

**1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

CEO Ian Bodill assumed the chair as both President and Deputy President were not present.

CEO called for nominations from Councillors to assume the position of chair. Cr Michael Greenwood was nominated and accepted.

**MIN 131/13 Motion - Moved Cr McCreery Seconded Cr Thomson**

That Councillor Michael Greenwood assume the position of Chair

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

**Attendance**

Cr C.D McCreery	Member
Cr P. Bell	Member
Cr D. Thomson	Member
Cr M.D. Greenwood	Member

Ian Bodill	Chief Executive Officer
Carissa Lawrence	Admin Officer and minute taker.

**Apologies**

Cr S. Uppill  
Cr C. Crane

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

Nil

**4. PUBLIC QUESTION TIME**

Nil

**5. APPLICATIONS FOR LEAVE OF ABSENCE**

**MIN 132/13 Motion - Moved Cr Thomson Seconded Cr Greenwood**

That Cr McCreery be granted leave of absence for the October Council meeting.

Carried 4/0

**6. DECLARATION OF MEMBER'S INTERESTS IN AGENDA ITEMS -**

<u>Councillor</u>	<u>Item Number</u>	<u>Nature of Interest</u>
Cr M.D Greenwood	11.7	Financial

**7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

**7.1 Ordinary Council Meeting Minutes - Thursday 15th August 2013**

**STAFF RECOMMENDATION**

That the minutes of the Ordinary Council meeting held on Thursday 15<sup>th</sup> August, 2013 be confirmed as a true and correct record.

Simple Majority Required

**MIN 133/13 Motion - Moved Cr Bell seconded Cr McCreery**

That the minutes of the Ordinary Council meeting held on Thursday 15<sup>th</sup> August 2013 be confirmed as a true and correct record subject to amendments.

CARRIED 4/0

**8. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION**

Nil

**9. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

Nil

**10. REPORTS OF COMMITTEES / COUNCILLORS**

**Cr Michael Greenwood**

- Attended the Caravan and Streetscape Committee Meeting

**Cr Dustin McCreery**

- Attended the Small Business meeting on 18th September.
- Representatives from 4 businesses in town attended.
- Would like to organise another meeting before harvest on a Sunday

**Cr Pat Bell**

- Attended Tourism Meeting
- Main topic was where and when the RV Dump is going

**11. AGENDA ITEMS**

- 11.1 List of Payments - August 2013
- 11.2 Financial Reports - August 2013
- 11.3 Adoption of Policy, Asset Management
- 11.4 Christmas Closure of Shire Office
- 11.5 Caravan Park and Streetscape Committee Meeting
- 11.6 Outstanding Debtors
- 11.7 6 Russell Street - Offer to Purchase
- 11.8 Resignation of CEO
- 11.9 Cat Act 2011 - Authorised Personnel

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

Nil

**13. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**

Nil

**14. CLOSURE OF MEEETING**

The Chair, Cr Greenwood closed the meeting at 5:35pm

### **11.1 List of Payments - August 2013 (FIN-05)**

Author – Carissa Lawrence, Interest – Nil

#### **OFFICER RECOMMENDATION**

That the list of payments made for August 2013 be endorsed as follows:

Accounts paid for August 2013 is listed totalling:

Cheque numbers	6257 - 6299	\$107,352.15
Direct debit payments	01/08/2013 - 31/08/2013	\$106.29
Licensing transfers	01/08/2013 - 31/08/2013	\$11,771.20
Bank fees	01/08/2013 - 31/0/2013	\$188.94
VISA payments	01/08/2013 - 31/08/2013	\$3,577.40
EFT payments	EFT132 - EFT 189	\$286,686.55
Salaries and Wages	01/08/2013 - 31/08/2013	\$52,416.97
Total payments		\$462,099.50

Absolute Majority Required

#### **MIN 134/13 Motion - Moved Cr Thomson Seconded Cr McCreery**

That the list of payments made for August 2013 be endorsed as follows:

