



**Chief Executive Officer Attachments**  
**ORDINARY COUNCIL MEETING**  
**Wednesday, 19 July 2017**

REPORT NUMBER	REPORT TITLE AND ATTACHMENT DESCRIPTION	PAGE NUMBER(S)
9.4.1	<b>Chittering Tourist Association</b> 1. Presentation dated 13 September 2016	1 – 18
9.4.2	<b>Avon Regional Organisation of Councils</b> 1. Avon Regional Organisation of Councils MOU	19 – 30
9.4.3	<b>Policy Register Amendment: Elected Member Policy 4.3 Elected Members' Fees, Allowances, Reimbursements and Benefits</b> 1. Draft amended Elected Member Policy 4.3 Elected Members' Fees, Allowances, Reimbursements and Benefits (track changes shown)	31 – 38
9.4.4	<b>Policy Register Addition: Elected Member Policy 4.7 Electronic Agendas</b> 1. Draft Elected Member Policy 4.7 Electronic Agendas 2. Ordinary Council Meeting 27 June 2012 minutes – Item 9.3.4 Electronic Council Agenda	39 – 47

# Chittering Tourist Association

13 September 2016

# Brief History

- Brief History
  - Established by local tourism operators in the mid 1980's
  - Acquired Local Post Office Licence in 1993
  - PT Local Tourism Officer in 2001
  - Part of the "Experience Perth" RTO
  - Became an Accredited Visitor Centre in 2015
  - Transit Park Approval in 2015
- Objects / Purpose:
  - Support and grow tourism in the SoC through connection and promotion of the industry and attractions across the region
  - Values: partnerships, accountability, involvement (engagement), creativity, continuous improvement
- Facilities:
  - Original Building constructed - 1986
  - Minor extension / Post Office Licence – 1993
  - Extension (Federal Grant Funded) - 2008
  - New toilet block constructed – 2010
    - Old toilet become LPO sorting office
    - Quote of \$196K – delivered for \$95K (self managed, volunteers, local tradies)

# Activities

- 2016 Wildflower Festival (last 22 years)
  - CTA pretty much runs this event (incl promotion and marketing)
  - Speakers Lounge in Town Hall as a new initiative
  - Has grown to include other community groups
- Support for other Council Sponsored Events
  - eg. Taste of Chittering
  - Information trailer – regional promotion and marketing
- Chittering Community Planning Advisory Group (CCPAG)
  - Clean up day on Crest Hill Rd on 21 August (other planned)
  - Longer term goal to participate in Tidy Towns Competition
- Visitor Information Centre
  - Visitor numbers doubled from 2014/15 to 2015/16 (approx 2700)
  - 6 regular volunteers – approx 30 hrs per week
  - Strategic Plan finalised – implementation commencing
- Provision of Local Post Office Service
  - 3 paid PT staff plus contractor (mail sorting)
- Collaboration
  - Neighbouring Visitor Centres / Groups
  - Local Tourist Operators

Tourism Promotion Funding Quarterly Report			
September – December – March – June			
For Quarter / Year:	April – June 2016		
Report Submission Date:	14 July 2016		
Visitor numbers (Visitor Centre):	Not available		
Number of Members:	30		
Visitor numbers (from Members):	N/A		
TASK / KPI		YOUR RESPONSE	
Accreditation – attach certificate <i>(June only)</i>	N/A		
Brochures on display – verified as current	Checked and current		
Community bus for next financial year's Famile tours <i>(book in January, attach form)</i>			
Copy / submissions / information shared	<a href="mailto:edo@chittering.wa.gov.au">edo@chittering.wa.gov.au</a> . Tourism WA , Gingin CRC, Avon Valley Tourism. Cc' into emails		
CTA website – verified as current	Information being updated – continuing		
Email contact list – verified as maintained	Checked ok		
Famile tour <i>(details if held this quarter)</i>	Nil		
Gingin Car Day – summary <i>(June only)</i>	Attended as reported		
Promotional trailer <i>(details if used this quarter)</i>	Gingin British Car Day		
Promotional trailer <i>(details if used this quarter)</i>	Gingin British Car Day		
Sponsorship request for next financial year <i>(submit with January report)</i>			
Taste of Chittering – summary <i>(Sept. only)</i>			
Visitor Centre liaison – which Centres were visited this quarter?	Nil		
Budget			
Item	Budget	Spent This Quarter	Balance Available
Tourism promotion tasks as listed above	\$17,000	N/A	N/A
Chittering Valley Brochure <i>(please attach invoice &amp; copy)</i>	\$1,000	\$1,000	Nil
Experience Perth Winter Guide <i>(please attach invoice &amp; copy)</i>	\$500	nil	\$500
Experience Perth Spring Guide <i>(please attach invoice &amp; copy)</i>	\$500	nil	\$30
Wildflower Festival Brochure <i>(please attach invoice &amp; copy)</i>	\$1,000	nil	\$1,000



Visit the beautiful Chittering Valley  
So near Perth, yet so Country!

- Home
- Wildflower Festival
- Accommodation
- Eateries
- Wineries
- Markets & Attractions
- Camping & Leisure
- Useful Information

Just one hour's drive from Perth, the Chittering Valley is nestled in the northern hills of the Darling Range within the beautiful Avon Valley region. With its untouched bushland and wetlands, vineyards, orchards, spectacular wildflowers and views, the area is a perfect day trip or short-break destination - stay overnight at a bed and breakfast, chalet or farmstay. The Valley forms a picturesque gateway into Western Australia's wheatbelt region where you can immerse yourself in the rural lifestyle of the "Golden Horizons".

The Shire of Chittering consists of Bindoon, Muchea and the historical Wannamal with easy access to the neighbouring towns and rural properties of Gingin, Toodyay, York, Northam, Beverley, Goomalling, Victoria Plains and Australia's only monastic town, New Norcia. The region offers a huge range of attractions and plenty of accommodation options against a backdrop of history and natural beauty, all within an easy drive from Perth.

Take one of the many drive and walk trails that meander through the Valley with sculptures, wineries, orchards, markets and roadside stalls selling seasonal fresh produce along your way. At the Brockman Centre in Bindoon you will find locally made arts and crafts and the local Heritage Museum.



Wildflower Festival  
16 - 18  
September  
2016

Promotional Video

Upcoming Events



In Spring the Valley comes alive with wildflowers and in September the town of Bindoon hosts its annual Wildflower Festival. The Taste of Chittering food market is held in August. Weekend markets are held regularly. Details are available here.

TASTE of Chittering  
28 August  
2016

Enjoy a tour of the working orchards and take home freshly picked fruit during the citrus or fruit season. The annual Bindoon Agricultural Show is held on the third Saturday in October.





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*Celebrate Nature!*  
**ANNUAL CHITTERING  
WILDFLOWER FESTIVAL  
16 - 18 September 2016**

*A Three Day Celebration of our beautiful West Australian  
Springtime of Colour*

Each year in Spring the Chittering Valley comes alive with wildflowers. The town of Bindoon celebrates the season with its annual Wildflower Festival

The town of Bindoon also has its gardens out in colour and the Bindoon Tale Trail for those wishing to take a stroll through the history of Bindoon and Chittering.

