

NOTICE OF STANDING COMMITTEE MEETING

Dear Member

The next Ordinary Meeting of the Shire of Bridgetown-Greenbushes Local Laws, Strategy, Policy & Organisation Development Standing Committee Meeting to be held in the Council Chambers on Thursday, 9 March 2017 commencing at 5.30pm.

Signed by T Clynych



Date:

2 March 2017

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AGENDA

For a Meeting of the Local Laws, Strategy, Policy & Organisation Development Standing Committee to be held in the Council Chambers on Thursday, 9 March 2017 commencing at 5.30pm.

Meeting to be opened by the Presiding Member

Acknowledgment of Country – Presiding Member

On behalf of the Councillors, staff and gallery, I acknowledge the Noongar People, the Traditional Owners of the Land on which we are gathered, and pay my respects to their Elders both past and present.

Attendance & Apologies

- Presiding Member - A J Wilson
- J A Boyle
- S C Hodson
- D Mackman
- J R Moore
- J Nicholas
- A Pratico
- P Quinby
- P Scallan
- In Attendance - T P Clynch, CEO
- M Larkworthy, Executive Manager Corporate Services
- E Denniss, Executive Manager Community Services
- T M Lockley, Executive Assistant

Gallery

Petitions/Deputations/Presentations

Presentation
Forests for Life

Comment on Agenda Items by Parties With an Interest

Confirmation of Minutes

SC.01/0317 Ordinary Meeting held 9 February 2017

A motion is required to confirm the Minutes of the Ordinary Meeting of the Local Laws, Strategy, Policy & Organisation Development Standing Committee held 9 February 2017 as a true and correct record.

Announcements/Briefings by Elected Members

Notification of Disclosure of Interests

Section 5.65 or 5.70 of the Local Government Act requires a Member or Officer who has an interest in any matter to be discussed at a Committee/Council Meeting that will be attended by the Member or Officer must disclose the nature of the interest in a written notice given to the Chief Executive Officer before the meeting; or at the meeting before the matter is discussed.

A Member who makes a disclosure under Section 5.65 or 5.70 must not preside at the part of the meeting relating to the matter; or participate in; or be present during, any discussion or decision making procedure relating to the matter, unless allowed by the Committee/Council. If Committee/Council allow a Member to speak, the extent of the interest must also be stated.

Name	T Clynch
Type of Interest	Financial
Item No.	SC.03/0317 - Proposed Policy – Salary Packaging
Nature of Interest	The report concerns potential remuneration benefits noting however that my current contract of employment allows salary sacrificing to occur

Consideration of Motions of Which Previous Notice has been Given - Nil

Reports of Officers

Reports of Officers have been divided into the following Categories:

- Policy
- Local Laws
- Strategy
- Organisation Development

Policy

ITEM NO.	SC.02/0317	FILE REF.	
SUBJECT	Request for Council to Adopt a 'Wood Encouragement Policy'		
PROPONENT	W.A. Forest Communities Network		
OFFICER	Chief Executive Officer		
DATE OF REPORT	28 February 2017		

Attachment 1 Draft 'Wood Encouragement' Policy

OFFICER RECOMMENDATION that Council, noting the recommendation from its Sustainability Advisory Committee, declines to adopt the proposed Wood Encouragement Policy.

Summary/Purpose

The W.A. Forest Communities Network is requesting Council consider adopting a "Wood Encouragement Policy" (WEP) for application within the Shire of Bridgetown-Greenbushes. Within the last 12 months the policy has been adopted by the Shires of Manjimup and Nannup.

The draft policy was referred to Council's Sustainability Advisory Committee with that Committee recommending Council not adopt the policy in its current form.

Background

The mission of W.A. Forest Communities Network is to represent and act in the best interests of communities which are associated with forest and timber sectors in Western Australia and to foster a healthy and sustainable future for those communities and their associated forests.

W.A. Forest Communities Network encourages the sensible, balanced multiple use of our sustainable forests for the benefit of all Australians. Among W.A. FCN's many activities we aim to:

- Improve public knowledge, awareness and understanding of forest issues.
- Provide a national grassroots voice for people associated with Australia's sustainable forest-based communities.
- Help inform government decision-making processes so that balanced and well-founded decisions can be made.
- Ensure ecologically unique areas of Australian forests are properly managed.
- Provide factual and researched information to Australians on forest environments, sustainable management and related issues within rural communities.

