1. **NOMINATION OF PRESIDING MEMBER**

The Director Corporate Services called for nominations for the office of Presiding Member.

Moved Cr Twine, seconded Cr Hoyer

That Cr Buttfield be the Presiding Member at the Corporate Governance Asset Management Committee meeting held 20 April 2010.

CARRIED 5/0

2. **ATTENDANCES & APOLOGIES (INCLUDING LEAVE OF ABSENCE)**

**PRESENT:**
- Crs: C Buttfield, M Harris, C Randall, M Geurds, T Hoyer, S Twine, A Lowry
- First Deputy: S Twine
- Third Deputy (from 1:05pm): A Lowry

**IN ATTENDANCE:**
- Ms J Abbiss, Chief Executive Officer
- Mr Alan Hart, Director Corporate Services
- Mrs C McKee, Acting Director Strategic Community Planning
- Mr R Gorbunow, Director Engineering
- Mr B Gleeson, Director Development Services
- Ms C Mihovilovich, Executive Manager Finance
- Ms K Hayward, Financial Accountant
- Ms C Garner, Minute Secretary

**APOLOGIES:**
- Cr B Brown

**OBservers:**
- Mrs E Brown, PA to Director Corporate Services
- Ms J Brown, Asset Management Coordinator (until 1:42pm)
- Mr L Bresland, Manager Infrastructure and Development
- Mr M Daymond, Senior Planner (from 1:38pm)
- Mr P Varelis, Planning Officer (from 1:38pm)
- Ms K Cornish, PA to Director Strategic Community Planning

**GALLERY:**
- Nil

2. **PUBLIC QUESTION TIME**

Nil

2.1 **Response To Previous Public Questions Taken On Notice**

Nil

3. **PUBLIC STATEMENT TIME**

Nil

4. **PETITIONS AND DEPUTATIONS**

Nil

5. **PRESIDING MEMBER’S REPORT**
6. DECLARATIONS OF COUNCILLORS AND OFFICER’S INTEREST
Nil

7. RECEIPT OF MINUTES OR REPORTS AND CONSIDERATION OF ADOPTION OF RECOMMENDATIONS

7.1 Confirmation of Minutes of Previous Meeting

Moved Cr Hoyer, seconded Cr Geurds
The minutes of the Corporate Governance & Asset Management Committee Meeting held on 16 March 2010 be confirmed.
CARRIED 6/0
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<thead>
<tr>
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<th>MONTHLY FINANCIAL REPORT – FEBRUARY 2010 (A0924/07)</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Shire Serpentine Jarrahdale</td>
</tr>
<tr>
<td>Owner:</td>
<td>Not Applicable</td>
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<tr>
<td>Author:</td>
<td>Kelli Hayward – Financial Accountant</td>
</tr>
<tr>
<td>Senior Officer:</td>
<td>Alan Hart – Director Corporate Services</td>
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<tr>
<td>Date of Report</td>
<td>23 March 2010</td>
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<tr>
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<td>No officer involved in the preparation of this report is required to declare an interest in accordance with the provisions of the Local Government Act</td>
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</tr>
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<td>CGAM064/02/08</td>
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</table>

To receive the March 2010 Monthly Financial Report

Background

The Local Government (Financial Management) Regulations 1996 requires monthly financial statements to be presented to Council for their consideration. The Council has resolved to receive these statements according to business unit classification.

Sustainability Statement

This review provides an indication of current allocation of resources to provide services as adopted in the 2009/2010 budget. It ensures that allocations are undertaken in accordance with the adopted budget.

Statutory Environment:

Section 6.4 of the Local Government Act 1995 requires a local government to prepare an annual financial statement for the preceding year and other financial reports as are prescribed.

Regulation 34 (1) of the Local Government (Financial Management) Regulations 1996 as amended requires the local government to prepare monthly financial statements and report on actual performance against what was set out in the annual budget.