Most Festival activities are within walking distance of the Hall, apart from the Quilts in Spring and Bindoon Museum which are both located in the historical Brockman Centre, 6 kilometres South of the town.

Plenty of food options are available and we recommended that you look at the map within the programme to note parking areas before you arrive.



SEE BELOW THE FULL PROGRAMME including the performance of Red Flowering Gums at Enderstee Farm for more info go to [www.endersteefarm.com](http://www.endersteefarm.com). Visit the Bindoon Town Hall Exhibition of the original artwork of Ida Richardson and Helen Ogden.

**EVENTS**

- Wildflower Festival
- Market Stalls
- Art & Photography Exhibition & Sales
- Guided Wildflower tours
- Bindoon Chitterbug Consignee Exhibition
- Quilts in Spring & Bindoon Arts & Crafts

**COMPETITIONS**

- Wildflower Photographic Competition





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Home	Wildflower Festival	Accommodation	Eateries	Wineries	Markets & Attractions	Camping & Leisure	Useful Information
			<p>PLEASE NOTE the following symbols:</p> <p> Child Friendly</p> <p> Pet Friendly</p>				
			<p><b>Bindoon's Windmill Farm</b> Lot 101 Kay Rd, Bindoon, WA 6502 Friendly farmstay getaway. Comfortable en-suite detached accommodation. Towels and linen supplied. Continental breakfast. Conference/Seminar facilities available. <a href="#">Email us</a> <a href="#">Website</a> Tel/Fax: + 61 8 9576 1136 </p>				
			<p><b>Burroloo Well Farmstay</b> "Rufftuff", Great Northern Highway, Upper Chittering, WA 6084. Spectacular views on a family friendly farm high above Lake Chittering. Bush walking, wildlife and farm animals. Self-contained modern accommodation. <a href="#">Email us</a> <a href="#">Website</a> Tel: +61 8 9576 1010  </p>				
			<p><b>Enderslie House Bed &amp; Breakfast</b> 15 Peters Road, Muchea, WA 6501 Enjoy six beautifully decorated ensuite bedrooms. Sleeps up to 16 people. Main area decorated with local and family memorabilia. 5.5 acres with avocado orchard - feed pet alpacas, sheep, emu. <a href="#">Email us</a> <a href="#">Website</a> Tel/Fax: +61 8 9571 0595   Mob: 0412 407 648</p>				
			<p><b>Jessie's Cottage, Gingin</b> 23 Lefroy Street, Gingin WA 6503 Affordable and quaint self-contained holiday accommodation with continental breakfast. Suitable for families or groups up to 8. <a href="#">Email us</a> Tel: +61 8 9575 1701</p>				