The use of wood as a renewable building product that stores carbon has been acknowledged by Local Governments in countries such as New Zealand, the United Kingdom, Japan, Canada, Finland and the Netherlands who have adopted a WEP.

In December 2014, Latrobe City Council was the first local government in Australia to adopt a WEP. By way of summary, the purpose of the policy was to:

- a) Recognise the importance of the timber industry to both Latrobe City and the broader Gippsland region;
- b) Stimulate sustainable economic development within the timber and wood products industry and encourage value adding products within the industry;
- c) To promote the use of wood as a renewable building material available that stores carbon;
- d) Encourage the use of wood as a building material for construction and building fit out, with particular reference to their Council infrastructure;
- e) Recognise the positive attributes of wood as a construction material; and
- f) Encourage the use of responsibly sourced timber and other wood products.

The policy was formulated through detailed consultation with various stakeholder groups and a public consultation process.

Subsequently at its National Congress held June 2015, the Australian Local Government Association resolved *“That this National Assembly support the use and promotion of timber products by Local Government across Australia, using a policy similar to the Wood Encouragement Policy developed by Latrobe City Council.”* Since then various Local Governments throughout Australia have adopted similar WEP’s.

Various organisations such as Planet Ark and the WA Forest Communities Network (WA FCN) are promoting the adoption of WEP’s.

In November 2015, the WA Forest Communities Network held a “Wood in Focus Forum” in Bunbury. Following this, WA Forest Communities Network representatives attended the WA South West Zone of WALGA, held in Boyup Brook. These forums resulted in the Shire of Nannup investigating and in January 2016, adopting the pro forma policy, based on the Latrobe City Policy. In December 2016 the Shire of Manjimup adopted the policy with some minor alterations.

Sustainability Advisory Committee Comment and Recommendation

The draft Wood Encouragement Policy was referred to Council’s Sustainability Advisory Committee (SAC) for consideration and recommendation to Council. The SAC considered this at its meeting held on 15 February 2017 and have provided the following recommendation to Council:

That the Wood Encouragement Policy, as presented to the Committee, is not suitable or supportable in this current form. The document is ill defined especially in relation to the source of wood and has scant regard for all of the aspects of sustainability.

SAC are of the view that the draft policy is ill-defined or ambiguous rendering the interpretation of the policy meaningless. The SAC is critical that “sustainability” is used twice; once in the preamble and then later where it is defined as economical sustainability. The SAC is of the view that sustainability should reflect the triple bottom line; environment, economy, and social aspects; it should enshrine preservation in perpetuity and support the systems that life depends upon. Sustainability should reflect regenerative or restorative natures.

The SAC further comments that there is no distinction between forest timber which in its view is not sustainable in the south west and plantation timbers which are deemed sustainable.

Officer Comment

The draft policy has been prepared to encourage the use of wood in order to enhance employment and economic development. The W.A. Forest Communities Network promotes sustainable forest management as being about finding the balance – protecting our forests for future generations, while also providing many other benefits including the timber and timber products we use every day. It further states that for our forests to be truly sustainable they have to support all our communities' environmental, social and economic needs and values now and into the future.

The proposed policy wouldn't bind Council to using wood more than it does now. In reality our two most recent capital building projects (library and pool) had an extensive use of wood and didn't require a specific policy for this to occur. The need for the policy is therefore questioned at officer level.

Statutory Environment - Nil

Integrated Planning

- Strategic Community Plan
Objective 2 – our unique natural and built environment is protected and enhanced
Outcome 2.8 - Natural resources are used efficiently and effectively
Strategy 2.8.2 - Future development of Shire buildings incorporates environmentally sustainable design principles
- Corporate Business Plan - Nil
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan - Nil
- Other Integrated Planning - Nil

Budget Implications

Nil for adoption of the policy

Fiscal Equity – Not Applicable

Whole of Life Accounting – Not Applicable

Social Equity – Not Applicable

Ecological Equity

The Sustainability Advisory Committee has questioned the ecological relevance of the proposed policy.