Accounts paid for August 2013 is listed totalling:

Cheque numbers	6257 - 6299	\$107,352.15
Direct debit payments	01/08/2013 - 31/08/2013	\$106.29
Licensing transfers	01/08/2013 - 31/08/2013	\$11,771.20
Bank fees	01/08/2013 - 31/0/2013	\$188.94
VISA payments	01/08/2013 - 31/08/2013	\$3,577.40
EFT payments	EFT132 - EFT 189	\$286,686.55
Salaries and Wages	01/08/2013 - 31/08/2013	\$52,416.97
Total payments		\$462,099.50

Carried 4/0

## **11.2 Financial Report to 31/08/2013 (FIN-05)**

Author – Myra Henry, SFAO, Interest – Nil

### **OFFICER RECOMMENDATION**

- That the Financial Report for 31 August 2013 be received excluding variances
- That Council agrees to purchase the 2D Grader System once the trial period has finished

Absolute Majority Required

### **MIN 135/13 Motion - Moved Cr Thomson Seconded Cr Bell**

- That the Financial Report for 31 August 2013 be received excluding variances
- That Council agrees to purchase the 2D Grader System once the trial period has finished.

Carried 4/0

### **11.3 Adoption of Policy, Asset Management**

Author– Ian Bodill, CEO, Interest - Nil

#### **OFFICER'S RECOMMENDATION**

That Council adopts the following Asset Management Policy:

##### **1.0 Scope**

This policy applies to all Council activities.

##### **2.0 Purpose**

To ensure adequate provision is made for the long-term replacement of major assets by:

- Ensuring that Council's services and infrastructure are provided in a sustainable manner, with the appropriate levels of service to residents, visitors and the environment.
- Safeguarding Council assets including physical assets and employees by implementing appropriate asset management strategies and appropriate financial resources for those assets.
- Creating an environment where all Council employees take an integral part in overall management of Council assets by creating and sustaining an asset management awareness throughout the organisation by training and development.
- Meeting legislative requirements for asset management.
- Ensuring resources and operational capabilities are identified and responsibility for asset management is allocated.
- Demonstrating transparent and responsible asset management processes that align with demonstrated best practice.

##### **3.0 Policy**

###### **3.1 Background**

Council is committed to implementing a systematic asset management methodology in order to apply appropriate asset management best practices across all areas of the organisation. This includes ensuring that assets are planned, created, operated, maintained, renewed and disposed of in accordance with Council's priorities for service delivery.

Council owns and uses approximately \$6,206,817.5 of non-current assets to support its core business of delivery of service to the community.

Asset management practices impact directly on the core business of the organisation and appropriate asset management is required to achieve our strategic service delivery objectives.

Adopting asset management principles will assist Council in achieving its Strategic Longer-Term Plan and Long Term Financial objectives.

A strategic approach to asset management will ensure that the Council delivers the highest appropriate level of service through its assets. This will provide positive impact on;

- Members of the public and staff;

- Council's financial position;
- The ability of Council to deliver the expected level of service and infrastructure;
- The political environment in which Council operates; and
- The legal liabilities of Council.

### **3.2 Principles**

- A consistent Asset Management Strategy must exist for implementing systematic asset management and appropriate asset management best-practice throughout all Departments of Council.
- All relevant legislative requirements together with political, social and economic environments are to be taken into account in asset management.
- Asset management principles will be integrated within existing planning and operational processes.
- Asset Management Plans will be developed for major service/asset categories. The plans will be informed by community consultation and financial planning and reporting.
- An inspection regime will be used as part of asset management to ensure agreed service levels are maintained and to identify asset renewal priorities.
- Asset renewals required to meet agreed service levels and identified in adopted asset management plans and long term financial plans will be fully funded in the annual budget estimates.
- Service levels agreed through the budget process and defined in adopted Asset Management Plans will be fully funded in the annual budget estimates.
- Asset renewal plans will be prioritised and implemented progressively based on agreed service levels and the effectiveness of the current assets to provide that level of service.
- Systematic and cyclic reviews will be applied to all asset classes and are to ensure that the assets are managed, valued and depreciated in accordance with appropriate best practice and applicable Australian Standards.
- Future life cycle costs will be reported and considered in all decisions relating to new services and assets and upgrading of existing services and assets.
- Future service levels will be determined in consultation with the community.
- Training in asset and financial management will be provided for councilors and relevant staff.

