

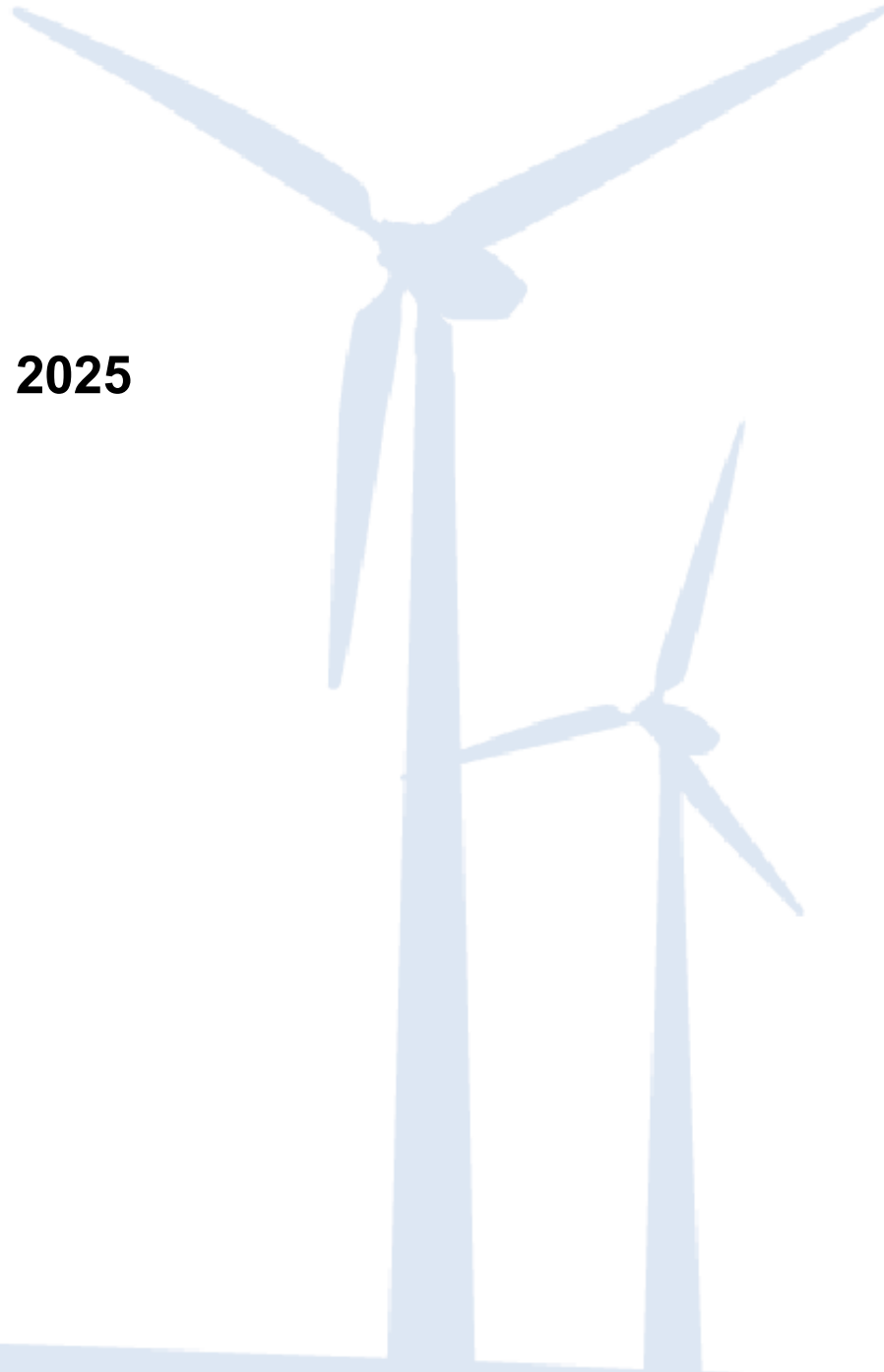


Shire of Esperance

SPECIAL COUNCIL

TUESDAY 5 AUGUST 2025

MINUTES



DISCLAIMER

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ETHICAL DECISION MAKING AND CONFLICTS OF INTEREST

Council is committed to a code of conduct and all decisions are based on an honest assessment of the issue, ethical decision-making and personal integrity. Councillors and staff adhere to the statutory requirements to declare financial, proximity and impartiality interests and once declared follow the legislation as required.

