

1. DECLARATION OF OPENING

The Chief Executive Officer, Mr Rob Paull opened the meeting at 7.30 pm.

2. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Councillors

Cr. L Baker
Cr. S G Hardingham
Cr. B D Praetz
Cr. D L Hickey
Cr. M B Dickinson
Cr. F R Gilmour

Chief Executive Officer
Deputy Chief Executive Officer
Justice of the Peace
Recruitment Services Manager, WALGA (Item 9.4)

R L Paull
T L Dayman
M A Weguelin
L Highfield

3. PUBLIC QUESTION TIME

There were no questions from the public.

4. DECLARATIONS OF INTEREST

There were no Declarations of Interest.

5. ELECTION OF PRESIDENT

Applicant:	Shire of Corrigin
Location:	Shire of Corrigin
Date:	20 October 2017
Reporting Officer:	Rob Paull, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	GOV 0021
Attachment Reference:	Attachment No.5

BACKGROUND

Pursuant to clause 4 of Division 1 of Schedule 2.3 of the Local Government Act 1995 (Act), the Council is required to appoint a President at its first meeting following an election day. The Chief Executive Officer (CEO) is to preside at the meeting until the office is filled and the election is to be conducted by the CEO in accordance with the procedure prescribed in the Act. Accordingly, the CEO will call for Councillors to nominate as candidates at the meeting. All Councillors, including newly elected Councillors, are eligible to nominate.

STATUTORY ENVIRONMENT

Local Government Act 1995:

The roles and responsibilities of the President are outlined in the *Local Government Act 1995*:

"2.8 Role of mayor or president

- (1) *The mayor or president —*
 - (a) *presides at meetings in accordance with this Act; and*
 - (b) *provides leadership and guidance to the community in the district; and*
 - (c) *carries out civic and ceremonial duties on behalf of the local government; and*
 - (d) *speaks on behalf of the local government; and*
 - (e) *performs such other functions as are given to the mayor or president by this Act or any other written law; and*
 - (f) *liaises with the CEO on the local government's affairs and the performance of its functions."*

In the event that there is more than one nomination for the position of President, the CEO will act in the position of Returning Officer to conduct the ballot as required under the Local Government Act 1995. The ballot for the position of President will be conducted pursuant to the provisions of clause 4 of Division 1 of Schedule 2.3 of the Act as outlined below:

"4. How mayor or president is elected

- (1) *The council is to elect a councillor to fill the office.*
- (2) *The election is to be conducted by the CEO in accordance with the procedure prescribed.*
- (3) *Nominations for the office are to be given to the CEO in writing before the meeting or during the meeting before the close of nominations.*
- (3a) *Nominations close at the meeting at a time announced by the CEO, which is to be a sufficient time after the announcement by the CEO that nominations are about to close to allow for any nominations made to be dealt with.*
- (4) *If a councillor is nominated by another councillor the CEO is not to accept the nomination unless the nominee has advised the CEO, orally or in writing, that he or she is willing to be nominated for the office.*
- (5) *The councillors are to vote on the matter by secret ballot as if they were electors voting at an election.*
- (6) *Subject to clause 5(1), the votes cast under subclause (5) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 (which deals with determining the result of an election) as if those votes were votes cast at an election.*
- (7) *As soon as is practicable after the result of the election is known, the CEO is to declare and give notice of the result in accordance with regulations, if any."*

The ballot for President will be undertaken using the preferential voting system with the CEO being the Returning Officer.

The winner will be declared elected to the position of President for a two-year term and will be required to read (and sign) a form titled "Declaration for the Office of President" (Electoral Form 7) in accordance with Regulation 13(1)(c) of the Local Government (Constitution) Regulations 1996 (**Attachment 5**).

The Chief Executive Officer Mr Rob Paull called for nominations as President.

The Chief Executive Officer advised that one (1) nomination in writing had been received by the Chief Executive Officer prior to the meeting. The nomination was from Cr Baker.

The Chief Executive Officer allowed sufficient time for any other nominations for the position of President. The Chief Executive Officer advised that should there be more than one candidate, the candidates presentation would be limited to a maximum of 5 minutes.

As Cr Baker was the only nomination, the Chief Executive Officer declared Cr Baker duly elected as President.

Cr Baker made a declaration of office before Mr Michael Weguelin JP in accordance with s2.29 of the Local Government Act 1995. Cr Baker took the chair at 7.35pm.