Cultural Equity – Not Applicable

Risk Management

Adoption of an approach to use ‘wood first’ would be problematic as it would most likely result in a substantial increase in ongoing maintenance. Such an approach is not recommended.

Continuous Improvement – Not Applicable

Voting Requirements – Simple Majority

The CEO, being the author of the agenda item declares a financial interest in Item SC.03/0317 due to the report concerning potential remuneration benefits noting however that the CEO’s current contract of employment allows salary sacrificing to occur

ITEM NO.	SC.03/0317	FILE REF.	
SUBJECT	Proposed Policy – Salary Packaging		
OFFICER	Chief Executive Officer		
DATE OF REPORT	28 February 2017		

Attachment 2 Draft Policy – Salary Packaging

OFFICER RECOMMENDATION that Council adopt Policy A.26 – Salary Packaging.

Summary/Purpose

In response to a recent approach from a Shire employee a draft Salary Packaging Policy has been prepared for Council consideration.

Background

Recently the CEO was approached by a member of the Shire staff wishing to enter into a salary packaging proposal in order to enter into a novated lease for a private motor vehicle.

Currently other than salary sacrificing superannuation payments only Shire staff employed on fixed term contracts are eligible to enter into salary packaging. The above employee is not employed on a fixed term contract. The CEO undertook to develop a draft policy for presentation to Council in order to determine if Council wished to facilitate access by all permanent employees to the benefits of salary packaging.

Salary Packaging means an arrangement between an employee and employer whereby the employee elects to exchange cash salary for benefits but for the purposes of the draft policy does not include superannuation contributions.

Superannuation is already offered as a salary packaging benefit by the Shire of Bridgetown-Greenbushes and will continue to be offered outside of this Policy.

Salary Packaging is primarily a staff attraction and retention tool however to date the absence of such a policy hasn’t been shown to be a disincentive for staff attraction or retention.

Under the draft Policy salary packaging will be made available to employees as a benefit in accordance with any operational practices and procedures implemented by the CEO and in accordance with ATO legislation, rulings, and any other relevant legislation, as amended from time to time, but only to the extent of the Allowable Benefits as defined. These Allowable Benefits are:

- Work Related Items – i.e. laptops, mobile phones
- Novated Leasing of Vehicles
- Remote Area Housing Benefit - Rental
- Remote Area Housing Benefit Mortgage Interest
- Remote Area Domestic Energy

Some of the key points of the draft policy are:

- Salary Packaging Arrangements will be administered at no financial cost to the Shire and where required by the CEO (or when required the external salary package provider administering the package). As part of any salary packaging arrangement, the cost of administering the package (if applicable) is to be met by the participating employee. Prior to approval by the CEO of any Salary Packaging Arrangements the participating employee is to be provided with a cost estimate for the Shire to administer the package in the form of an estimate of the number of hours per annum that Shire staff will expend on administering the employee's Salary Packaging Arrangements with an annual administration fee calculated based on the estimated hours times the salary and overheads of the relevant employee charged with administering the Shire's end of the arrangements. This administration fee will be charged against the employee as a payroll deduction and a written agreement is to be entered into prior to the Salary Packaging Arrangements commencing.
- All employees entering into a salary packaging arrangement for the purposes of an allowable benefit must enter into an agreement as appropriate to the type of benefit. All employees must ensure compliance with the agreement entered into and all organisational practices and procedures, as amended from time to time.
- Any Fringe Benefits Tax (FBT) or other tax liability is to be met by the participating employee and the employee must agree to this by signing a salary packaging agreement prior to entering into a salary packaging arrangement with the Shire.
- It is an individual employee's responsibility to monitor packaging arrangements and to be aware of and responsible for any individual consequences of participating in an arrangement relating to allowable benefits. The Shire strongly urges employees contemplating salary packaging to seek independent financial or other appropriate advice.
- Benefits of participation will vary according to individual circumstances and individual participation, therefore participation is a matter of individual employee decision, responsibility and risk.

- In the event of tax rulings or laws changing the Shire of Bridgetown-Greenbushes takes no responsibility or liability for the rectification, amendment or ceasing of any existing Salary Packaging arrangement.