### **4.0 Related Documents**

Asset Management Strategy and associated Asset Management Plans.

### **5.0 Responsibility**

Councilors are responsible for adopting the policy and ensuring that sufficient resources are applied to manage the assets.

The Chief Executive Officer has overall responsibility for developing an asset management strategy, asset management plans, and procedures, and reporting on

the status and effectiveness of Councils asset management.

Absolute Majority Required

**MIN 136/13 Motion - Moved Cr McCreery Seconded Cr Crane**

That Council adopts the following Asset Management Policy:

**6.0 Scope**

This policy applies to all Council activities.

**7.0 Purpose**

To ensure adequate provision is made for the long-term replacement of major assets by:

- Ensuring that Council's services and infrastructure are provided in a sustainable manner, with the appropriate levels of service to residents, visitors and the environment.
- Safeguarding Council assets including physical assets and employees by implementing appropriate asset management strategies and appropriate financial resources for those assets.
- Creating an environment where all Council employees take an integral part in overall management of Council assets by creating and sustaining an asset management awareness throughout the organisation by training and development.
- Meeting legislative requirements for asset management.
- Ensuring resources and operational capabilities are identified and responsibility for asset management is allocated.
- Demonstrating transparent and responsible asset management processes that align with demonstrated best practice.

**8.0 Policy**

**8.1 Background**

Council is committed to implementing a systematic asset management methodology in order to apply appropriate asset management best practices across all areas of the organisation. This includes ensuring that assets are planned, created, operated, maintained, renewed and disposed of in accordance with Council's priorities for service delivery.

Council owns and uses approximately \$6,206,817.5 of non-current assets to support its core business of delivery of service to the community.

Asset management practices impact directly on the core business of the organisation and appropriate asset management is required to achieve our strategic service delivery objectives.

Adopting asset management principles will assist Council in achieving its Strategic Longer-Term Plan and Long Term Financial objectives.

A strategic approach to asset management will ensure that the Council delivers the highest appropriate level of service through its assets. This will provide positive impact on;



- Members of the public and staff;
- Council's financial position;
- The ability of Council to deliver the expected level of service and infrastructure;
- The political environment in which Council operates; and
- The legal liabilities of Council.

## **8.2 Principles**

- A consistent Asset Management Strategy must exist for implementing systematic asset management and appropriate asset management best-practice throughout all Departments of Council.
- All relevant legislative requirements together with political, social and economic environments are to be taken into account in asset management.
- Asset management principles will be integrated within existing planning and operational processes.
- Asset Management Plans will be developed for major service/asset categories. The plans will be informed by community consultation and financial planning and reporting.
- An inspection regime will be used as part of asset management to ensure agreed service levels are maintained and to identify asset renewal priorities.
- Asset renewals required to meet agreed service levels and identified in adopted asset management plans and long term financial plans will be fully funded in the annual budget estimates.
- Service levels agreed through the budget process and defined in adopted Asset Management Plans will be fully funded in the annual budget estimates.
- Asset renewal plans will be prioritised and implemented progressively based on agreed service levels and the effectiveness of the current assets to provide that level of service.
- Systematic and cyclic reviews will be applied to all asset classes and are to ensure that the assets are managed, valued and depreciated in accordance with appropriate best practice and applicable Australian Standards.
- Future life cycle costs will be reported and considered in all decisions relating to new services and assets and upgrading of existing services and assets.
- Future service levels will be determined in consultation with the community.
- Training in asset and financial management will be provided for councilors and relevant staff.