The Chief Executive Officer announces that Cr Baker was elected as President for the ensuing two-year period.

Cr Baker resumed the Chair.

COUNCIL RESOLUTION

(232/2017) Moved: Cr Dickinson; Seconded Cr Hickey

That Council by Simple Majority, in relation to the Ordinary election, as carried out under Local Government Act 1995 Schedule 2.3 (When and How mayors, presidents, deputy mayors and deputy presidents are elected by the council) resolve to:

- 1. AFFIRM that the requirement set under Section 2.29 (Oath or affirmation of allegiance and declaration) of the elected President Cr Baker has been done.***

Carried 6/0

6. ELECTION OF DEPUTY PRESIDENT

Applicant:	Shire of Corrigin
Location:	Shire of Corrigin
Date:	20 October 2017
Reporting Officer:	Rob Paull, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	GOV 0021
Attachment Reference:	Attachment No. 6

BACKGROUND

Pursuant to clause 7 of Division 2 of Schedule 2.3 of the Local Government Act 1995, the Council is required to appoint a Deputy President at its first meeting following an election day. Accordingly, the Shire President will call for Councillors to nominate as candidates at the meeting.

All Councillors (not including the President) along with newly elected Councillors, are eligible to nominate.

STATUTORY ENVIRONMENT

Local Government Act 1995:

The roles and responsibilities of the Deputy President are outlined in the *Local Government Act 1995*:

"2.9 Role of the deputy mayor or deputy president

The deputy mayor or deputy president performs the functions of the mayor or president when authorised to do so under section 5.34."

Section 5.34 states:

5.34. When deputy mayors and deputy presidents can act

If —

- (a) the office of mayor or president is vacant; or*
- (b) the mayor or president is not available or is unable or unwilling to perform the functions of the mayor or president,*

then the deputy mayor may perform the functions of mayor and the deputy president may perform the functions of president, as the case requires."

The roles and responsibilities of the President are outlined in the *Local Government Act 1995*:

"2.8 Role of mayor or president

(1) The mayor or president —

- (a) presides at meetings in accordance with this Act; and*
- (b) provides leadership and guidance to the community in the district; and*
- (c) carries out civic and ceremonial duties on behalf of the local government; and*
- (d) speaks on behalf of the local government; and*
- (e) performs such other functions as are given to the mayor or president by this Act or any other written law; and*
- (f) liaises with the CEO on the local government's affairs and the performance of its functions."*

The Deputy President is also entitled to one quarter of the Shire Presidents allowance in addition to Council sitting fees.

In the event that there is more than one nomination for the position of Deputy President, the CEO will act in the position of Returning Officer to conduct the ballot as required under the Local Government Act 1995. The ballot for the position of Deputy President will be conducted pursuant to the provisions of clause 8 of Division 2 of Schedule 2.3 of the Local Government Act 1995 as outlined below:

"8. How deputy mayor or deputy president is elected

- (1) The council is to elect a councillor (other than the mayor or president) to fill the office.*
- (2) The election is to be conducted in accordance with the procedure prescribed by the mayor or president, or if he or she is not present, by the CEO.*
- (3) Nominations for the office are to be given to the person conducting the election in writing before the meeting or during the meeting before the close of nominations.*

- (3a) Nominations close at the meeting at a time announced by the person conducting the election, which is to be a sufficient time after the announcement by that person that nominations are about to close to allow for any nominations made to be dealt with.*
- (4) If a councillor is nominated by another councillor the person conducting the election is not to accept the nomination unless the nominee has advised the person conducting the election, orally or in writing, that he or she is willing to be nominated for the office.*
- (5) The council members are to vote on the matter by secret ballot as if they were electors voting at an election.*
- (6) Subject to clause 9(1) the votes cast under subclause (5) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 as if those votes were votes cast at an election.*
- (7) As soon as is practicable after the result of the election is known, the person conducting the election is to declare and give notice of the result in accordance with regulations, if any."*

The ballot for Deputy President will be undertaken using the preferential voting system with the CEO being the Returning Officer.

The winner will be declared elected to the position of Deputy President and will be required to read (and sign) a form titled "Declaration for the Office of Deputy President" (Electoral Form 7) in accordance with Regulation 13(1)(c) of the Local Government (Constitution) Regulations 1996 (**Attachment 6**).

The Shire President Cr Baker called for nominations for Deputy President.

The Shire President advised that one (1) nomination in writing had been received by the Chief Executive Officer prior to the meeting. The nomination was from Cr Hickey.