Policy/Work Procedure Implications:

There are no work procedures/policy implications directly related to this application/issue.

Financial Implications:

There are no financial implications relating to the preparation of the report. Any material variances that may have an impact on the outcome of the annual budget are detailed in this report.

Strategic Implications:

This proposal relates to the following Key Sustainability Result Areas:-

4. Governance

Objective 1: An effective continuous improvement program

Strategies:
Objective 3: Compliance to necessary legislation

Strategies:
3. Comply with State and Federal policies and Legislation and the Local Government Act in the most cost-effective way.

Community Consultation:
Not required.

Comment:
Council adopted the 2009/10 Budget at its Meeting held on 21 July 2009 (SCM002/07/09). The figures provided in this report are compared to the year-to-date budget.

The period of review is March 2010. The municipal surplus for this period is $3,015,877 compared to a budget position of $2,296,755. This is considered a satisfactory result for the Shire.

Operating Income

Income for the period March 2010, year to date is $15,749,254. The budget estimated $15,736,836 would be received for the same period. The variance to budget is $12,418 and details of all significant variances are provided in the detailed business unit reports.

The following graph illustrates actual income to-date compared to the year-to-date budget.

Operating Expenditure

Expenditure for period March 2010, year to date is $11,763,149. The budget estimated $12,890,015 would be spent for the same period. The variance to budget is ($1,126,866) and details of all significant variances are provided in the detailed business unit reports.

The following graph illustrates actual expenditure to-date compared to the year-to-date budget.
A copy of the Financial Report is included with the attachments and marked CGAM061.1/04/10 (E10/1512).

Voting Requirements: Simple Majority

Cr Lowry entered the meeting at 1:05pm.
Acting Director Strategic Community Planning entered the meeting at 1:07pm.

CGAM061/04/10 Committee Decision / Officer Recommended Resolution:

Moved Cr Geurds, seconded Cr Hoyer
CARRIED 7/0
Comment:
In accordance with the Local Government (Financial Management) Regulations 1996 13(1) Schedules of all payments made through the Council’s Bank Accounts are presented to the Committee and to Council for their inspection. The list includes details for each account paid incorporating:

a) Payees name  
b) The amount of the payment  
c) The date of the payment  
d) Sufficient information to identify the transaction

Invoices supporting all payments are available for the inspection of the Committee and Council. All invoices and vouchers presented to the Committee and to Council have been certified as to the receipt of goods and the rendition of services and as to prices, computations and costing and that the amounts shown were due for payment, is attached and relevant invoices are available for inspection.

Summary of creditor accounts paid and payable for the period of 21 February 2010 to 20 March 2010.

A copy of the vouchers numbered Chq 39975 – Chq 40033 and EFT 19647 - 19866 totalling $1,441,064.45 for the period of 21 February 2010 to 20 March 2010 is included with the attachments and marked CGAM062.1/04/10 (IN10/3988).

Voting Requirements: Simple Majority

Cr Hoyer left the meeting at 1:18pm and returned to the meeting at 1:21pm.

CGAM062/04/10 Committee Decision / Officer Recommended Resolution:

Moved Cr Randall, seconded Cr Twine
That Council receives the payments authorised under delegated authority and detailed in the list of invoices for period of 21 February 2010 to 20 March 2010, presented as per the summaries set out above include Creditors yet to be paid and in accordance with the Local Government (Financial Management) Regulations 1996.
CARRIED 7/0

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<tr>
<th>CGAM063/04/10</th>
<th>LEAVE POLICY (A1048)</th>
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<tr>
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<td>Serpentine Jarrahdale Shire</td>
</tr>
<tr>
<td>Owner:</td>
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<tr>
<td>Officer:</td>
<td>Casey Mihovilovich – Executive Manager Finance Services</td>
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<tr>
<td>Senior Officer:</td>
<td>Alan Hart – Director Corporate Services</td>
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<td>Date of Report</td>
<td>9 March 2010</td>
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<td>Previously</td>
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<td>Disclosure of Interest</td>
<td>No officer involved in the preparation of this report is required to declare an interest in accordance with the provisions of the Local Government Act</td>
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<td>Council</td>
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In Brief
Adopt the Council Policy G915 Leave Policy and Procedures.
Background

The review of policies began in September 2008 with the first set of new policies considered at the Ordinary Council meeting of 15 December 2008. A Leave Policy has been established to ensure all employees of the Shire are aware of their entitlements under each leave category.