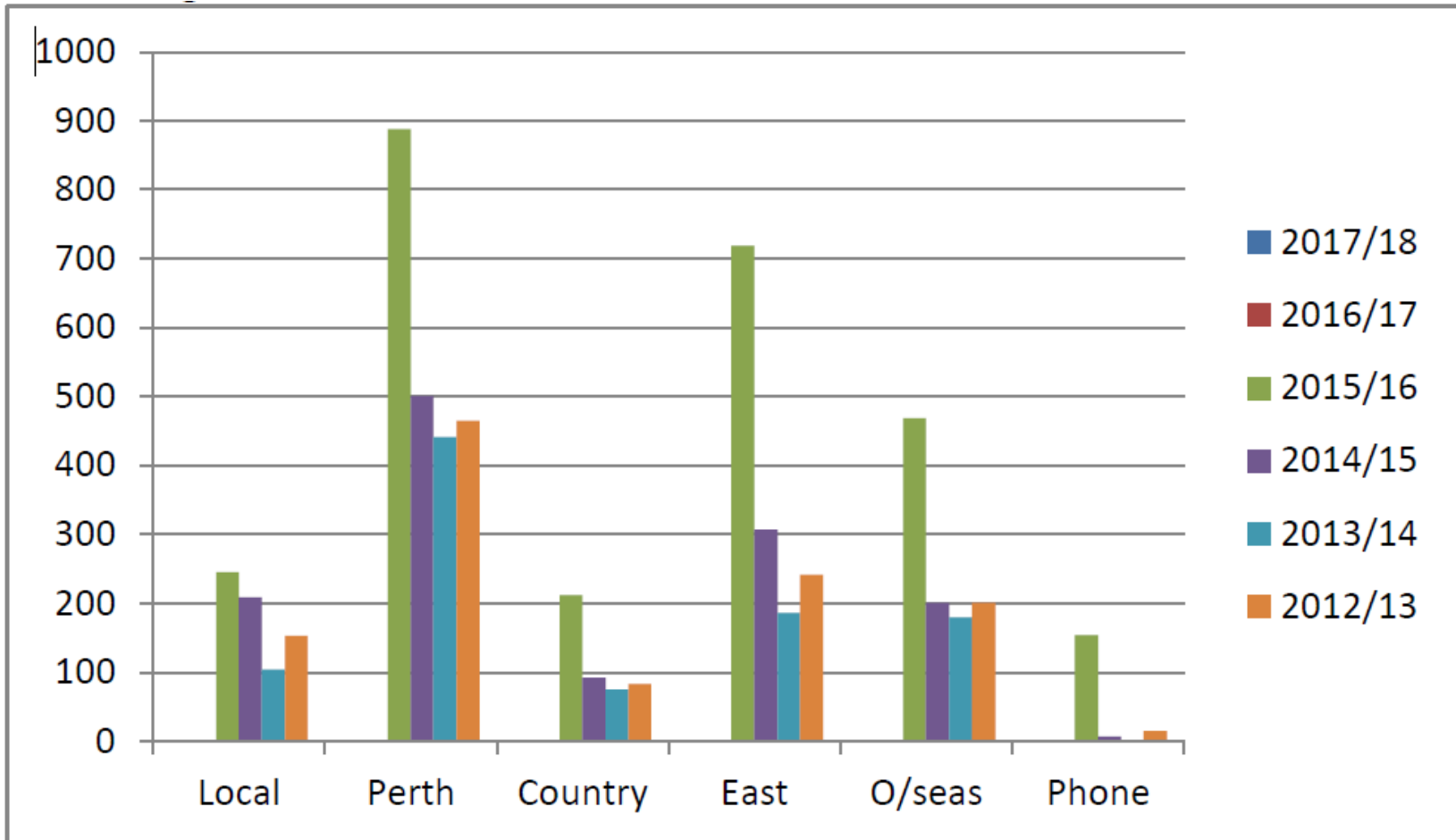




Visit the beautiful Chittering Valley  
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Home	Wildflower Festival	Accommodation	Eateries	Wineries	Markets & Attractions	Camping & Leisure	Useful Information	
 <p><b>Alicia Estate Winery &amp; Restaurant</b> Lot 525 Nerramine Drive, Julimar WA 6567 The restaurant has an extensive menu to complement the style of wines produced on the estate. Traditional European cuisine with indoor &amp; alfresco dining rooms overlooking Julimar forest. Wine and honey mead for sale and tasting. <a href="#">Email us</a> <a href="#">Website</a> Tel: +61 8 95745458</p>		 <p><b>Bindoon Bakery</b> Binda Place, Bindoon, WA 6502. Famous for our chunky meat pies, continental bread, pastries and cakes, all baked on the premises. Open 7am to 5pm 7 days a week. <a href="#">Email us</a> Tel: +61 8 9576 0069</p>		 <p><b>Bindoon Roadhouse</b> Binda Place, Bindoon, WA 6502 Friendly personal service. Dine in or takeaway food and drink. Eftpos available. Open 7am to 8pm 7 days a week. <a href="#">Email us</a> Tel/Fax: +61 8 9576 1168</p>		 <p><b>Stringybark Winery, Restaurant and Function Centre</b> 2060 Chittering Road, Chittering WA 6084 Cellar Door sales and fully licensed restaurant Open for tastings and meals Thursday &amp; Friday for dinner, Saturday for lunch and dinner; Sundays for full English breakfast, lunch and dinner. <a href="#">Email us</a> <a href="#">Website</a> Tel: +61 8 9571 8069 Fax: +61 8 9561 6547</p>		
<p><b>Hotel Scottalian</b> 6626 Great Northern Highway, Bindoon, WA 6502 Great country pub food at great prices. Open for lunch and dinner Tuesday to Sunday <a href="#">Email us</a> Tel: +61 8 95761400 Fax: +61 8 95761400</p>								
Contact us	Home	Wildflower Festival	Accommodation	Eateries	Wineries	Attractions	Camping & Leisure	Useful Information

# Visitor Numbers



Total for 15/16 – 2,670 (approx)

# Overnight Caravan Stays

- Normal Overnight Stays (Transit Park)
  - Total number of overnight stays – av. 16-20 / week
  - Total – 900 (funds retained by CTA)
- Caravan Clubs (Oval)
  - 6 clubs per year on oval (2-3 nights / 20-30 vans)
  - Total – 300 (funds go to BTG / BEAT)
- Accounting for Funds
  - Prior to current FY – part of retail income
  - From FY 16/17 – separate line item
- Income to date in FY 16/17
  - Transit Park – 128 Overnight stays @\$20 - \$2,560
  - Oval – one club / 24 overnight stays - \$480
- Economic Benefit to community
  - Estimated at \$120,000 / yr (based on \$100 / night)

# Council Support

- Funding support arrangements
  - Pre 2012 - Invoice/expense based (ad-hoc)
  - Post 2012 - Grant based for specific purposes
  
- CTA Building:
 

– Maintenance (Bldg & Gardens)	- \$20,000	
– Building Insurance	- \$1,260	\$41,000
– Council Grant	- \$20,000	
• Tourism Promotions Officer - \$17,000		
• Chittering Valley Brochure - \$1,000		
• Experience Perth Advertising - \$1,000		
• Wildflower Festival - \$1,000		
  
- Public Toilet (part use by Transit Park – say 20%)
 

– Maintenance (Bldg)	- \$18,000	\$6,000
– Cleaning	- \$12,000	

# Revenue

from 15/16 Profit & Loss Statement

• Australia Post Commissions	- \$80,000
• Stamps & Stationery	- \$45,000
• Other Australia Post Income	- \$23,000
• Council Grant	- \$20,000
• Camping	- \$18,000
• Wildflower Show	- \$12,000
• Fresh Produce/Drinks	- \$5,000
• Memberships	- \$5,000
 Total Income	 - \$208,000



# Expenses

from 15/16 Profit & Loss Statement

• Salaries (3 x PT staff in LPO & Tourism Promotion Officer)	- \$97,000
• Cost of Goods Sold	- \$57,000
• Contractor Payments (mail sorting)	- \$11,000
• Advertising	- \$7,000
• Electricity	- \$5,000
• Aust Post Commissions	- \$4,000
• Phones / IT	- \$3,000
• Tourism Promotion	- \$3,000
• Insurances	- \$2,000
• Other	- \$1,500
 Total Expenditure	 - \$190,000

# Summary

- Costs to Council
  - Direct Costs - \$47,000  
Building costs, share of amenities, Council grant
- Chittering Tourist Association
  - Revenue
    - Australia Post - \$148,000
    - Council Grant - \$20,000
    - Camping - \$18,000
    - Wildflower Festival - \$12,000
    - Other - \$10,000
  - Expenditure
    - Staff / Contractor Costs - \$108,000
    - Cost of Goods - \$57,000
    - Advertising & Promotion - \$10,000
    - Electricity, IT, Insurances - \$10,000
    - Other - \$5,000

\$208,000

\$190,000

From ATO web site:

A not-for-profit (NFP) organisation does not operate for the profit or gain of its individual members, whether these gains would have been direct or indirect. This applies both while the organisation is operating and when it winds up.

**An NFP organisation is not an organisation that hasn't made a profit. An NFP organisation can still make a profit, but this profit must be used to carry out its purposes** and must not be distributed to owners, members or other private people.

We accept an organisation as NFP where its constituent or governing documents prevent it from distributing profits or assets for the benefit of particular people – both while it is operating and when it winds up. These documents should contain clauses that are acceptable to us as showing the organisation's NFP character.

From Australian Government web site (Charities and Not-for-profits Commission):

An organisation does not fail to be a not-for-profit if it simply provides a benefit to a member while genuinely carrying out its purpose. For example, organisations such as self-help groups can be not-for-profits if the benefits provided to members are consistent with the purposes of the organisation.

The benefits provided by a not-for-profit can be direct (such as distributing money or gifts) or indirect (such as a member receiving assistance from the organisation that is not consistent with its purpose). **Staff or responsible persons (such as board or committee members or trustees) can of course be paid for their work, but not an unreasonable amount.**

Not-for-profits can make profit, but any profit made must be applied for the organisation's purpose(s). Organisations can retain profits (instead of applying it towards their purpose), as long as there is for a genuine reason for this related to its purpose. For example, a good reason to retain money may be to save up for starting a new project, building new infrastructure or to accumulate a reserve to ensure an organisation remains sustainable.

# Auditing

(Not for Profit Incorporated Associations)

**Reference** – WA Associations Incorporation Act 2015

**Tier 1** (revenue of less than \$250,000) – no review or audit required unless required by majority of members at a general meeting. Financial statements must give a true and fair view of the financial position and performance of the association (cash or accruals accounting permitted).

*CTA submits their accounts to Council for review on an annual basis so they are actually exceeding the legislative requirements. Last review conducted by EMCS in August 2016 – no issues identified.*

**Tier 2** (revenue \$250,000-\$1,000,000) – must be reviewed by a member of a professional accounting body (to be prescribed by Regulations), a registered company auditor or a person the Commissioner considers appropriate.

**Tier 3** (revenue exceeding \$1,000,000) – must be audited by a member of a professional accounting body, a registered company auditor or a person the Commissioner considers appropriate.