## **9.0 Related Documents**

Asset Management Strategy and associated Asset Management Plans.

## **10.0 Responsibility**

Councilors are responsible for adopting the policy and ensuring that sufficient resources are applied to manage the assets.

The Chief Executive Officer has overall responsibility for developing an asset management strategy, asset management plans, and procedures, and reporting on the status and effectiveness of Councils asset management.

Carried 4/0

**11.4 Christmas Closure of Shire Office**

Author – Ian Bodill, 6th September 2013

**OFFICER'S RECOMMENDATION**

That the Shire Office be closed on and including Monday 23<sup>rd</sup> December 2013 to 1 January 2014 inclusive.

Simple Majority Required

**MIN 137/13 Motion - Moved Cr Bell Seconded Cr Greenwood**

That the Shire Office be closed on and including Monday 23<sup>rd</sup> December 2013 to 1 January 2014 inclusive.

Carried 4/0

## **11.5 Caravan Park and Streetscape Meeting**

Author – Jenny Gemund, CDO, 6th September 2013

### **OFFICER'S RECOMMENDATION**

That Council accepts and endorses the recommendation from the committee.

### **MIN 128/13 MOTION – MOVED Cr McCreery seconded Cr Greenwood**

After a viewing of the site prior to the meeting the committee recommends the following:

1. That the two middle picnic tables will be removed and refurbished until further use is decided on
2. That the concrete slabs will be removed and the area levelled and cleaned up
3. That the Ficifolia alley will be continued in the area by planting 3 more trees
4. That the new sheltered picnic benches and the additional information bay will be opposite the newly planted trees
5. That the water fountain will be installed next to the new benches as well as a tap

### **MIN 129/13 MOTION – MOVED Cr McCreery seconded Cr Greenwood**

That the item lay on the table until further notice.

### **MIN 130/13 MOTION – MOVED Cr Crane seconded Cr McCreery**

After discussion the committee recommends the following:

1. That a letter be sent out to each person submitting their ideas, thanking them for their input, explaining the next steps and inviting artist or art ideas to come forward and contribute to the “creative corner” (in front of Tennis Courts)
2. That the information from this letter be published in the Tabloid and included in the CDO's “bulk-emails”
3. That the deadline for any art submissions be 30 September 2013 after which the committee will meet again to discuss the submissions
4. That the CDO gains permission from the owner to repaint the mural at R& J's if suitable artist available, which will be made public before the repainting
5. That the CDO approaches local artist D. Martin to contribute to the project
6. That the CDO gives the phone number of X Donnan Street to Cr Greenwood to ask permission to continue fence line from park to X Donnan Street.

Absolute Majority Required

### **MIN 138/13 Motion - Moved Cr Bell Seconded Cr Thomson**

That Council accepts and endorses the recommendation from the committee.

### **MIN 128/13 MOTION – MOVED Cr McCreery seconded Cr Greenwood**

After a viewing of the site prior to the meeting the committee recommends the following:

1. That the two middle picnic tables will be removed and refurbished until further use is decided on
2. That the concrete slabs will be removed and the area levelled and cleaned up
3. That the Ficifolia alley will be continued in the area by planting 3 more trees
4. That the new sheltered picnic benches and the additional information bay will be opposite the newly planted trees
5. That the water fountain will be installed next to the new benches as well as a tap

**MIN 129/13 MOTION – MOVED Cr McCreery seconded Cr Greenwood**

That the item lay on the table until further notice.