A copy of the Leave Policy and Procedures is with attachments marked CGAM063.1/04/10 (E10/1154).

Sustainability Statement

The leave policy will support the Council’s commitment to sustainability, and attraction and retention of staff.

Statutory Environment: Nil

Financial Implications: There are no direct expenditure implications arising from this report.

Strategic Implications: The leave policy will assist in supporting the achievement of the adopted Plan for the Future and direction.

Community Consultation:

Not applicable

Comment:

The leave policy was drafted by the Chamber of Commerce and Industry (CCI) of WA. The Employer Adviser of CCI attended two meetings at the Shire to discuss with Leadership and Management Teams the content and provided advice relating to wording in each leave category.

The leave policy was considered necessary for the following reasons;

1. Employee awareness of the conditions of each leave entitlement.

2. The new Modern Award (Local Government) 2010 which removed the entitlement of the two additional Local Government days, being Easter Tuesday and the day after New Years Day.

3. Attraction and Retention incentive, which includes buying of an additional two weeks leave, if certain conditions are satisfied. A majority of Local Governments already allow buying of additional leave over and above the National Employment Standards (NES).

The following table presents a brief summary of the Corporate Services Policy review undertaken:

<table>
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<tr>
<th>Old Work Procedure Number</th>
<th>New Policy Number</th>
<th>Policy Title</th>
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<td>CSWP38</td>
<td>G915</td>
<td>Leave Policy and Procedures</td>
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Voting Requirements: ABSOLUTE MAJORITY

CGAM063/04/10 Committee / Officer Recommended Resolution:

Moved Cr Hoyer, seconded Cr Harris
Council adopts Council policy G915 Leave Policy and Procedures as at attachment CGAM063.1/04/10 (E10/1154).
CARRIED 7/0
CGAM064/04/10  APPOINTMENT OF A MEMBER TO THE RESERVES ADVISORY GROUP (A1216)

<table>
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<tr>
<th>Proponent:</th>
<th>Reserves Advisory Group</th>
<th>In Brief</th>
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<tr>
<td>Owner:</td>
<td>Not Applicable</td>
<td>Council to endorse the appointment of Athol Wigg to the Reserves Advisory Group.</td>
</tr>
<tr>
<td>Officer:</td>
<td>Vanessa Slater - Natural Reserves Coordinator</td>
<td></td>
</tr>
<tr>
<td>Senior Officer:</td>
<td>Richard Gorbunow – Director Engineering</td>
<td></td>
</tr>
<tr>
<td>Date of Report</td>
<td>22 March 2010</td>
<td></td>
</tr>
<tr>
<td>Previously</td>
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<td></td>
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<tr>
<td>Delegation</td>
<td>Committee in accordance with resolution CGAM064/02/08</td>
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**Background**

The Reserves Advisory Group (RAG) has been established to provide advice to the Serpentine Jarrahdale Council on the development, implementation and audit of reserve management plans. Members are appointed by Council to undertake the important public interest role in facilitating broad community input into planning and management processes. Members have been chosen due to their knowledge of the local region and a high level of understanding, expertise or experience in one or more of the following areas:

- Biodiversity and conservation,
- Natural Resource Management,
- Sport and Recreation,
- Indigenous and other Cultural values,
- Equine expertise and
- Commercial Tourism, wildflower and seed picking.

An active member of the group, Therese Wade has recently tendered her resignation thus leaving a position open for a community member to be filled within the group.