Statutory Environment

Salary packaging is a complex area of remuneration management and the Council must comply with the requirements of the Australian Taxation Office (“ATO”) and relevant State and Federal taxation legislation and regulations associated with FBT and salary packaging.

Integrated Planning

- Strategic Community Plan
Objective 4 – a collaborative and engaged community
Outcome 4.7 – a high standard of human resource management practices
- Corporate Business Plan - Nil
- Long Term Financial Plan - Nil
- Asset Management Plans – Not Applicable
- Workforce Plan
Although employee benefits such as opportunities for salary packaging aren’t specifically referenced in the Workforce Plan there does exist various comments advocating the development of recruitment and retention systems. The provision of salary packaging is an increasingly common staff attraction/retention tool for local governments.
- Other Integrated Planning - Nil

Policy

The provision of salary packaging opportunities to employees is proposed via a Council policy rather than inclusion in an employee collective agreement or enterprise bargaining agreement as it gives the Council flexibility to review the arrangement in future, particularly if changes occur to applicable taxation rules.

Budget Implications

Any salary packaging benefits other than work related items must be administered through an external provider. No charges are to be incurred by the Shire for the set-up of the Salary Packaging arrangements. Any costs charged by the external provider will be built into the contract or arrangement between it and the employee. The cost of any associated fees and charges (administrative or FBT) for each package arrangement will be borne by the employee. The administrative costs for the Shire to administer the relevant payroll deductions will be reimbursed by the employee in the form of a separate (minimal) payroll deduction.

Fiscal Equity – Not Applicable

Whole of Life Accounting – Not Applicable

Social Equity – Not Applicable

Ecological Equity – Not Applicable

Cultural Equity – Not Applicable

Risk Management

The draft policy clearly states that FBT or other tax liability is to be met by the participating employee and it is an individual employee's responsibility to monitor packaging arrangements and to be aware of and responsible for any individual consequences of participating in an arrangement relating to allowable benefits.

Continuous Improvement – Not Applicable

Voting Requirements – Simple Majority

Local Laws - Nil

Strategy

ITEM NO.	SC.04/0317	FILE REF.	
SUBJECT	The Youth Plan 2017-2021		
OFFICER	Grants and Services Manager		
DATE OF REPORT	9 March 2017		

Attachment 3	Written Submission Blackwood Youth Action Inc
Attachment 4	Submission Schedule
Attachment 5	Revised Draft Youth Plan 2017-2021
Attachment 6	Instrument of Appointment

OFFICER RECOMMENDATION That Council:

1. *Notes the content of the written submission received from Blackwood Youth Action as per Attachment 3 and the notes the Submission Schedule as per Attachment 4.*
2. *Adopts the revised Draft Youth Plan 2017-2021 (Attachment 5) with the 2 changes as identified in Attachment 2 as follows:*
 - (i) *On page 14 where the names of the service providers and youth organisations are detailed, No 11 Blackwood Youth Advocacy Inc. will be changed to read Blackwood Youth Action Inc.*
 - (ii) *On Page 14, in the Key Theme Table under the heading "Concerns" the points below will be included:*
 - *Lack of accessibility to services due to transport.*
 - *Small number of services available*
 - *Lack of anonymity*
 - *Few opportunities in the out of school environment to support and engage marginalised and at risk youth.*
3. *Adopts the Youth Advisory Committee Instrument of Appointment & Delegation as per Attachment 6.*

Summary/Purpose

1. This recommendation seeks to note the content of the written submission received during the submission period for the Youth Plan 2017-2021 and the officer comments in relation to the submissions received.
2. This recommendation seeks to endorse the revised draft Youth Plan 2017-2021 incorporating the following changes:
 - (iii) On page 14 where the names of the service providers and youth organisations are detailed, No 11 Blackwood Youth Advocacy Inc. will be changed to read Blackwood Youth Action Inc.
 - (iv) On Page 14, in the Key Theme Table under the heading “Concerns” the points below will be included:
 - Lack of accessibility to services due to transport.
 - Small number of services available
 - Lack of anonymity
 - Few opportunities in the out of school environment to support and engage marginalised and at risk youth.
3. Committees established under Section 5.9 of the Local Government Act are required to have their members appointed by an absolute majority vote and have an Instrument of Appointment & Delegation endorsed by Council. Council have endorsed the establishment of a Youth Advisory Committee and decided to review the Instrument of Appointment and Delegation upon the completion of the period of public consultation.