ATTACHMENTS

Please be advised that in order to save printing and paper costs, all attachments referenced in this paper are available in the original Agenda document for this meeting.

RECORDINGS

The Meeting will be live streamed. The recording will be made publicly available as soon as practical following the meeting.

Table of Contents / Index

ITEM NO.	ITEM HEADING	PAGE
1.	OFFICIAL OPENING	4
2.	ATTENDANCE	4
3.	APOLOGIES & NOTIFICATION OF GRANTED LEAVE OF ABSENCE	4
4.	DECLARATIONS OF INTERESTS:	5
4.1	Declarations of Financial Interests – Local Government Act Section 5.60a	5
4.2	Declarations of Proximity Interests – Local Government Act Section 5.60b	5
4.3	Declarations of Impartiality Interests – Admin Regulations Section 34c	5
5.	PUBLIC QUESTION TIME	5
6.	PURPOSE OF MEETING	6
6.2	Adoption of 2025/2026 Annual Budget	6
6.1	Rates Concession for 2025/26	13
7.	MATTERS BEHIND CLOSED DOORS	17
7.1	Elected Member Legal Assistance Request	17
8.	CLOSURE	18

SHIRE OF ESPERANCE
MINUTES
OF THE SPECIAL COUNCIL MEETING
HELD IN COUNCIL CHAMBERS ON 5 AUGUST 2025.

1. OFFICIAL OPENING

The Deputy President declared the meeting open at 10:02am and did an acknowledgement to country.

The Shire of Esperance acknowledges the Nyungar and Ngadju people who are the Traditional Custodians of this land and their continuing connection to land, waters and community. We pay our respects to Elders past, present and emerging and we extend that respect to other aboriginal Australians today.

The Deputy President welcomed Councillors, staff, guests and members of the public to the meeting. The Deputy President advised the meeting will be video recorded. The recording will be made publicly available as soon as practical following the meeting.

2. ATTENDANCE

Members

Cr J Obourne	Deputy President	Town Ward
Cr S McMullen		Town Ward
Cr L de Haas		Town Ward
Cr W Graham		Rural Ward
Cr S Starcevich		Rural Ward
Cr S Flanagan		Town Ward
Cr C Davies		Town Ward

Shire Officers

Mrs F Baxter	Director Corporate & Community Services
Mr D Gleave	Acting Director Asset Management
Ms G Ryan	Acting Director External Services
Mrs C Hoffrichter	Executive Assistant

Members of the Public & Press

Geoff Vivian	The Weekender
Christiane Smith	Shire of Esperance Media

3. APOLOGIES & NOTIFICATION OF GRANTED LEAVE OF ABSENCE

Apologies

Cr G Johnston	Town Ward
Mr S Burge	Chief Executive Officer
Mr M Walker	Director Asset Management
Mr R Greive	Director External Services

Previously Granted Leave of Absence

A leave of absence was previously granted to Councillor Chambers for the period 20 July 2025 to 11 August 2025 inclusive.

4. DECLARATIONS OF INTERESTS:

4.1 Declarations of Financial Interests – Local Government Act Section 5.60a

Nil

4.2 Declarations of Proximity Interests – Local Government Act Section 5.60b

Nil

4.3 Declarations of Impartiality Interests – Admin Regulations Section 34c

Nil

5. PUBLIC QUESTION TIME

Nil Questions

The Deputy Shire President requested that Item 6.2 Adoption of the 2025/2026 Annual Budget be brought forward for consideration prior to Item 6.1 Rates Concession for 2025/26, noting that the determination of rates concessions is contingent upon the adoption of the annual budget.

6. PURPOSE OF MEETING

Item: 6.2

Adoption of 2025/2026 Annual Budget

Author/s	Sarah Bridge	Corporate Accountant
Authorisator/s	Felicity Baxter	Director Corporate and Community Services

File Ref: D25/22017

Applicant

Corporate and Community Services

Location/Address

Internal

Executive Summary

To present to Council the FY2025/2026 Annual Budget for adoption.

Recommendation in Brief

That Council adopt the Statutory Budget and supporting documents along with rate parameters, fees and charges, reserve movements, proposed borrowings and waste rate for the FY2025/2026 financial year (FY).

Background

A series of Integrated Planning and Budget Workshops were held with Council Members, which focused on reviewing and developing the FY2025/26 Budget. The outcomes of these recommendations to fine tune the projects have been discussed and included in the formal budget prepared for adoption.