*A copy of the minutes from the RAG meeting held on the 9 February 2010 are included with attachments marked CGAM064.1/04/10 (OC10/1639).*

**Statutory Environment:**

There are no statutory implications related to this application.

**Policy/Work Procedure Implications:**

The process that is involved with the Reserves Advisory Group and how this group assesses the development of the Shires Reserves Management Plan is outlined in the Terms of Reference.

There are responsibilities involved in being a member of the Reserves Advisory Group and these include;

- Observing the RAG Code of Conduct;
- Working closely with local community groups which have a history of active management within a reserve;
- Seeking and considering expert advice and the views of the broader community;
- Contributing in a positive manner to the development of management options and working collaboratively with other RAG members towards consensus decisions.

**Financial Implications:**
There are no financial implications to Council related to this application.

**Strategic Implications:**
This proposal relates to the following Key Sustainability Result Areas:-

2. Environment

*Objective 1: Protect and repair natural resources and processes throughout the Shire*

*Strategies:*
1. Increase awareness of the value of environmental requirements towards sustainability.
2. Develop partnerships with community, academia and other management agencies to implement projects in line with Shire objectives.
3. Encourage protection and rehabilitation of natural resources.
6. Value, protect and develop biodiversity.

*Objective 2: Strive for sustainable use and management of natural resources*

*Strategies:*
1. Implement known best practice sustainable natural resource management.

4. Governance

*Objective 2: Formation of Active Partnerships to progress key programs and projects*

*Strategies:*
1. Improve coordination between Shire, community and other partners.

**Community Consultation:**

The RAG represents various members of the community and the committee has requested that Athol Wigg be appointed to the group.

**Comment:**

In the past Athol Wigg has owned property in Keysbrook, where he was actively involved in Landcare activities through planting of seedlings on potentially saline soils to lower water tables and reduce risk. Athol was awarded the Clem Kentish Community Service Award in 2002 and he was a Councillor for the Serpentine Jarrahdale Shire from 2002 until 2007. Whilst acting as a council representative he was the chairman of the Serpentine Sports Reserve Management Committee. He has also been a chairman of the Dirk Brook Project “Saving the Serpentine” which was an inter-agency group representing the Department of Agriculture, Water Corporation, the Department of Environment and Conservation and Landcare.

In 1994 he was appointed onto the Serpentine Jarrahdale Landcare District Committee by the Minister and has been the president and chairperson to organisations such as the Serpentine Tennis Club, Hopeland Community Association and the Serpentine Scout Committee. Currently Athol is the Community representative on the Community crime prevention group, a board member on the Serpentine Jarrahdale Grammar school, a community representative for the Karnet Prison Farm Community Liaison Group, a member of the Serpentine Jarrahdale Landcare Management Committee, a member of the Serpentine Jarrahdale Landcare district committee, a member of the Serpentine Jarrahdale Anglican parish Council and a member of the Serpentine Historical Society.

**Voting Requirements:**
Simple Majority
CGAM064/04/10 Committee Decision / Officer Recommended Resolution:

Moved Cr Twine, seconded Cr Harris
That Athol Wigg be appointed as a member of the Reserves Advisory Group.  
CARRIED 7/0

CGAM065/04/10 ROADS ASSET MANAGEMENT PLAN (A1730)

<table>
<thead>
<tr>
<th>Proponent:</th>
<th>Serpentine Jarrahdale Shire</th>
<th>In Brief</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner:</td>
<td>Serpentine Jarrahdale Shire</td>
<td></td>
</tr>
<tr>
<td>Officer:</td>
<td>Julie Brown – Asset Management Coordinator</td>
<td></td>
</tr>
<tr>
<td>Senior Officer:</td>
<td>Richard Gorbunow – Director Engineering</td>
<td></td>
</tr>
<tr>
<td>Date of Report:</td>
<td>20 March 2010</td>
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<td>Previously</td>
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Disclosure of Interest: No officer involved in the preparation of this report is required to declare an interest in accordance with the provisions of the Local Government Act

Delegation: Council

Background

The Serpentine Jarrahdale Shire has placed strategic importance on the proper management of its infrastructure. At the Ordinary Council Meeting held in August 2009, Council’s first Asset Management Improvement Strategy was adopted, which defined the pathway for organisational wide commitment to the principles of sound asset management.