Background

In May 2014 the Shire was given the opportunity to receive funding to the value of \$10,000 through the Department of Communities, now the Department of Local Government and Communities, to complete comprehensive youth consultation based on a participatory decision making model of consultation.

In May 2015 Council were offered a second amount of \$10,000 from the Department of Local Government and Communities to assist with the completion of the strategy and begin planning the implementation of the strategy based on the outcomes of the consultation. This sum was offered the Local Governments that had received the initial funding in a non-competitive funding offer.

Initial planning for the youth consultation process began in late 2014 when a consultant was identified who was enthusiastic and willing to approach the consultation process based on participatory decision making principles and requirements, which often require increased time frames and creative capacity.

The consultant was contracted to work with Shire officers to complete the consultation and draft Youth Plan. After meeting with each of the principals from the regional high schools in November 2014 it was agreed to defer the consultation process until 2015 given the study requirements of students toward the end of each school year.

The project was further deferred until the completion of the consultation for the review of the Age Friendly Communities Plan. The consultation for the Age Friendly Community Plan was completed and the plan written by March 2016. The Age Friendly Community Plan and was adopted by Council in June 2016.

Planning for the Youth consultation began in earnest in early 2016 with a visit to each of the schools to discuss the revised methodology and a comprehensive review of Councils current strategies and the inclusion of a group of youth engagement specialists, The Makers.

The comprehensive consultation for the Youth Plan included:

- Review of current strategies
- Review of regional youth services
- Stakeholder Interviews
- Discussion with the principals from Manjimup Senior High School, Bridgetown High School and Kearnan College
- Youth engagement activity at each school
- Youth Leadership Team invitations for participation
- HACK day
- Pilot testing of community survey
- Survey available online and hard copy from;
 - Regional High Schools
 - Bridgetown Library
 - Bridgetown Leisure Centre
 - Shire Facebook Page link
 - Greenbushes CRC
- Activities planning (Dunk Tank and BLC Take Over)
- Activities facilitation
- Agreement on relevant inclusions for the new plan

The aim of the process was to establish and work with a youth focus group from a broad cross-section of the community to delve into the community's assets, opportunities, issues and challenges for our young people.

Since mid-2016, Shire officers and a community development consultant engaged with the Youth Leadership Team (YLT) on a regular basis. YLDT determined the frequency, duration and location for each meeting over a four-month period.

The YLT was formed to assist officers to connect and engage with other young people throughout the Shire. Together, the YLT identified and prioritised ideas and projects that were identified as being important to enable change and growth. At the end of the consultation process the YLT (also known as HACK) formed a positive and innovated team of young people, most of whom wish to continue working together to implement the Youth Strategy.

Importantly, this process has provided the focus group members with an opportunity to learn more about how democratic decision-making works in local government. This has include; prioritizing competing projects; expenditure/budgeting; key focus areas; and the importance of working in partnership with other groups in the delivery of prioritized youth projects.

In December 2016 in a Special Meeting of Council (SpC.01/1216) it was decided in part to note the draft Youth Plan 2017-2021 and seek community comment on the document for a period of 6 weeks prior to formal endorsement.

In the same meeting (SpC.01/1216a) Council also decided to establish a Youth Advisory Committee to implement Councils strategic objectives regarding young people within the Shire (SpC.01/1216d) and defer consideration of the draft Instrument of Appointment & Delegation for the Youth Advisory Committee until the public consultation period was completed.

Officer Comment

The revised Draft Youth Plan 2017-2021 provides a clear snapshot of the current socio-economic, physical and emotional wellbeing of members of the community aged between 12 and 18 years. The Plan has been compiled to aid Council's decision making regarding the current and future needs and concerns of this demographic of the community over the next 5 years as an informing strategy in the Integrated Planning Framework and suite of documents.

The Draft Youth Plan 2017-2021 has been available to the community for comment for the approved time frame of 6 weeks, concluding on the 24 February 2017. During this time 1 submission was received. The submission detailed a number of points which have been summarised in the Submission Schedule (refer Attachment 4) and has led to 2 recommended changes being suggested in the finalization of the Youth Plan 2017-2021.