The statutory format required by the *Local Government Act 1995* and the *Local Government and Financial Management Regulations 1996* is included in this report. The proposed budget as discussed and considered during the draft budget workshops resulted in a deficit of \$44,437.

During the Budget Workshops with Councillors, considerable effort was made to keep any Rate increase to a minimum and in line with the Long-Term Financial Plan. The FY2025/26 Statutory Budget is developed from the strategic direction embedded in the Council Plan taking into consideration operational capabilities, asset renewal commitments and community need in the current economic conditions.

Key local and state-wide issues have influenced the budget proposed. In particular, the continuing pressure on material and employment costs. The challenge to availability of contractors and the cost increases for those services. Accommodation shortages continue to drive higher contractor and service fees. At the time of developing this budget, the Local Government Cost Index (LGCI) for June 2026 was predicted at 3.3%, and WA CPI rose 2.8% to the March quarter driven by a strong labour market and a resilient construction industry. Forecast Perth Consumer Price Index (CPI) over the next 12 months is 2.75%, suggesting a continued easing of inflation.

The Shire's three-year Industrial Agreement was under review at the time of preparing of this budget. This has resulted in an increase of 5% in the first year, with a further 3.5% increase in the following two years which meets the overall three-year projection of a 12% increase. There has also been an increase of 0.5% to the legislated Superannuation Guarantee. With contingency for the pressures of inflation and the result of the Industrial Agreement, Council have agreed to a 4.5% increase in Shire Rates for both Gross Rental Value (GRV) and Unimproved Capital Value (UV).

Fees and Charges were also considered by the Council on the 27 May 2025 at the Ordinary Council Meeting (OCM) with the draft fees and charges to be included with the budget adoption. Since then, there have been some minor descriptive and grammatical changes, as well as the following:

Esperance Home Care

- Addition of Nursing Care fee under the Commonwealth Home Support Program, separating it from Domestic Assistance and Personal Care Services.

Bay of Isles Leisure Centre (BOILC)

- Addition of a fee for Private Group Fitness Classes (minimum 8 participants) at the same rate as the Health and Fitness Entry fees. This gives the ability for sporting teams or other community groups to engage in private classes, providing variety in training options, as well as allowing the facility to increase its participation in the local community.

Airport

- Inclusion of a separate Head Tax fee for non RPT airline service passengers (charter) from the negotiated contract fee for RPT service passengers, following Council Resolution O0525-108.

The revised fees and charges will become effective with the adoption of the budget except for Bay of Isles Leisure Centre and Esperance Home Care, where the fees will be effective from 1 September 2025.

Officers have finalised the accounts for the end of the previous financial year and now present the budget in the official statutory format ready for adoption. Since the Budget Workshops with Council, several adjustments have been made to the budget estimates, including the addition of a Library Community Cohesion project, being funded by grant monies from the Australian Library and Information Association. Some additional expenses were included to finalise some small works on residential properties being constructed, which is funded by the Land Purchase & Development reserve. Following end of year reserve transfers reviews, minor changes have been made to reduce reserve funding required. At the July Ordinary Council Meeting, the Community Grants Program Budget Allocation increased by \$10k as per Council Resolution O0725-090, which is now reflected in these estimates.

After completing all the necessary adjustments as of 30th June and completing reserve transfers, the predicted closing position for the FY2024/2025 year is a net \$2,795,133 which covers carryover projects which have consequently been re-budgeted into the FY2025/2026.

Officer's Comment

The preparation of this budget commenced with the FY2024/2025 Revised Budget adjusted for one off revenues and expenses, with the key project and asset service delivery as determined in the Shire's revised Long Term Financial Plan. The annual budget is constructed using "Zero Based Budgeting". In doing so, the Operational budgets are already limited in capacity for further reductions without alterations to the service levels or program outcomes.

In reaching the end of year position the annual reserve movement reconciliations have been performed. A complete list of the Shire's Reserve Account balances as of 30 June 2025 is provided within the Statutory Budget document. The opening "cash" position (net of unexpended grants) carried forward into the FY2025/2026 budget is a surplus of \$2.8mil. In adopting the budget, there remains the possibility that the opening balance may need adjusting, if end of year calculations, or external audit review identifies an adjustment prior to finalising the FY2024/25 financial statements. If this occurs, corrections will be reported during the Budget Review process or an additional agenda item to Council if required.

