



Shire of  
Serpentine  
Jarrahdale

# Special Council Meeting Minutes

Monday, 27 November 2017

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### In Person

Shire of Serpentine Jarrahdale

6 Paterson Street, Mundijong WA 6123

Open Monday to Friday 8.30am-5pm (closed public holidays)



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Minutes of the Special Council Meeting of the Shire of Serpentine Jarrahdale held on Monday 27 November 2017 in the Council Chambers, Civic Centre, 6 Paterson Street, Mundijong.

The Shire President, Cr Rich declared the meeting open at 9.49pm and welcomed Councillors, Staff and members of the gallery, and acknowledged that the meeting was being held on the traditional land of the Noongar People and paid her respects to their Elders past and present.

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## Minutes

### 1. Attendances and apologies (including leave of absence):

#### In Attendance:

**Councillors:** M Rich ..... Presiding Member  
D Atwell  
M Byas  
R Coales  
B Denholm  
K McConkey  
S Piipponen  
J See

**Officers:** Mr K Donohoe ..... Chief Executive Officer  
Mr A Schonfeldt ..... Director Development Services  
Mr P Balley ..... Acting Director Infrastructure Services  
Mr P Kocian ..... Acting Director Corporate and Community Services  
Ms A Liersch ..... Agendas and Minutes Officer (Minute Taker)

**Leave of Absence:** Nil

**Apologies:** Councillor Gossage

#### Observers:

Members of the Public – 8

Members of the Press – Nil

Shire Officers - 1

### 2. Public question time:

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

Nil

#### 2.2 Public questions

Nil



**3. Public statement time:**

Nil

**4. Petitions and deputations:**

Nil

**5. Declaration of Councillors and Officers interest:**

Nil

**6. Receipt of minutes or reports and consideration of adoption of recommendations from Committee meetings held since the previous Council meetings:**



### 6.1 Reports for consideration:

<b>SCM161/11/17 – Refreshment &amp; Alcohol Policy Creation</b>	
<b>Author:</b>	Councillor Michelle Rich
<b>Date of Report:</b>	22 November 2017
<b>Disclosure of Officers Interest:</b>	No officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .

**Voting Requirements:** Simple Majority

Councillor Piipponen foreshadowed he would move a new motion to bring all policies, including any new ones to the December 2017 OCM, if the motion under debate is lost.

#### **SCM161/11/17 COUNCIL DECISION / Councillor Recommendation**

**Moved Cr Atwell, seconded Cr McConkey**

**That Council:**

- 1. Requests the Chief Executive Officer to create a Refreshment and Alcohol Policy to provide,**
  - a) Clarity and consistency in decision making in line with community expectation.**
  - b) Improved efficiency and effectiveness in financial management.**
  - c) Improved community outcomes through open and transparent governance.**
  - d) The draft policy is to be presented to council as part of the full policy review that commenced following the October 2017 Council Elections.**
- 2. The Shire cease the purchase of all alcohol except where those purchases form part of Council Policy G011 Civic functions, ceremonies and receptions and use of the Civic Centre. The Chief Executive Officer is to use his/her discretion in line with community expectation as to which Civic functions, ceremonies and receptions that alcohol is to be supplied.**

**CARRIED UNANIMOUSLY 8/0**

#### Officer Comment

Clause 3.10 of Council's Standing Orders Local Law 2002 (as amended) requires Motions on Notice to be submitted at least four full working days before the day of the meeting. As Officers have not been provided with sufficient forward notice, a comprehensive response is not provided to these motions.

A Policy Review is intended to be presented to Council at the December OCM, and therefore opportunity does exist to put forward a new Policy on refreshments and alcohol for consideration at that time.



<b>SCM162/11/17 – Elected Member Fees</b>	
<b>Author:</b>	Councillor Michelle Rich
<b>Date of Report:</b>	22 November 2017
<b>Disclosure of Officers Interest:</b>	No officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .

**Voting Requirements: Absolute Majority**

**SCM162/11/17 COUNCIL DECISION / Alternate Councillor Recommendation**

**Moved Cr McConkey, seconded Cr Atwell**

**That Council:**

- 1. Amends Council Policy G003 – Councillor Fees and Entitlements and request the policy be updated to reflect the decisions of 2 to 7 as below from the 1<sup>st</sup> December 2017.**
- 2. The Annual Meeting Attendance Fees for Elected Members shall be 75% of the annual maximum Salaries and Allowances Tribunal determination.**
- 3. The Annual Meeting Attendance Fees for the Shire President shall be 75% of the annual maximum Salaries and Allowances Tribunal determination.**
- 4. The Annual Allowance for the Shire President shall be 75% of the annual maximum Salaries and Allowances Tribunal determination.**
- 5. The Annual Allowance for the Deputy Shire President shall be 75% of the annual allowance for the Shire President as determined in 3 above.**
- 6. Elected Members receive the maximum prescribed Information Technology and Telecommunications Allowance of \$3,500 per annum as determined by the Salaries and Allowances Tribunal.**
- 7. All fees, allowances and reimbursements be paid monthly in arrears.**
- 8. Reimbursements of expenses to be reviewed as part of the full policy review that commenced following the October 2017 Council Elections for Council Policy G003 - Councillor Fees and Entitlements.**
- 9. That any budgeted saving from the amendment of Council Policy G003 - Councillor Fees and Entitlements be allocated for use by the CEO to improve customer service.**
- 10. Requests the Chief Executive Officer to maintain an attendance register of Councillor Attendance at all Council and Committee Meetings, as well as other meetings and official functions of Council.**

**CARRIED BY ABSOLUTE MAJORITY 8/0**



**Reasons for change**

**Recommendation 10 was added to the Councillor Recommendation to enable a record to be kept of Councillors attendances at all Meetings and Council functions. This additional recommendation was supported by the mover and seconder.**

Officer Comment

The matter of Councillor Fees and Entitlements was previously considered by Council at the May 2017 Ordinary Council Meeting. Please refer below the full minute extract which provides the background context to this item. Please also refer to attachment SCM162.1/11/17.

Regarding Recommendation 9, a financial assessment of Councillor Fees and Allowances, a 75% model indicates that approximately \$60,000 will be achieved in budget savings.

OCM066/05/17 COUNCIL DECISION / Alternate Recommendation

Moved Cr Hawkins, seconded Cr Piipponen

That Council;

1. Acknowledges the independent determination of the Salaries and Allowances Tribunal's to increase the Band applicable to the Shire of Serpentine Jarrahdale for 2017 to Band 2.
2. Determines that its policy, G003, is applied to the Band 2 determination and that this amount be put forward to Council to consider as part of its 2017/18 budget determinations and reflected in the Annual Financial Report in accordance with Regulation 44 of the *Local Government (Financial Management) Regulations 1996*.
3. Acknowledges that this amount represents the maximum allowance provision as determined by the Salaries and Allowances Tribunal for Band 2.

Council Note: Reasons for the change to the Officers Recommendation:

The Salaries and Allowances Tribunal has made a determination to increase the Band for the Shire of Serpentine Jarrahdale to Band 2. This Band reflects the growth and rapid development being experienced in the district. Council has a policy that was applicable to Council's previous Band position and considering this determination seeks to reaffirm Council's previous policy position in relation to Salaries and Allowances Tribunal rulings.

CARRIED BY ABSOLUTE MAJORITY 5/2

Cr Ellis requested his vote in favour of the Motion be recorded



**7. Motions of which notice has been given:**

Nil

**8. Urgent business:**

Nil

**9. Closure:**

There being no further business the Presiding Member declared the meeting closed at 10.06pm.

I certify that these minutes were confirmed at the  
Ordinary Council Meeting held on 18 December 2017.

.....  
Presiding Member

.....  
Date