Should Council endorse the Youth Advisory Committee Instrument of Appointment & Delegation, written expressions of interest will be sought from community representatives with a view of bringing the nominations to Council for endorsement at the April Council meeting.

Statutory Environment - Not Applicable

Section 5.10 of the *Local Government Act 1995*, outlines the process for appointing committee members.

Section 5.10(2) of the Act states that any given time each council member is entitled to be a member of at least one committee. As all councillors are members of the Standing Committee this section of the Act is currently fulfilled.

Section 5.10(4) of the Act requires that if the President wishes to be a member of a committee he/she is to be automatically appointed to that committee.

Policy/Strategic Implications

The recommendations impact on a key strategic document review and affect documents included as informing strategies in the Community Services Strategy to provide guidance to officers with regard to service delivery. The Draft Youth Plan 2017-2021 will, once finalised, becoming an informing strategy within the Integrated Planning Framework, in particular informing the Strategic Community Plan.

Budget Implications – Not Applicable

There are no budget implications directly associated with the recommendations. The Youth Advisory Committee will, in due course, require Council consideration of expenditure and it is expected that this will be addressed through the annual budget planning process and existing budget allocations provided for youth service delivery.

Fiscal Equity – Not Applicable

Whole of Life Accounting

The Plan will provide representative strategic direction to assist with Councils decision making in relation to service delivery so that whole of life accounting implications are considered.

Social Equity

The aim of the recommendations is to seek to improve social equity by continuing to progress the ongoing development of youth involvement, engagement and inclusion in the community by ensuring that the Youth Plan is current and representative of the needs of youth in the community.

Ecological Equity – Not Applicable

Cultural Equity – Not Applicable

Risk Management

Council can mitigate risk in service provision investment by ensuring that the strategic document is representative and current, increasing Council's understanding of the community and ensuring the representative nature of the direction and decisions of Council.

Continuous Improvement

Council can achieve continuous improvement in service provision by ensuring that the strategic documents that guide Councils decision making are "living" documents that accurately reflect the evolving needs and preferences of the sector of the community the document is intended to support.

Voting Requirements

An Absolute Majority is required for the establishment of an Advisory Committee.

Organisation Development

ITEM NO.	SC.05/0317	FILE REF.	209
SUBJECT	Rolling Action Sheet		
OFFICER	Chief Executive Officer		
DATE OF REPORT	1 March 2017		

Attachment 7 Rolling Action Sheet

OFFICER RECOMMENDATION that the information contained in the Rolling Action Sheet be noted.

Summary/Purpose

The presentation of the Rolling Action Sheet allows Councillors to be aware of the current status of Items/Projects that have not been finalised.

Background

The Rolling Action Sheet has been reviewed and forms an Attachment to this Agenda.

Statutory Environment – Nil

Policy/Strategic Plan Implications – Nil

Budget Implications – Nil

Fiscal Equity – Not Applicable

Whole of Life Accounting – Not Applicable

Social Equity – Not Applicable

Ecological Equity – Not Applicable

Cultural Equity – Not Applicable

Risk Management – Not Applicable

Continuous Improvement – Not Applicable

Voting Requirements – Simple Majority

Urgent Business Approved by Decision

Responses to Elected Members Questions Taken on Notice

Elected Members Questions With Notice

[Elected Members Questions with Notice should be submitted to the Executive Assistant prior to 10.00am on the day of the Standing Committee Meeting]

Briefings by Officers

Notice of Motions for Consideration at Next Meeting

Matters Behind Closed Doors

Closure

The Presiding Member to close the Meeting

List of Attachments

Attachment	Item No.	Details
1	SC.02/0317	Draft 'Wood Encouragement' Policy
2	SC.03/0317	Draft Policy – Salary Package
3	SC.04/0317	Written Submission Blackwood Youth Action Inc
4	SC.04/0317	Submission schedule
5	SC.04/0317	Revised Draft Youth Plan 2017-2021
6	SC.04/0317	Instrument of Appointment
7	SC.05/0317	Rolling Action Sheet

Agenda Papers checked and authorised by CEO, Mr T Clynych		2.3.17
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