Council will notice that Financial Assistance Grants (FAG) of \$4.3m was received prior to the 30th of June 2025. Although this is a good result for the FY2024/2025 operating position it means that the FAG money

that is relevant to the FY2025/2026 year will not be recognised during the FY2025/2026 year. These funds will be fully applied to the FY2025/2026 Budget by way of recognising unspent grants.

The Rate base increase aligns with the Long-Term Financial Plan that was adopted by Council in April 2025. This factors in the continued impact of cost increases over the past three years. In particular, the escalation of contract costs in our region; and the rising cost of living which has put pressure on the Rate levy. With the commencement of significant Building projects, including the Myrup Transfer Station; The James Street Colocation and Cultural Hub, and Airport upgrades, Council have supported a strategy to minimise the impact on Rates. Over the next four years, the current Municipal contribution to Road Upgrade Projects of \$2.5M per annum, will be diverted to support the completion of these projects.

The Rate in the dollar has been adjusted to maintain a total yield increase of 4.5%, however depending on the property values, some properties may be more or less of the yield variance. The Shire does not have a role in determining the rental valuation of properties or the ability to appeal a valuation provided by the Valuer General. However, if a property owner does not agree with the GRV change they may lodge an objection directly with Landgate. These are updated by the Valuer General every five years, with each property subject to a different GRV outcome.

For the FY2025/2026, there has been an increase of 4.53% to the Emergency Service Levy (ESL) which is imposed by the State Government but included on the Rates Notices for both GRV and UV properties. Council has no decision-making authority for the ESL levied but provide the service of collecting the levy on behalf of the State Government and Department of Fire and Emergency Services (DFES).

This budget includes an increase of the Waste Rate to \$115 per rateable assessment for FY2025/2026. This will assist in spreading the inter-generational cost of servicing the project loan required for the new Myrup transfer station, landfill capping and rehabilitation work which will be required at the existing Wylie Bay site.

A penalty interest rate of 11% is proposed and the Rates Notice instalment interest is 4%. These are within the regulations from the State Government requiring penalty interest to not exceed 11% and instalment interest not exceeding 5.5%.

Depreciation continues to be monitored with the ongoing fair value revaluation of the Shire's assets. Depreciation significantly impacts the operational loss reported on the Statement of Comprehensive Income which the Shire will continue to address through asset renewal management strategies that aim to meet sustainability into the future.

The Statutory Budget as presented has been prepared within the parameters that were set at the Draft Budget workshops that were held in June. Several of the estimates that were presented at the Workshops have been updated to reflect the known carryovers and unspent grants being recognised within the FY2024/2025 budget. The Shire's capital program was developed with a key focus this year on maintaining, renewing and replacing existing assets and infrastructure.

An indication of the capital works program for the FY2025/2026 budget includes the following projects:

- | | |
|---|--------------|
| • Myrup Waste Management Facility | \$9,650,000 |
| • James Street Colocation Cultural Hub Project Stage 1a | \$15,903,000 |
| • Civic Centre Building Upgrades | \$1,250,000 |
| • Worker's Accommodation Project (initiation) | \$2,000,000 |
| • Grass Patch Fire Brigade Shed | \$170,090 |
| • Building maintenance program | \$2,606,000 |
| • Road upgrades and improvements | \$17,314,000 |

Local Government (Financial Management) Regulation 34 (5) requires that each financial year a local government adopts a percentage or value, calculated in accordance with AAS5 (Australian Accounting Standards 5), to be used in the monthly statement of financial activity for reporting material variances. AAS5 provides some guidance as to what may be regarded as a material amount when dealing with the balance sheet, operating statement and statement of cash flow when it states an amount which is equal to or greater than 10% of the base amount may be considered to be material while an amount less than or equal to 5% may not be material, unless in both cases there is a convincing argument to the contrary.

Based on this guidance, historical reference and having regard to the fact that the users of this financial information are management and Council requiring assistance with making management decisions, the 10% variance would be reasonable lower limit for highlighting material variances, however this limit could be adjusted in the future if necessary. The use of this limit also does not preclude reporting lesser variances if it is considered their disclosure would be of benefit to the user of the monthly financial report. The proposed material reporting variance is proposed to remain the same as previous years.

Consultation

Management Draft Budget Workshops throughout May 2025

Council Draft Budget Workshops held throughout June 2025.