# Overall Summary

- Accountability:
  - Operates in accordance with not-for-profit rules
  - Have moved to a more structured, grant based funding model
  - Is reporting on KPI's (which continue to be reviewed)
  - Activities of the PT Tourism Officer are reported in CIB
  - Books of account are provided to Council annually for review
- Affordability
  - Cost to Council - \$67K (compared to Toodyay at \$160K)
- Issues / Areas for Improvement:
  - Accounting for Camping separately from other retail sales (now in place)
  - Difficulty in recruiting new volunteers (a common problem)
  - Need for consistent and collaborative planning (is improving)
  - Closer relationship with Chamber of Commerce (underway)
  - Implementation of all recommendations in the Strategic Plan may prove a challenge for a largely volunteer organisation (implementation has commenced)
- Generally
  - Continues to provide a valuable and cost effective service to the community



## **Avon Regional Organisation of Councils (AROC)**

**Agreement between:**

**Shire of Chittering  
Shire of Dowerin  
Shire of Goomalling  
Shire of Northam  
Shire of Toodyay  
Shire of Victoria Plains  
Shire of York**

### **Memorandum of Understanding for the Operation of the Avon Regional Organisation of Councils (AROC)**

*Adopted as amended at an AROC Meeting held on 3 April 2017 –  
circulated to members for endorsement (Res. No. 07/03/17).*

**April 2017**

*Memorandum of Understanding*  
*Avon Regional Organisation of Councils (AROC)*

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*Memorandum of Understanding*  
*Avon Regional Organisation of Councils*

### **A. Description of the Memorandum of Understanding (MOU)**

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1. The purpose of this document is to set out the framework for regional cooperation between the member local governments.
2. The regional body shall be known as the Avon Regional Organisation of Councils, or under the short form AROC.
3. AROC will not be a legal entity or a body corporate, and may only operate under the auspices of one or more member local governments.
4. AROC operates under the authority of Section 3.68 of the *Local Government Act 1995*.

### **B. Period of Agreement**

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1. This agreement shall apply from the date it is adopted by the member local governments for a period of five years. At the end of that period the members may:
  - Renew the agreement;
  - Change the agreement; or
  - Take no action, in which case the agreement ceases to have effect.
2. The agreement may be modified or cancelled at any time with the unanimous agreement of the member local governments.

### **C. Membership**

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1. Membership of the Avon Regional Organisation of Councils shall consist of the following organisations. Each member is a local government constituted under the Western Australian *Local Government Act 1995*.
2. Member local governments of the Avon Regional Organisation of Councils are:
  - Shire of Chittering
  - Shire of Dowerin
  - Shire of Goomalling
  - Shire of Northam
  - Shire of Toodyay
  - Shire of Victoria Plains
  - Shire of York



*Memorandum of Understanding*  
*Avon Regional Organisation of Councils*

## **D. Mission Statement**

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The mission of the Avon Regional Organisation of Councils is to:

**“Work cooperatively for the benefit of the region and well-being of the community”**

## **E. Purpose**

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The purpose of AROC is to arrange and facilitate Members:

- working together cooperatively to address regional problems, issues or challenges and advance the interests of the region;
- developing and implementing resource sharing strategies or regional service delivery models;
- delivery of training and development programs for elected members or staff; and
- undertaking joint tendering or purchasing arrangements.

## **F. The AROC Governance Group**

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1. The prime decision making body for AROC shall be the Governance Group;
2. The Governance Group will meet every two months at a time and place agreed by the group;
3. Each member local government shall have equal representation on the Governance Group;
4. The Governance Group shall consist of:
  - one Elected Member from each member local government, usually the mayor or Shire President;
  - one Senior Officer from each member local government, usually the CEO;
5. Each local government shall nominate an Elected Member to represent it on the Governance group;
6. Proxies are permitted;
7. Each member local government shall have a single vote to be exercised by their nominated elected member or proxy, or in the absence of an elected member by the CEO or senior officer present;
8. Governance Group meetings are not open to the public, but additional elected members from member local governments are encouraged to attend as observers;
9. Invited guests may attend the meeting to address particular issues and can remain for the remainder of the meeting unless decided otherwise by the meeting;



*Memorandum of Understanding*  
*Avon Regional Organisation of Councils*

10. Members may attend by prior arrangement through instantaneous electronic communication.

### **G. The AROC Officer's Group**

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1. The AROC Officers Group will meet every two months at a time and place agreed by the Officers Group, in the months when the Governance Group does not meet;
2. Each member local government shall have equal representation on the Officers Group, usually the CEO;
3. Proxies are permitted; and
4. Decisions shall be by consensus.

### **H. Authority**

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1. The Governance Group will have authority from member local governments to deal with funds held by AROC from members and third party contributions; except
2. The individual local government that is auspiced to deliver a program or project under third party grant funding shall ensure that the program or project is delivered and the funds are expended and acquitted in accordance with the grant agreement.

### **I. Meetings**

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1. AROC Governance Group meetings shall be convened at the time and at the place determined by the group;
2. The secretariat will prepare a program for the meeting that will consist of:
  - Matters referred by the Officers Group for consideration or decision;
  - Matters raised by individual member local governments for consideration;
  - Review of actions and progress arising from previous meetings or decisions;
  - Submissions, presentations or representations from third parties arranged by the secretariat or agreed by the Chairperson;
  - Such other matters as may be agreed by the Governance Group.
3. The meeting Program will generally be circulated one clear week prior to the Governance Group Meeting.
4. A quorum shall consist of delegates from four member local governments.

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*Avon Regional Organisation of Councils*

## **J. Chairperson and Deputy Chairperson**

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1. The Chairperson and Deputy Chairperson of the Governance Group will be elected at the first Governance Group meeting following the local government Ordinary Elections, or at such other times as may be necessary if the position is vacated;
2. The Chairperson and Deputy Chairperson must be elected members from the member local governments;
3. The Chairperson shall have a deliberate vote only and no casting vote. Unresolved matters are to be referred to the next meeting;
4. If the Chairperson is absent, whether represented by a proxy or not, the Deputy Chairperson will preside;
5. If both the Chairperson and the Deputy Chairperson are absent, whether represented by proxies or not, the group will elect a presiding member for that meeting only.

## **K. Secretariat**

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1. An individual, member local government or other corporate body may be appointed to provide secretariat support to AROC. Unless the Governance Group determines otherwise the secretariat will be provided by the local government represented by the Chairperson;
2. The Governance Group will determine an annual fee for the provision of secretariat services at the time that it adopts its annual budget.

## **L. Treasury**

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1. A member local government will be appointed to act as Treasurer to hold, manage and account for funds held on behalf of AROC;
2. The Treasurer will provide regular financial reports to the Governance Group;
3. The Governance Group may determine an annual fee for the provision of Treasury services at the time that it adopts its annual budget.

## **M. Annual Financial Contribution**

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1. Each year at its April meeting the Governance Group will determine the annual contribution for member Councils for the following financial year;
2. The annual contribution shall be identical for each member Council;
3. The annual contribution will be not less than \$5,000 and not more than \$10,000 per member local government.

*Memorandum of Understanding*  
*Avon Regional Organisation of Councils*

## **N. Project Financial Contribution**

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1. AROC through the Governance Group may decide to undertake a project or projects which require additional financial contributions from member local governments;
2. Projects must involve at least two local governments, but could involve all member local governments;
3. Each project will have a separate form of agreement which will ensure that:
  - The costs of the project are equitably distributed;
  - That any additional costs or savings are equitably distributed to participating local governments; and
  - That there will be no impost on, or windfall to those member local governments that choose not to participate.