Council has now progressed to the next phase in the asset management planning process by developing asset management plans for key asset groups. The Parks and Bridges Asset Management Plans have previously been adopted by Council and the Roads Asset Management Plan is now presented for approval.

A copy of the Roads Asset Management Plan is with attachments marked CGAM065.1/04/10 (E10/1576).

Sustainability Statement

Resource Implications: To manage Council’s assets in a strategic manner promotes efficient practices and therefore an efficient use of resources.

Social and Environmental Responsibility: To develop asset management plans that consider environmental issues in relation to the upgrade and renewal of assets and to ensure community assets are managed in a way that is responsible and efficient.


Policy/Work Procedure Implications:

The Road Asset Management Plan supports Council’s Asset Management Policy through the development of long term financial projections in relation to road infrastructure. Policies that have relevance to the Roads Asset Management Plan are:

- CSP29 Depreciation and Amortisation
Financial Implications:  
Significant financial resources will be required to meet the levels of service and address the backlog of renewal as identified and outlined in this plan. $5.8 million would be required to be spent on road pavement and seals in the 2010/2011 budget to bring these assets below the set intervention level.

Resource requirements have also been identified as a part of the improvements section of this plan (Section 8).

The short term requirement to address the backlog (assets above the current intervention level) and assets reaching intervention level is approximately $5.8 million, $5.1 million, $4 million and $3 million over the next 4 years. Assuming that this is fully funded, and that assets do not deteriorate at a greater rate due to the compromise of the integrity of the seal, requirements for pavement and seals evens out at approximately $2.5 million to $3 million per year.

Strategic Implications:  
This plan is linked to the Shire of Serpentine Jarrahdale’s Plan for the Future 2009 – 2014 through the following statements of commitment within the Plan:

Infrastructure
- Continually improve the accuracy of the long term financial Plan for the Future by accommodating asset management plans that are developed.
- Ensure asset management plans extend to whole of life costings of assets and reflect the level of service determined by Council.

Strategy and Planning
- Create innovative solutions and manage responsibly to aid our long term financial sustainability.

Success and Sustainability
- The Shire will exercise responsible financial and asset management cognisant of being a hyper-growth council.

Community Consultation:
Not required.

Comments
The draft asset management plan is a culmination of data and strategies which together define future management, financial and technical practices required for the Shire’s road network. This plan has been prepared in consultation with the Asset Management Working Group. Development of this plan has involved establishing a hierarchy, determining levels of service, assessing remaining useful life, drafting maintenance strategies and considerable research into best practice. This information was used as a basis for determining the financial projections.

The immediate costs to Council to ensure the road network is in an adequate condition are substantial. Any further delay in funding road seals may have a severe impact on the financial sustainability of the Shire’s infrastructure. With seals acting as the protective layer for the pavement, and with pavement costing up to 10 times that of spray seal, it is vital that the integrity of this layer is not compromised. The annual financial projections should be considered.
both in the short term and for long term financial planning purposes to ensure adequate provision is made for this core category of infrastructure.

The level of service provided to the community by road assets is the discretionary factor in this plan. The financial projections in Section 7 are based on renewal and maintenance intervention levels defined in Section 6. Any reduction in the intervention level will increase the level of service to the community and also increase financial requirements. An increase in the intervention levels will result in a decrease in the level of service to the community and also decrease the financial requirements in relation to road infrastructure.

The annual review and update of this plan will ensure that the condition, financial requirements and funding availability are monitored and communicated to Council allowing significant shifts in requirements to be accommodated in financial planning.