Financial Implications

Integrated planning and reporting documents such as the Council Plan, Long Term Financial Plan, and Asset Management Plan have all been referenced and utilised in the preparation of the FY2025/2026 Budget.

Asset Management Implications

A significant amount of the budget is directed towards addressing asset management issues. Road and infrastructure construction program are predominantly focused on asset renewal/improvements and improving road safety.

Statutory Implications

The statutory implications associated with this item are the *Local Government Act 1995* Section 6.2 and the *Local Government (Financial Management) Regulations 1996* Part 3 prescribes the requirement of the annual budget.

A 5% increase to salaries and wages has been included for staff within the FY2025/2026. Due to updates in federal superannuation legislation, a further 0.5% increase from 11.5% to 12% is also included.

Policy Implications

Industrial Agreement 2025 and Council Policies that relate to staff entitlements.

Strategic Implications

Council Plan 2022-2032

Outcome 15. Operational excellence and financial sustainability

Environmental Considerations

The budget items that deal with environmental issues to either improve the environmental outcomes or seek approvals to reduce the Shire's risk with environmental issues.

Attachments

[A⇒](#). FY2025-26 Statutory Budget - *Under Separate Cover*

Item: 6.2 Adoption of 2025/2026 Annual Budget

Moved: Cr Flanagan

Seconded: Cr Graham

S0825-098

That Council

1. **AUTHORISE**, by absolute majority, the income and expenditure contained within the Municipal Fund Budget pursuant to the provisions of Section 6.2 of the *Local Government Act (1995)* and Part 3 of the *Local Government (Financial Management) Regulations 1996* and adopt the Statutory Budget FY2025/2026.
2. **IMPOSE** for the purpose of yielding the deficiency disclosed by the Municipal Fund Budget that Council pursuant to Sections 6.32 and 6.35 of the *Local Government Act (1995)* the following general and minimum rates on Gross Rental and Unimproved Values

General Rates

Residential (GRV)	9.8832 rate in the dollar (cents)
Commercial / Industrial (GRV)	9.8832 rate in the dollar (cents)
Vacant Land (GRV)	9.8832 rate in the dollar (cents)
Rural (UV)	0.3159 rate in the dollar (cents)

Minimum Rates

Residential (GRV)	\$1,495.00
Commercial / Industrial (GRV)	\$1,495.00
Vacant Land (GRV)	\$1,495.00
Rural (UV)	\$1,530.00

3. **IMPOSES**, by absolute majority, in accordance with section 6.51(1) of the Local Government Act 1995 an interest rate of 11% applicable to overdue and unpaid rate and service charges.
4. **IMPOSES**, in accordance with section 6.45(3) of the Local Government Act 1995 an interest rate of 4% applicable to rate and service charge instalment arrangements.
5. That for those ratepayers not paying by instalments, the penalty interest will commence to be calculated no earlier than 35 days after the rates notice issue date.
6. Pursuant to Section 6.45 of the Local Government Act (1995) and Regulation 64(2) of the Local Government (Financial Management) Regulations 1996, Council nominates the following due dates for the payment in full or by instalment:

Full payment and 1 st Instalment due date	24 th September 2025
2 nd Instalment due date	19 th November 2025
3 rd Instalment due date	14 th January 2026
4 th and final quarterly instalment due date	11 th March 2026
7. Pursuant to Section 66 of the Waste Avoidance and Resource Recovery Act (2007), Council adopt a Waste Rate of 0.000001 cents in the dollar for both GRV and UV property categories, with a minimum of \$115 for all GRV and UV rateable properties.

8. Pursuant to Section 67 of the Waste Avoidance and Resource Recovery Act (2007), and section 6.16 of the *Local Government Act 1995* Council adopts the following charges for the removal and deposit of domestic and commercial waste:

140ltr bin waste collection	\$210.00
240ltr bin waste collection	\$311.00
360ltr bin waste collection	\$433.00
140ltr recycling collection- Domestic Fortnightly	\$160.00
240ltr recycling collection- Domestic Fortnightly	\$205.00
360ltr recycling collection- Domestic Fortnightly	\$212.00
240ltr recycling collection- Commercial Fortnightly	\$206.00
360ltr recycling collection- Commercial Fortnightly	\$273.00
240ltr recycling collection- Commercial Weekly	\$382.00
360ltr recycling collection- Commercial Weekly	\$516.00