## **O. New AROC Members**

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1. The Governance Group may by unanimous agreement:
  - Allow an additional local government to become a member; or
  - Invite an additional local government to become a member.
2. Any new member will be required to buy in to the Avon Regional Organisation of Councils;
3. The buy in figure will be determined by preparing a balance sheet for AROC, and dividing the net equity position by the number of Members.

## **P. Withdrawal of AROC Members**

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1. AROC members recognise and agree that participation in AROC is a long term strategy and any decision to withdraw should be reflective of the long term nature of the commitment;
2. A retiring member must give at least one full financial year notice of an intention to withdraw;
3. At the conclusion of the notice period the departing member will be entitled to receive a payout calculated as the AROC net position not including any restricted funds, at 30 June divided by the number of members;
4. A member may withdraw at any time without notice but will be required to pay any contributions due and payable up to the end of the current financial year, but will not be entitled to any distribution of assets.

*Memorandum of Understanding*  
*Avon Regional Organisation of Councils*

**Q. Action Plan**

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1. AROC will prepare an Action Plan every two years that will identify regional priorities, planned projects and activities for the next two year period;
2. The Governance Group may at any time add or removed items from the Action Plan;
3. The Action Plan will be reviewed annually;
4. The Action Plan will form a schedule to this MOU.



*Memorandum of Understanding  
Avon Regional Organisation of Councils*

**R. Executed by the Parties**

**Shire of Chittering**

**SHIRE PRESIDENT**

_____	_____	_____
Printed Name	Signature	Date
<b>CHIEF EXECUTIVE OFFICER</b>		

_____	_____	_____
Printed Name	Signature	Date

**Shire of Dowerin**

**SHIRE PRESIDENT**

_____	_____	_____
Printed Name	Signature	Date
<b>CHIEF EXECUTIVE OFFICER</b>		

_____	_____	_____
Printed Name	Signature	Date

**Shire of Goomalling**

**SHIRE PRESIDENT**

_____	_____	_____
Printed Name	Signature	Date
<b>CHIEF EXECUTIVE OFFICER</b>		

_____	_____	_____
Printed Name	Signature	Date

*Memorandum of Understanding*  
*Avon Regional Organisation of Councils*

**Shire of Northam**

**SHIRE PRESIDENT**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CHIEF EXECUTIVE OFFICER**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Shire of Toodyay**

**SHIRE PRESIDENT**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CHIEF EXECUTIVE OFFICER**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Shire of Victoria Plains**

**SHIRE PRESIDENT**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CHIEF EXECUTIVE OFFICER**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Shire of York**

**SHIRE PRESIDENT**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CHIEF EXECUTIVE OFFICER**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**ACTION PLAN – Schedule 1**

Schedule 1 – AROC Action Plan			
Issue	Themes	Actions	Review Date
	Resource sharing Regional Support Insourcing IT support		
Economic Development	Infrastructure development Infrastructure trust Regional Planning Engagement with WDC Regional promotion Strategic Road Projects		
Regional Governance	Review of governance models Regional subsidiary Infrastructure Trust		
Regional Airport location	Support and advocacy for Cunderdin		
Regional Recreation Strategy	Regional Cooperation		
Environmental Health Services	Resource Sharing Joint Mosquito Project (3 year)		

**ACTION PLAN – Schedule 1**

**S. Schedule 1 – AROC Action Plan**

Schedule 1 – AROC Action Plan			
Issue	Themes	Actions	Review Date
Health and Aged Care	Aged Care planning		
	Independent living units		
	Age Friendly communities planning		
Strategic Waste Management	Regional Planning		
	Regional strategies		
	Advocacy		
Councillor and Staff development	Training needs identification		
	Training delivery in the region		
	Regional Conference or workshop		
Regional Risk	Risk Management processes		
	Regional Risk Coordinator		
Human Resource Management	Workforce Development Planning		
	Specialised staff meetings		
	Resource sharing		
Information Technology	Build relationship with Central Regional TAFE		
	Joint strategies		



### 4.3 Elected Members' Fees, Allowances, Reimbursements and Benefits

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<b>Policy Owner:</b>	Governance
<b>Distributed to:</b>	All Elected Members
<b>Person Responsible:</b>	All Executive Managers
<b>Date of Approval:</b>	17 February 2010
<b>Amended:</b>	18 September 2013; 17 June 2015

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**Objectives** To clearly outline the support and allowances available to the Shire's Elected Members within the provisions of the *Local Government Act 1995* (the "Act") to cover any "out of pocket" expenses that are incurred in carrying out their function as an Elected Member. It also establishes guidelines in respect to Elected Members' participation in conferences and training.

**Policy** In addition to those allowances and reimbursements available to Elected Members under the *Act*, and Regulations made under the *Act*, this policy will outline "approved expenses" the Shire will reimburse Elected Members if incurred in their capacity as an Elected Member.

The Council also recognises that Elected Members have a responsibility to undertake development opportunities necessary to enable them to fulfil their duties of public office.

**Background** The *Local Government Act 1995*, Section 5.98, 5.98A, 5.99 and 5.99A provides for fees and allowances as determined by the Salaries and Allowances Tribunal (SAT) from time to time. The current policy provides for clear definitions on reimbursements that members are entitled to and conferences and training opportunities available to members.

**Scope** **Allowances**  
Elected Member meeting attendance fees and the Shire president's local government allowance are to be paid on a quarterly basis in arrears.

- 1) *Shire President allowance*  
The annual local government allowance for the Shire President is set by Council in accordance with the appropriate SAT bands (table 7) for 'Annual allowance for Mayor or President of a Local Government'.



- 2) *Deputy Shire President allowance*  
The annual local government allowance for the Deputy Shire President is set in accordance with section 5.98(A) of the *Local Government Act 1995*, which is 25% of the Presidents Allowance.
- 3) *Elected Member attendance fee*  
The annual local government attendance fee for Elected Members is set by Council in accordance with the appropriate SAT bands (table 5) for 'Annual Attendance fees in lieu of Council meeting and Committee meeting attendance fees – Local Government'.
- 4) *Shire President attendance fee*  
The annual local government attendance fee for the Shire President is set by Council in accordance with the appropriate SAT bands (table 5) for 'Annual Attendance fees in lieu of Council meeting and Committee meeting attendance fees – Local Government'.
- 5) *Annual allowance in lieu of reimbursement of expenses*  
In accordance with section 5.99A of the Act, Council provides an annual allowance to Elected Members in lieu of reimbursement of particular types of expenses, including information and communications technology (ICT).

*ICT Expenses and Equipment*

In terms of ICT expenses, the annual allowance as referenced in point 5) above, is designed to meet all telecommunications costs including telephone, mobile phone, mobile device (iPad), home computer and internet charges.

In terms of ICT Equipment, the Shire will make available to Elected Members, for use during their term in office, a mobile computing device (iPad or similar device). Council will budget separately for the purchase of mobile computing devices and for the cost of the Broadband service. The ICT Expenses allowance will be adjusted to allow for these costs. The devices will remain as an asset of the Shire and one provided to Councillors for the business of Council.