**Voting Requirements:** Simple Majority

Acting Director Strategic Community Planning left the meeting at 1:34pm.
Senior Planner and Planning Officer entered the meeting at 1:38pm.
Cr Lowry left the meeting at 1:42pm.

**CGAM065/04/10 Committee / Officer Recommended Resolution:**

Moved Cr Harris, seconded Cr Hoyer
CARRIED 6/0

**CGAM066/04/10 SALARY PACKAGING POLICY (A1048)**

| Proponent: | Not Applicable |
| Owner: | Not Applicable |
| Officer: | Alan Hart - Director Corporate Services |
| Senior Officer: | Joanne Abbiss - Chief Executive Officer |
| Date of Report | 31 March 2010 |
| Previously | Not Applicable |
| Disclosure of Interest | No officer involved in the preparation of this report is required to declare an interest in accordance with the provisions of the Local Government Act |
| Delegation | Council |

**Background**

The business of attracting and retaining high quality employees is becoming more difficult with other industry sectors aiming to entice people to work for them with more lucrative salary packages. It is necessary to ensure that the Shire remains an attractive employer where people want to work and will continue to work on an ongoing basis.

To address this, the Shire has to continually review the market place and the enticements being offered to prospective employees. A long standing method of attracting and retaining people is to enable flexibility of salary so that people can choose how they wish to receive their salary.

This is called salary packaging and it is proposed that the Shire adopt a new policy which enables the Shire to offer salary packaging to staff.
A copy of the Draft Salary Packaging Policy is with attachments marked CGAM066.1/04/10 (E10/1824)

Sustainability Statement

**Economic Viability:** The proposed policy will allow the Shire to adopt a philosophy of ‘total employment costs’ for employees so all costs of employment can be measured, valued and documented.

**Social – Quality of Life:** The proposed policy allows individual employees a choice of salary to better suit their lifestyles. This is another demonstration, though the implementation of various Council policies in relation to employees, that the Shire is an attractive employer.


**Policy/Work Procedure Implications:** The proposed policy clearly articulates the responsibilities of the Chief Executive Officer in implementing and managing the proposed policy

**Financial Implications:** The Shire budgets for the employment of staff in its annual budget. The implementation of this policy will allow the Shire to clearly define the cost of employing someone as salary packaging promotes the concept of “Total Employment Costs” and all costs of employment can be measured, valued and documented. There will be a small cost to the Shire to setup the salary packaging service with an external contractor, (approx $1,000). All ongoing costs to manage the service will be paid by each employee as they enter into salary packaging arrangements.

There is potential for the Shire to reduce its light vehicle fleet, due to employees that are currently provided with a Shire supplied vehicle, to opt to ‘cash out’ their vehicle and then salary package a vehicle. It is proposed that all surplus vehicles are disposed of and the proceeds from the sale are transferred to a reserve account set up specifically for the purpose of funding the re-purchase of vehicles should it be necessary in the future. Circumstances where this situation may arise is where future employees may elect not to salary package a vehicle and choose (with the CEO’s approval) to be supplied with a Shire provided vehicle. The proposed policy states that should this occur, the value of the employees remuneration package will be reduced by the value of the vehicle to ensure that the Shire is not financially disadvantaged as a result of this change.

**Strategic Implications:** This proposal relates to the following Key Sustainability Result Areas:-

4. **Governance**

**Objective 1: An effective continuous improvement program**

**Strategies:**

1. Identify and implement best practice in all areas of operation.
2. Promote best practice through demonstration and innovation.
4. Balance resource allocation to support sustainable outcomes.

Community Consultation:

Not required.

Comment:

The proposed policy will offer choice to existing employees in relation to enabling them to choose how they wish to receive their annual salary, it is also a tool that can be used to attract new staff to the Shire.

The Shire is one of the fastest growing regions in Australia and it is necessary to ensure that the Shire can offer the most attractive package to attract quality people. This proposed policy will be one of many policies that the Shire has available to it to use as a tool to attract future staff.