**MIN 130/13 MOTION – MOVED Cr Crane seconded Cr McCreery**

After discussion the committee recommends the following:

1. That a letter be sent out to each person submitting their ideas, thanking them for their input, explaining the next steps and inviting artist or art ideas to come forward and contribute to the “creative corner” (in front of Tennis Courts)
2. That the information from this letter be published in the Tabloid and included in the CDO’s “bulk-emails”
3. That the deadline for any art submissions be 30 September 2013 after which the committee will meet again to discuss the submissions
4. That the CDO gains permission from the owner to repaint the mural at R& J’s if suitable artist available, which will be made public before the repainting
5. That the CDO approaches local artist D. Martin to contribute to the project
6. That the CDO gives the phone number of X Donnan Street to Cr Greenwood to ask permission to continue fence line from park to X Donnan Street.

Carried 4/0

**11.6 Outstanding Debtors**

Author - Carissa Lawrence, 10th September 2013

**OFFICER'S RECOMMENDATION**

That Council receives and notes the report on current outstanding long term debtors.

Absolute Majority Required

**MIN 139/13 Motion - Moved Cr Greenwood Seconded Cr Crane**

That Council receives and notes the report on current outstanding long term debtors.

Carried 4/0

### **11.7 6 Russell Street - Offer to Purchase**

Author - Ian Bodill, CEO, 10<sup>th</sup> September 2013

Cr Greenwood declared a financial interest in this matter.

Cr Greenwood's declaration of interest resulted in insufficient members (absence of a quorum) with which to make a decision, vis. three members.

#### **MIN 140/13 Motion - Moved Cr McCreery seconded Cr Thomson**

That Cr Greenwood be permitted to provide an update of the offer presented and that he vacates the chamber when the vote is taken.

Cr Greenwood left the chambers @ 5:25pm

When Councillor Greenwood returned it was confirmed that Council did not have a quorum to deal with the offer presented.

The CEO advised that Council could resolve to provide him with delegated authority to deal with the sale of the house.

#### **MIN 141/13 Motion - Moved Cr McCreery seconded Cr Thomson**

That Council authorises the CEO to negotiate with prospective buyers and finalise the sale of the house.

Carried 4/0

### **11.8 Resignation of CEO**

Author - Ian Bodill, CEO, 10<sup>th</sup> September 2013

#### **OFFICER'S RECOMMENDATION**

That Council:

- Receives the resignation of the CEO.
- Discusses plans to recruit a replacement CEO.
- Authorises the utilisation of Workplace Solutions and adjusts the budget accordingly.

Absolute Majority Required

#### **MIN 142/13 Motion - Moved Cr Thomson seconded Cr McCreery**

That Council:

- Receives the resignation of the CEO.
- Discusses plans to recruit a replacement CEO.
- Authorises the utilisation of Workplace Solutions and adjusts the budget accordingly.

Carried 4/0



**11.9 Cat Act 2011 - Authorised Personnel**

Author - Carissa Lawrence, 12<sup>th</sup> September 2013

**OFFICER'S RECOMMENDATION**

That Council endorses the appointment of York Shire Rangers (Matthew Sharpe and Daniel Birleson) and all of the Depot Staff (Graeme Button, Albert Fourie, Lewis Henry, David Martin, Ray Jefferies and Ray Beasley) as authorised officers under the Cat Act 2011.

Simple Majority Required

**MIN 143/13 Motion - Moved Cr Bell seconded Cr Thomson**

That Council endorses the appointment of York Shire Rangers (Matthew Sharpe and Daniel Birleson) and all of the Depot Staff (Graeme Button, Albert Fourie, Lewis Henry, David Martin, Ray Jefferies and Ray Beasley) as authorised officers under the Cat Act 2011.

Carried 4/0

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

**13. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**

**MIN 143/13 Motion - Moved Cr Thomson seconded Cr McCreery**

That the existing Councillors, Cr Bell, Cr Greenwood and Cr Uppill be congratulated on being re-elected to Council.

**14. CLOSURE OF MEETING**

There being no further business the Chair, Cr Greenwood closed the meeting at 5.35pm

Tabled before the Ordinary Council Meeting on 24<sup>th</sup> October 2013.

Cr S Uppill, President