As a general rule, mobile devices such as iPad's will be provided and maintained by the Shire. However, in certain circumstances, and with the approval of the CEO, Elected Members may provide their own compatible mobile device.

Broadband data usage shall be restricted to 4GB per month. Elected Members will be required to reimburse Council for any charged incurred in excess of 4GB.





## SHIRE OF CHITTERING Register of Policies

Mobile devices (including iPads) which are used for the business of Council will, from time to time, contain confidential information relating to the business of the Shire. As such, they must be appropriately secured and remain in the possession of the Elected Member.

If an iPad device is lost or misplaced, this must be reported to Shire staff at the earliest opportunity. Users must be aware that the device can be remotely locked and the contents deleted if necessary. It is the users' responsibility to take additional precautions such as backing up contacts, photos and email.

From time to time, Elected Members may be required to bring in their Council supplied devices so that Shire staff can check settings and automatic update functions.

Mobile devices (such as iPad's) will not be made available for purchase by Elected Members while they remain in office. The existing device must either remain in service or if the device requires updating for age / technology reasons, the old device must be returned and a new one will be purchased.

When an Elected Member ceases to be an Elected Member, the iPad may be offered to the individual for purchase at its depreciated value. In such cases, the device is required to be presented to Council staff so that the sim card can be removed and the device reset to its factory settings. The individual will be required to ensure that they back-up contacts, photos and any other personal information they wish to retain as all data on the device will be erased.

### **Reimbursement of travelling expenses for attending ordinary or special meetings of Council (or any meeting as capacity as a member of that committee)**

It is noted that under section 5.98(2)(a) and Regulations 31(1)(b), an Elected Member who incurs travel expenses because of the member's attendance at a Council meeting or meeting of a committee of which he or she is a member, is entitled to be reimbursed:

- (a) if the person lives or works in the local government district or an adjoining local government district, the actual cost for the person to travel from the person's place of residence or work to the meeting and back; or
- (b) if the person does not live or work in the local government district or an adjoining local government district, the actual cost, in relation to a journey from the person's place of residence or work and back -
  - (i) for the person to travel from the person's place of residence or work to the meeting and back; or
  - (ii) if the distance travelled referred to in sub-paragraph (i) is more than 100km for the person to travel from the outer



boundary of an adjoining local government district to the meeting and back to the boundary.

The expenses shall be paid only on receipt of a formal claim and shall be calculated on the number of kilometres between the President/Elected Member's principal place of residence or work within the Shire to the meeting venue and back. The rate per kilometre shall reflect actual cost and will be as specified in the *Public Service Award 1992* issued by the Western Australian Industrial Relations Commission.

Information or advice is available from the Chief Executive Officer or the Executive Manager Corporate Services at any time. Elected Members shall endeavour, where practical, to make arrangements to utilise a Council vehicle to attend appropriate meetings.

Dates of payments for reimbursement are:

- 1) 30 September
- 2) 31 December
- 3) 31 March
- 4) 30 June

All claims for the current financial year must be processed and paid before year end 30 June.

All claims are to be entered onto the Shire's spreadsheet (appendix 1) and emailed to the Chief Executive Officer at the end of each quarter (as listed above).

#### **Expenses approved for reimbursement**

For the purpose of Regulation 32(1)(a):

- 1) the express authority of the Council is given to Council members to perform the following functions:
  - a) attendance by an Elected Member at any working group meeting, ordinary or special briefing session and Council forum, notice of which has been given by the Chief Executive Officer;
  - b) attendance by an Elected Member at any meeting of anybody to which the Elected Member has been appointed by the Council or to a secondary body as approved by the Chief Executive Officer;
  - c) attendance by an Elected Member at any annual or special electors' meeting;
  - d) attendance by an Elected Member at a Shire of Chittering civic function to which all Council members are invited;
  - e) attendance by an Elected Member at a citizenship ceremony conduct by the Shire;





## SHIRE OF CHITTERING Register of Policies

- f) attendance by an Elected Member at any ceremony for the presentation by the Shire of awards to school students by any member responsible for presentation of the awards;
  - g) attendance by an Elected Member at any meeting of a ratepayer/residents association dealing with the interests of an area represented by that Elected Member;
  - h) attendance by an Elected Member at any site where:
    - i) the site is the subject of an item of business on an agenda for a Council briefing session or a Council meeting; and
    - ii) the attendance occurs between the issue of the agenda and the Council briefing session or the Council meeting.
  - i) attendance by an Elected Member at a meeting with the Chief Executive Officer or a Manager of the Shire at the request of the Chief Executive Officer or a Manager;
  - j) attendance by an Elected Member at a meeting with a ratepayer/resident or a local body or group to discuss any local government matter; and
  - k) attendance by an Elected Member at a funeral for those deceased persons recognised under the Shire of Chittering's Bereavement Recognition Policy.
  - l) attendance by the Shire President at a meeting or function of anybody including any State Government body, in his or her capacity as the Shire President, including attendance by the Deputy Shire President or an Elected Member in place of the Shire President;
  - m) any other function, meeting or event in their role as an Elected Member that is supported by a written invitation.
- 2) The following expenses incurred by an Elected Member in performing a function to which express authority is given under this resolution, are approved for reimbursement:
- a) child care costs, to be reimbursed as per the SAT determination section 4.2 (2) '*Extent of expenses to be reimbursed*';
 

***\*child care costs will not be paid for where the care is provided by a member of the immediate family or relative living in the same premises as the Elected Member.***
  - b) travel costs;
  - c) parking.



### Professional conferences

To enable Elected Members to develop and maintain skills and knowledge relevant to their role as a representative of the Shire, the Chief Executive Officer is authorised to arrange, at the Shire's cost, and at the request of an Elected Member:

- a) registration at professional conferences which are:
  - i) considered by the Chief Executive Officer to be directly relevant to the Shire's affairs;
  - ii) convened by the Western Australian Local Government Association (WALGA).
- b) accommodation for an Elected Member in a standard room at a reasonably priced hotel near the conference venue for the duration of the conference\*;
- c) registration for the conference dinner for the Elected Member; and
- d) one return economy airfare to the conference if the venue is interstate.

***\*If accommodation is not at the venue of the event or activity then taxis should generally be used for transport. Where necessary a hire car can be organised for the conduct of Council business at the discretion of the Chief Executive Officer. Where an Elected Member elects to travel interstate by private motor vehicle they will be reimbursed for actual accommodation costs and vehicle costs in accordance with the Local Government travel allowance up to an equivalent amount that would have been expended had the travel occurred by air. Receipts must be provided for all expenses in order to be reimbursed.***

Subject to the above, a maximum amount (per Elected Member) is set annually for attendance at conferences in accordance with the Shire of Chittering Annual Budget.

For the purpose of Regulation 32(1)(a), the express authority by resolution of the Council is given to Elected Members to perform the following function – the attendance by an Elected Member at a professional conference, the registration for which is arranged by the Chief Executive Officer.

The following expenses incurred by an Elected Member in performing a function referred to in paragraph (a) are approved for reimbursement:

- i) food and beverages consumed by the Elected Member during the conference\*.
- ii) taxi fares incurred by the Elected Member during the conference.
- iii) costs associated with the attendance of the Elected Member at any meetings or forums with other government bodies or associations, at the discretion of the Chief Executive Officer.