The Strategic Plan clearly articulates that the Shire will be a ‘Fun, Funky and Flexible’ employer, this policy will allow the implementation of part of this philosophy by allowing choice of salary.

The proposed policy also promotes the concept of ‘Total Employment Cost’, which is a concept that values the true cost of employing people as it allows the Shire to value all cash payments and non-cash benefits. This is beneficial during budget considerations as the Council will know exactly how much it will cost to employ an individual when considering new positions as all components of the position can be valued and they will be fixed at that value.

An important component of Salary Packaging is ensuring that there is no additional cost to the Shire in relation to the implementation and the ongoing management of the policy. All costs associated with implementing a package are included in the cost of the package and are paid for by the employee as part of the package. If financial planning is necessary prior to an employee entering into a salary packaging arrangement, then the costs of this are also borne by the employee.

If the proposed policy is adopted by Council, the service will be outsourced to an external contractor who specializes in this field. The ongoing costs associated with this service will be paid by the employee direct to the service provider as part of the package. No other costs will be borne by the Shire as the payment to the contractor becomes another payroll dispersion each fortnight and occurs automatically via the payroll system. Should employees elect to change their salary package arrangements, then the contractor simply advises the Shire of the new amount and the date it is effective from.

It is therefore recommended that the Council adopt this proposed policy.

Voting Requirements: ABSOLUTE MAJORITY

Asset Management Coordinator left the meeting at 1:42pm.

CGAM066/04/10 Committee / Officer Recommended Resolution:

Moved Cr Harris, seconded Cr Twine
That Council adopt policy G916 as included in attachment CGAM066.1/04/10 (E10/1824) CARRIED 6/0
Elected Member Vacancy Central Ward (A1788)

<table>
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<tr>
<th>Proponent:</th>
<th>Serpentine Jarrahdale Shire</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner:</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Officer:</td>
<td>Alan Hart – Director Corporate Services</td>
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<tr>
<td>Senior Officer:</td>
<td>Joanne Abbiss – Chief Executive Officer</td>
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<td>Council</td>
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</table>

**Background**

On 8 April 2010 a vacancy occurred within the Central Ward of the Shire due to the resignation of Cr John Kirkpatrick. In accordance with the Local Government Act, the President or the Council has 30 days from the vacancy occurring to determine a date to hold an extra ordinary election. The extra ordinary election must occur within four months of the vacancy occurring unless the Electoral Commissioner approves an extended period.

**Statutory Environment:**

"4.8. Extraordinary elections"

1. If the office of a councillor or of an elector mayor or president becomes vacant under section 2.32 or 2.33 an election to fill the office is to be held.

2. An election is also to be held under this section if section 4.57 or 4.58 so requires.

3. An election under this section is called an extraordinary election.

**4.9. Election day for extraordinary election**

1. Any poll needed for an extraordinary election is to be held on a day decided on and fixed:
   
   a. by the mayor or president, in writing, if a day has not already been fixed under paragraph (b); or
   
   b. by the council at a meeting held within one month after the vacancy occurs, if a day has not already been fixed under paragraph (a).

2. The election day fixed for an extraordinary election is to be a day that allows enough time for the electoral requirements to be complied with but, unless the Electoral Commissioner approves or section 4.10(b) applies, it cannot be later than 4 months after the vacancy occurs.

3. If at the end of one month after the vacancy occurs an election day has not been fixed, the CEO is to
notify the Electoral Commissioner and the Electoral Commissioner is to —

(a) fix a day for the holding of the poll that allows enough time for the electoral requirements to be complied with; and

(b) advise the CEO of the day fixed.”

Policy/Work Procedure Implications:

There are no work procedures/policy implications directly related to this application/issue.

Financial Implications:

The costs of holding an extra ordinary election are estimated to be $13,000. This service would be contracted to the Western Australian Electoral Commission and this extra ordinary election will be conducted by postal ballot. It is proposed that this extra ordinary election occur in July 2010 and funds will be provided in 2010/11 budget.