Residential and Commercial Premises

Additional waste bin collection (140, 240 & 360ltr bins)	\$38.00
Additional recycling bin collection (140, 240 & 360ltr bins)	\$38.00

9. Every rateable assessment be issued with 4 free, up to 1m³ domestic waste vouchers.
10. Authorise the transfers/movements to and from the Reserve Accounts, as detailed within the Statutory Budget document.
11. ADOPT, pursuant to Section 6.16 of the Local Government Act (1995), the Fees and Charges, as included in the Statutory Budget for the FY2025/2026 year with all fees and charges becoming effective immediately except those for the BOILC and Esperance Home Care which will become effective from 1 September 2025.
12. Pursuant to section 5.99 of the *Local Government Act 1995* and regulation 34 of the *Local Government (Administration) Regulations 1996*, council adopts the following annual fees for payment of elected members in lieu of individual meeting attendance fees:

President	\$25,773
Councillors	\$21,338

Pursuant to section 5.99A of the *Local Government Act 1995* and regulations 34A and 34AA of the *Local Government (Administration) Regulations 1996*, council adopts the following annual allowances for elected members:

Telecommunications Allowance	\$1,700
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Pursuant to section 5.98(5) of the *Local Government Act 1995* and regulation 33 of the *Local Government (Administration) Regulations 1996*, council adopts the following annual local government allowance to be paid in addition to the annual meeting allowance:

President	\$44,087
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Pursuant to section 5.98A of the *Local Government Act 1995* and regulations 33A of the *Local Government (Administration) Regulations 1996*, council adopts the following annual local government allowance to be paid in addition

of the annual meeting allowance:

Deputy President

\$11,022

- 13. ADOPT, for the FY2025/2026 financial year a variance in the Statement of Financial Activity of \$100,000 or 10% (whichever is lesser) for the reporting of material variances between the year-to-date budget and year to date actual information for disclosure purposes.**
- 14. Authorise the transfer of \$99,606 from the Building Maintenance Reserve to fund net costs for the Civic Centre Disability Access and Toilet Upgrade, within carryovers.**

**CARRIED
F7 - A0**

For: Cr Starcevich, Cr Davies, Cr Flanagan, Cr McMullen, Cr de Haas, Cr Graham, Cr Obourne

Item: 6.1

Rates Concession for 2025/26

Author/s	Vicki Thomson Sarah Bridge	Coordinator Revenue Corporate Accountant
Authorisator/s	Felicity Baxter	Director Corporate and Community Services

File Ref: D25/20946

Applicant

Shire of Esperance

Location/Address

Various locations around the Shire.

Executive Summary

For Council to consider offering a rates concession equivalent to half of the minimum rates to those properties considered to be provided with no services.

Recommendation in Brief

That Council grant a concession of \$747.50 under GRV and \$765.00 under UV to the properties as attached to be included within their 2025/26 rate notice.

Background

There are a small number of properties including Development Area 3 which have no infrastructure services such as roads, paths and drains to the property. Similarly, there is a property at Israelite Bay. Since 2018/19, Council has granted a concession to these properties to ensure fairness and equity to these property owners.

The Israelite Bay property has historically received a concession as it is leased crown land with a heritage building on it of whom the lessee has the responsibility to maintain. It is also located at least 40km beyond the last farming property in the area.

The Development Area 3 property owners have the option to sell their property to the Shire. For year ending 30 June 2025 there were no properties sold to the Shire. There was 1 property sold to Western Australian Land Authority (Development WA), which under *Section 32 Western Australian Land Authority Act 1992* is now non-rateable. Attached is a list of properties that received the concession last year and the proposed list for 2025/26 year.

Officer's Comment

To ensure fairness and equity to these property owners, it is requested that Council offer a rates concession as per the previous year.

The concession has been calculated based on the projected minimum rate of \$1,495 for GRV and \$1,530 for UV. This will result in a total waiver of \$16,462.50.

Consultation

Nil

Financial Implications

The financial implications arising from this report is \$16,462.50 and this has been allowed for within the draft budget.

Asset Management Implications

Nil

Statutory Implications

Section 6.47 *Local Government Act 1995*

Policy Implications

Nil

Strategic Implications

Council Plan 2022 – 2032

Leadership

A financially sustainable and supportive organisation achieving operational excellence

Environmental Considerations

Nil

Attachments

A1. Rates Concessions 2025/2026

Item: 6.1 Rates Concession for 2025/26

Moved: Cr Davies

Seconded: Cr Starceвич

S0825-099

That Council grant a concession of \$747.50 for GRV and \$765 UV to the properties as attached to be included within their 2025/26 rate notice.