## SHIRE OF CHITTERING Register of Policies

The extent to which the costs referred to above is to be reimbursed at the actual cost.

Actual amounts and actual costs are to be verified by sufficient information under Regulation 31.

***\*Meal and beverage claims will be accepted where it is reasonable for the Elected Member to have incurred the expense. Meal claims will not be accepted where meals are provided at the event or activity or where the expense is incurred outside of reasonable travelling times for example more than a day in advance of or after the end of the event or activity.***

### **Training and Education**

The following training course is identified as relating to Elected Members of the Shire:

- WALGA Elected Member Development Program

Priority will be given to the attendance of any new Elected Member at any induction or training course that is specifically organised for the benefit of the new Elected Member.

An Elected Member is not entitled to any subsidy where a course of study is subsidised through other means.

### **Booking arrangements**

All booking arrangements of airline travel for representatives of the Shire of Chittering are to be coordinated through the Chief Executive Officer's office.

Airline travel for Elected Members is to be booked at economy level and booking arrangements are to be reviewed upon any improved discount offer being identified.

Other than to amend departure times, tickets provided to representatives of the Shire are not to be exchanged, downgraded or rebated for any reason. Tickets or bookings may not be altered to include personal travel that is not part of the scheduled conference itinerary.

The proposed duration of the conference attendance together with travel time and planned supplementary pre or post conference activities relevant to the Shire of Chittering, will be notified to Council or the Chief Executive Officer for confirmation and/or amendment prior to the delegate's departure for the conference.



Where Council is represented by a person requiring assistance for the reason of disability, the accompanying person shall be given the same privileges as the representative regarding the travel, accommodation and reasonable expenses incurred.

Reports of conference attendance are to be provided in writing to the next ordinary Council meeting briefing session.

The type of conference that Elected Members attend will be related to a particular function or activity in which Council is involved rather than individual or personal development type conference/seminars.

In recognising the contribution of elected members to the community and period of time spent away from an elected member's principal residence, for elected member development Council authorises payment of associated expenses of Elected Members' spouses/partners to attend one conference annually in Western Australia.

If a partner or spouse wishes to attend a second or other conference (including conference dinner) all costs will be at their own expense.

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#### 4.7 Electronic Agenda

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<b>Policy Owner:</b>	Chief Executive Officer
<b>Person Responsible:</b>	Executive Support Officer
<b>Date of Approval:</b>	<Date approved by Council Resolution>
<b>Amended:</b>	<Date amended by Council Resolution>

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**Objective**

The Shire of Chittering recognises the benefits of digital communications and information sharing, its preferred technology for disseminating and managing Council Agenda Papers and conducting an Agenda Forum/Information Sessions is via an online format utilising Apple iPads. The Shire requires all Council Members to use the Shire approved iPad-based solution to participate in the Council Agenda Forums/Information Session processes. The iPad device may also be used by the Council Members for communicating with residents and ratepayers, lodging service requests or other work related purposes. Users of the Shire provided iPad-based technology solution are required to acknowledge, understand and respect the underlying iPad, internet and usage philosophy that forms the basis of this policy.

**Policy Scope**

This Policy is applicable to the President, Councillors and any staff who are supplied with Shire owned mobile computing devices.

**Policy Statement**

**Device**

The Shire will provide each Council Member with an iPad device, pre-loaded with relevant work related software and applications. The Shire will meet the cost of the initial acquisition of the iPad and will maintain an adequate monthly data plan for each device through the Council Member's term (sufficient to cover all reasonable work related data downloads).

The iPads and related software/applications will serve as the primary source of information pertaining to Council meetings and information sessions – and paper based agendas will not be provided to Council Members. If a Council Member requests paper based agendas they will be charged as per the adopted Shire Fees and Charges.

**Software on the Device**

The software and applications installed on the iPad by the Shire of Chittering are required to remain on the device in usable condition and be readily accessible at all times. From time to time the Shire may add or upgrade software applications such that users may be required (on reasonable notice) to check their iPads with the Shire for period updates and synchronising.

In the event it becomes necessary to restore an iPad to its original condition, the Shire of Chittering is not responsible for the loss of any personal software, documents or photos deleted due to a re-format and re-image of the device.

Any software, email messages, or files downloaded via the internet into the device become the property of the Shire of Chittering and may only be used in ways that are consistent with applicable licenses, trademarks or copyright.

**Life of the Device**

The technological life of the iPad might not exceed the terms of some individual Council Members therefore the suitability for purpose of the iPads will be assessed at the conclusion of every two years – and if deemed necessary, the Shire will purchase upgraded devices through the normal budgeting process.

**Care of the Device**

Users are responsible for the general care of the iPad that they have been issued by the Shire of Chittering. iPads must remain free of any individual artistic works including writing, drawing, stickers or labels that are not the property of the Shire. Only a clean, soft cloth should be used to clean the screen.

Should an iPad be accidentally lost, damaged or stolen, responsibility for replacement shall be as follows:

1. *First Incident* – Shire of Chittering shall repair or replace the device at no cost to the user.
2. *Second Incident* – The Shire shall pay half the cost of the repair or replacement and the user shall pay half the cost.
3. *Third Incident* – The user shall be entirely responsible for repair or replacement costs and shall replace the unit within two weeks of the equipment loss.

iPads that are damaged or destroyed through intentional misuse may be required to be repaired or replaced at the user's expense.



**No Expectations of Privacy**

Communications made via Shire issued devices are subject to disclosure under the open records act for litigation purposes unless a privilege or exception exists that justifies withholding the information.

**Audits**

All iPads are subject to audit by the Shire and such periodic audit may be conducted using the mobile device management software installed on the iPad.

**Representation**

In advocating, advancing or expressing any individual religious, political or personal views or opinions, users should remain mindful not to misrepresent their statements as official Shire policy unless authorised to do so.

**Email Usage for Shire Business**

For the purposes of activity related to Shire business, the user should conduct all e-mail communication through their assigned Shire email account. This account shall be synched to the user's individual iPad. Personal e-mail boxes are allowed to be synched to the iPad as well, but all Shire related business must be conducted through the Shire email address or copied to the Shire email address ([chatter@chittering.wa.gov.au](mailto:chatter@chittering.wa.gov.au)) if the user's personal email box is used.

**Acceptable Use**

The iPad, internet and email access provided are tools for conducting Shire business. The iPads are provided primarily for the following Shire business related purposes:

- to review Shire Council Agenda materials,
- obtain useful information for Shire related business,
- communications with residents, other Council Members or senior staff as appropriate.

All of the Shire's technology systems, including the iPad, are considered to be public property. iPad, internet and email activities are traceable to the Shire and have the capacity to impact upon the reputation of the Shire. Shire used iPads shall not be used to send or knowingly download any explicit, discriminatory or pornographic content. Users should refrain from making any false or defamatory statements in any internet forum or from committing any other acts that could expose the Shire of Chittering to liability.



Shire issued iPads are not to be used for operating a business for personal gain, sending chain letters, or any other purpose that interferes with normal Shire business activities. Users shall not use Shire issue iPads for any illegal activity. iPad users are allowed to store music and/or install personal apps on their iPads; however the terms downloaded and synched to the iPad must be in compliance with Federal Australian copyright laws and shall be acquired at the expense of the user.