Strategic Implications:

This proposal relates to the following Key Sustainability Result Areas:-

1. People and Community
   Objective 1: Good quality of life for all residents
   Strategies:
   6. Ensure a safe and secure community.

   Objective 2: Plan and develop towns and communities based on principles of sustainability
   Strategies:
   1. Increase information and awareness of key activities around the Shire and principles of sustainability.
   4. Foster a strong sense of community, place and belonging.

   Objective 3: High level of social commitment
   Strategies:
   1. Encourage social commitment and self determination by the SJ community.
   2. Build key community partnerships.

4. Governance
   Objective 3: Compliance to necessary legislation
   Strategies:
   3. Comply with State and Federal policies and Legislation and the Local Government Act in the most cost-effective way.

Community Consultation:

Not required.

Comment:

It is a statutory requirement that the Shire fill the vacancy of an elected member if the status quo were to remain. The Shire is required to review ward boundaries and elected member numbers at least every eight years, the next review is due in 2012.

The Shire considered the number of elected members in 2009 in the context of the Shires reform submission to the Department of Local Government.

An excerpt of the submission in relation to elected member representation is with the attachments marked CGAM067.1/04/10.
At the Special Council Meeting on 29 September 2009, Council resolved unanimously to adopt all of the recommendations from the Shire’s Submission including one which would see the number of elected members reduce from ten to nine subject to a review of ward boundaries.

It is proposed that this review commence in the 2010/11 financial year as funds will need to be allocated in the 2010/11 budget to undertake this review. It is therefore recommended that until the boundary review takes place, the status quo remain.

The Western Australian Electoral Commission has recommended that the extra ordinary election occur on Friday, 22 July 2010. The term of the successful candidate will be until 15 October 2011.

**Voting Requirements:** **ABSOLUTE MAJORITY**

Cr Lowry returned to the meeting at 1:43pm.

**CGAM067/04/10 Committee / Officer Recommended Resolution:**

Moved Cr Harris, seconded Cr Hoyer

**Council:**
1. Determines the date to hold the extra ordinary election for the vacancy of a Councillor in the Central Ward to be 22 July 2010.
2. Declares in accordance with section 4.20(4) of the Local Government Act 1995, the Western Australian Electoral Commissioner to be responsible for the conduct of the extra ordinary local government election for the vacancy in the Central Ward to be held on 22 July 2010 for the Shire of Serpentine Jarrahdale.
3. Decides in accordance with section 4.61(2) of the Local Government Act 1995, that the method of conducting the ordinary local government elections to be held on 22 July 2010 be as a postal election.

CARRIED 7/0

**9. INFORMATION REPORT**

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<tr>
<td>Author: Various</td>
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<tr>
<td>Senior Officer: Alan Hart - Director Corporate Services</td>
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<td>Date of Report 22 March 2010</td>
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<td>Disclosure of Interest</td>
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**CGAM068.1/04/10 DELEGATED AUTHORITY (A0039-02)**

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CGAM068.2/04/10 OPERATIONS ACTIVITY REPORT (A0897/02)

A copy of the Operations Activity Report for 16 February to 11 March 2010 is with attachments marked CGAM068.2/04/10 (E10/1603).

CGAM068/04/10 Committee Decision / Officer Recommended Resolution:

Moved Cr Twine, seconded Cr Harris
That the Information Report to 22 March 2010 be received.
CARRIED 7/0

10. URGENT BUSINESS
NIL

11. COUNCILLORS QUESTIONS OF WHICH NOTICE HAS BEEN GIVEN
NIL

12. CLOSURE
There being no further business the meeting was closed at 1:46pm.

I certify these minutes were confirmed at the Corporate Governance and Asset Management Committee Meeting held on 18 May 2010.

…………………………………
Presiding Member

…………………………………
Date