Services*

#### Financial Implications

No leave loading is applicable to the additional one (1) week's annual leave.



**Strategic Implications**

As a staff retention strategy it is important that council offer competitive conditions of employment.

**Site Inspection**

Not applicable

**Triple Bottom Line Assessment**

Economic implications

There are no known Economic implications associated with this proposal.

Social implications

There are no known Social implications associated with this proposal.

Environmental implications

There are no known Environmental implications associated with this proposal.

**Comment**

In acknowledgement of the high standards displayed by the Executive Manager Corporate Services in undertaking the role, it is recommended that the current Employment Contract for this position be amended to provide five (5) weeks annual leave. This will also bring the conditions of employment for the position in line with the other equivalent Executive Managers.

If approved by council the proposed amended would become effective from the 4 August 2012.



The Executive Manager Corporate Services returned to the chambers at 7:40 PM

**10. REPORTS OF COMMITTEES**

Nil

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

Nil

**12. MOTIONS, OF WHICH NOTICE WAS GIVEN DURING THE MEETING, TO BE CONSIDERED AT A LATER MEETING**

Nil

**13. URGENT BUSINESS**

Nil

**14. CONFIDENTIAL ITEMS**

Nil

**15. CLOSURE**

Cr Alex Douglas declared the meeting closed at 7:41PM