#### **Data Usage**

Any download usage for iPads that are activated on the Shire's account shall not exceed the allowable monthly limits provided under the Shire's data plan (currently 4GB per month). Users approaching the monthly data limit will receive automated warnings upon passing 80% of the allowed monthly quota. Excess data charges over the monthly limit may be required to be reimbursed by the individual user if the excess data usage is considered unreasonable.

#### **Treatment of the Device on Cessation of Service**

When an Elected Member ceases to be an Elected Member, the iPad may be offered to the individual for purchase at its depreciated value. In such cases, the device is required to be presented to Council staff so that the sim card can be removed and the device reset to its factory settings. The individual will be required to ensure that they back-up contacts, photos and any other personal information they wish to retain as all data on the device will be erased.

#### **Compliance with Policy**

The Shire reserves the right to inspect any and all files stored on iPads that are the property of the Shire in order to ensure compliance with this policy. Users do not have any personal privacy right in any matter created, received, stored in, or sent from any Shire issued iPad and the Shire of Chittering. The Chief Executive Officer or his nominee is hereby authorised to institute appropriate practices and procedures to ensure compliance with the policy.

#### **Legislation/Local Law Requirements**

Elected Members Policy 4.1 Code of Conduct – Elected Members  
Staff Policy 3.1 Code of Conduct – Staff, Volunteers and Contractors



Other Relevant Policies/  
Key Documents            Not applicable

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**Acceptance of Terms of Use of Device**

I hereby certify that I have received a written copy of the Electronic Agendas Policy form. I have read and fully understand the terms of this policy and agree to abide by it.

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Council Member's Signature

\_\_\_\_\_  
Council Member's Printed Name

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MINUTES OF THE ORDINARY COUNCIL MEETING  
WEDNESDAY, 27 JUNE 2012

### 9.3.4 Electronic Council Agendas

Applicant	Shire of Chittering
File ref	13/02/28
Prepared by	Danica Kay, Executive Support Officer
Supervised by	Gary Tuffin, Chief Executive Support Officer
Voting requirements	Simple Majority
Documents tabled	Nil

#### SUBSTANTIVE MOTION / COUNCIL RESOLUTION – 200612

Moved Cr Norton / Seconded Cr Mackie

1. That Council include in the 2012/13 Shire budget the purchase of 7 64GB iPads for Councillor use at the total cost of \$6,300.
2. That Chittering email addresses be established for all Councillors.

THE SUBSTANTIVE MOTION WAS PUT AND DECLARED CARRIED 6/0  
8.37PM

#### OFFICER RECOMMENDATION

Moved Cr Norton / Seconded Cr Mackie

1. That Council include in the 2012/13 Shire budget the purchase of 7 iPads for Councillor use at the total cost of \$5,523.
2. That Chittering email addresses be established for all Councillors.

#### AMENDMENT

Cr Gibson / Seconded Cr Rossouw

That recommendation 1. be amended as follows:

1. That Council include in the 2012/13 Shire budget the purchase of 7 64GB iPads for Councillor use at the total cost of \$6,300.

THE AMENDMENT WAS PUT AND DECLARED CARRIED 6/0  
AND FORMED PART OF THE SUBSTANTIVE MOTION  
8.37PM

#### Background

Councillors and Executive Staff currently receive their Council Agendas and attachments in hard copy. It has been noted by Councillors and staff that the quality of pictures and maps is low due to the size, printing and copying of the agendas and attachments. The size of the Council agendas and attachments is also ever increasing and in 2012 alone the size of Council Agenda Attachments has been: February – 375 pages; March – 438 pages, April – 261 pages and May – 630 pages.

#### Consultation

Perfect Computer Solutions  
Telstra  
Councillors  
Executive Staff



MINUTES OF THE ORDINARY COUNCIL MEETING  
WEDNESDAY, 27 JUNE 2012

**Statutory Environment**

Not Applicable

**Policy Implications**

Not Applicable

**Financial Implications**

The cost of a 64 GB 4G iPad is \$899 each and the cost of a 32GB iPad is \$789 each.

There is also the option of purchasing the iPads through Telstra over a 24 month period at \$32.87 per months for 32 GB and \$37.45 per month for a 64 GB iPad only.

Sim cards would then need to be purchased for each iPad with a data package at a cost of \$34.95 per month for 4 GB and \$44.95 per month for 8 GB which would be deducted from the Councillors IT allowance. Currently the Councillors IT allowance is \$1000 per Councillor per year.

However the costs of printing, paper use, toner use, photocopier maintenance, binding supplies would be significantly decreased. The current costs for printing of agendas and attachments for Ordinary Council meetings only are as follows:

**Black & White**

Photocopying Charge	6.37
Paper	3.43
	9.80

13 Agendas per month	127.40
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11 Agendas per year	1,401.40
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Admin - 4hrpm x 11 months	1,760.00
---------------------------	----------

	<u>3,161.40</u>
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**Colour**

Photocopying Charge	60.39
Paper	3.43
	63.82

13 Agendas per month	829.66
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11 Agendas per year	9,126.26
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Admin - 4hrpm x 11 months	1,760.00
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	<u>10,886.26</u>
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This does not include draft copies, mistakes or committee agendas and minutes.

**Strategic Implications**

Not Applicable

**Site Inspection**

Site inspection undertaken: No



MINUTES OF THE ORDINARY COUNCIL MEETING  
WEDNESDAY, 27 JUNE 2012

### 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

It is estimated that the printing of Council agendas and attachments takes up 70% of all of the Shires printing and copying. Since the purchase of the current photocopier in 2009/2010 the copier has done a total of 549,086 pages in black and white and 212,268 pages in colour.

Due to the amount of printing and copying, it has been advised to us by our photocopier supplier that after only 3 years the photocopier needs to be replaced/upgraded at the cost of approximately \$12,000 and this has been submitted to the 2012/13 budget.

To provide secure emails for Councillors, generic Chittering email addresses could be set up and linked to the iPads. For example [crdouglas@chittering.wa.gov.au](mailto:crdouglas@chittering.wa.gov.au). This would eliminate the need for Councillors to use their own personal email addresses for Council business.

The use of iPads for Council agendas and attachments would also eliminate the problem of unclear maps as they would not be copied/scanned etc however electronic and able to be zoomed in, at the discretion of the Councillor during the meeting.

Agendas, attachments and minutes would be accessed by Councillors through the website and eventually through the Councillors Intranet. The iPads would have wireless internet connection and therefore would connect to the Shires internet whilst in Council meetings etc.

This service could also be implemented for other printed documents such as the Information Bulletin.

Another option Council may wish to consider is laptops for each Councillor:

Toshiba Sat Pro – 15" screen \$1,020 each (inc GST)  
(4Gb RAM, 15" screen, Windows 7 Pro carry bag and 3 yr RTb warranty)

Office 2010, Home & Business (Outlook, Word, Excel, Powerpoint) \$295 each (inc GST)

It is suggested that Council consider purchasing a 32GB iPad outright with a 4GB sim card and include in the 2012/13 Shire budget.