CARRIED

F7 - A0

For: Cr Starceвич, Cr Davies, Cr Flanagan, Cr McMullen, Cr de Haas, Cr Graham, Cr Obourne

Rates Concession for 2025/26

Assessment Number	Lot #	Street	Suburb	2025 Concession	2026 Proposed Concession
GRV Vacant Unserviced					
16527	62	Parsons	SINCLAIR	\$715.50	\$747.50
16535	63	Parsons	SINCLAIR	\$715.50	\$747.50
16543	64	Parsons	SINCLAIR	\$715.50	\$747.50
30585	26	Gladstone	SINCLAIR	\$715.50	\$747.50
30593	27	Gladstone	SINCLAIR	\$715.50	\$747.50
30601	33	Gladstone	SINCLAIR	\$715.50	\$747.50
32896	17	Gibson	SINCLAIR	\$715.50	\$747.50
32920	21	Gibson	SINCLAIR	\$715.50	\$747.50
32938	22	Gibson	SINCLAIR	\$715.50	\$747.50
33001	34	Bay View	SINCLAIR	\$715.50	\$747.50
33019	35	Bay View	SINCLAIR	\$715.50	\$747.50
33027	36	Bay View	SINCLAIR	\$715.50	\$747.50
33175	51	Bay View	SINCLAIR	\$715.50	\$747.50
33266	60	Gladstone	SINCLAIR	\$715.50	\$747.50
33274	61	Moir	SINCLAIR	\$715.50	\$747.50
33282	62	Moir	SINCLAIR	\$715.50	\$747.50
33332	68	Moir	SINCLAIR	\$715.50	\$747.50
33399	75	Synnot	SINCLAIR	\$715.50	\$747.50
33431	79	Synnot	SINCLAIR	\$715.50	\$747.50
39529	135	Off Sims	PINK LAKE	\$715.50	\$0.00
57091	6	Parsons	SINCLAIR	\$715.50	\$747.50
57109	68	Parsons	SINCLAIR	\$715.50	\$747.50
UV Rural Unserviced					
76919	11	Balladonia	ISRAELITE BAY	\$732.00	\$765.00
				\$16,473.00	\$16,462.50

SOLD

7. MATTERS BEHIND CLOSED DOORS

Officer's Comment:

It is recommended that the meeting is behind closed doors for the following item, in accordance with section 5.23(2) of the Local Government Act 1995.

Moving behind closed doors

Moved: Cr Starcevich
Seconded: Cr Flanagan

S0825-100

That the meeting proceed behind closed doors in accordance with section 5.23(2) of the Local Government Act 1995, to consider the following items, which are considered confidential for the reasons indicated.

7.1 Elected Member Legal Assistance Request

This report is considered confidential in accordance with the Local Government Act 1995, as it relates to a matter affecting an employee or employees (Section 5.23(2)(a)); and the personal affairs of any person (Section 5.23(2)(b)); and legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting (Section 5.23(2)(d)).

**CARRIED
F7 - A0**

For: Cr Starcevich, Cr Davies, Cr Flanagan, Cr McMullen, Cr de Haas, Cr Graham, Cr Obourne

Coming from behind closed doors

Moved: Cr Graham
Seconded: Cr Davies

S0825-101

That the meeting come from behind closed doors.

**CARRIED
F7 - A0**

For: Cr Starcevich, Cr Davies, Cr Flanagan, Cr McMullen, Cr de Haas, Cr Graham, Cr Obourne

The Presiding Member read aloud the following Resolution;

7.1 Elected Member Legal Assistance Request

Moved: Cr Starcevich
Seconded: Cr Graham

S0825-102

That Council does not support the request as identified within the report as the request is inconsistent with POL 0037: Legal Representation Cost Indemnification.

**CARRIED
F7 - A0**

For: Cr Starcevich, Cr Davies, Cr Flanagan, Cr McMullen, Cr de Haas, Cr Graham, Cr Obourne

8. **CLOSURE**

The President declared the meeting closed at 10:25am.

These Minutes were confirmed at a meeting held on _____

Signed _____

Presiding Member at the meeting at which the Minutes were confirmed.

Dated _____