The Shire President allowed sufficient time for nominations for any other the position of Deputy President. The Shire President advised that should there be more than one candidate, the candidates presentation would be limited to a maximum of 5 minutes.

As Cr Hickey was the only nomination, the Shire President declared Cr Hickey duly elected as Deputy President.

Cr Hickey made a declaration of office before Mr Michael Weguelin JP in accordance with s2.29 of the Local Government Act 1995.

The Shire President announces that Cr Hickey was elected as Deputy President for the ensuing two-year period.

COUNCIL RESOLUTION

(233/2017) Moved: Cr Dickinson; Seconded Cr Hardingham

That Council by Simple Majority, in relation to the Ordinary election, as carried out under Local Government Act 1995 Schedule 2.3 (When and How mayors, presidents, deputy mayors and deputy presidents are elected by the council) resolve to:

- 1. AFFIRM that the requirement set under Section 2.29 (Oath or affirmation of allegiance and declaration) of the elected Deputy President Cr Hickey has been done.***

Carried 6/0

The Shire President thanked Mr Weguelin for making himself available to Council and for his attendance.

Mr Weguelin left the meeting at 7.38pm

7. ALLOCATION OF SEATING OF COUNCILLORS BY CHIEF EXECUTIVE OFFICER

Applicant:	Shire of Corrigin
Location:	Shire of Corrigin
Date:	20 October 2017
Reporting Officer:	Rob Paull, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	GOV 0021
Attachment Reference:	Nil

Clause 11.4.1 of the Shire of Corrigin Local Laws Relating to Standing Orders (Standing Orders) provides the method of allocating seating positions to elected members.

“At the first ordinary meeting attended by a councillor after election, the Chief Executive Officer shall allot a position at the council table to each councillor and the councillor shall, until such time as there is a call by a majority of councillors for a re-allotment of positions, occupy that position when present at meetings of the council.”

In accordance with the Standing Orders, seating was allocated at the discretion of the Chief Executive Officer and Councillors advised as follows:

Right to left from main table:

Minute Taker
Chief Executive officer
Shire President
Deputy Shire President

Right to Left at curved table as facing towards the main table

Visitor seating
Vacant seat (Councillor)
Cr Dickinson
Cr Praetz
Cr Hardingham
Cr Gilmore
Deputy Chief Executive Officer
Manager of Finance

7. COPIES OF LOCAL GOVERNMENT ACT 1995 AND LOCAL LAWS TO COUNCILLORS

Applicant:	Shire of Corrigin
Location:	Shire of Corrigin
Date:	20 October 2017
Reporting Officer:	Rob Paull, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	GOV 0021
Attachment Reference:	Attachment No. 8

Clause 21.1 of the Shire of Corrigin Local Laws Relating to Standing Orders (Standing Orders) states:

21.1 Copies of Act and Standing Orders and papers to Councillors of the Council

The Chief Executive Officer shall provide to each Councillor as soon as convenient after being elected to office, a copy of the Act and local laws regulating and governing the administration of the local government.

The reference to the 'Act' in the Standing Orders is the Local Government Act 1995. In this regard, the Standing Orders are included as **Attachment 8**.

To ensure a manageable size of the Agenda, the following links provide a Web based access to the Act and local government local laws:

Local Government Act 1995

http://www.slp.wa.gov.au/legislation/statutes.nsf/main_mrtitle_551_homepage.html

Local Government Local Laws

<http://dlg.wa.gov.au/Content/Legislation/LocalLaws/LocalLawsRegister.aspx>

A 'hard copy' of the Act and local laws can be provided to Councillors upon request.

All other Western Australian Acts and Regulations

<http://www.slp.wa.gov.au/legislation/statutes.nsf/default.html>

In addition to the above, the Shire staff will provide all new Councillors with an 'information pack' addressing the roles, responsibilities and general information on the operations of the Shire.

All Councillors were provided with a hard copy of the Standing Orders as part of the Agenda.

In addition Cr Gilmore was provided with the 2017/2018 Annual Budget (under separate cover) Shire of Corrigin Aged Friendly Care Plan; Shire of Corrigin Economics and Tourism Strategy Action Plan 2017; Shire of Corrigin Economics and Tourism Strategy Background Analysis 2017; Shire of Corrigin Economics and Tourism Strategy 2017; Shire of Corrigin Corporate Business Plan 2017-2021; and Shire of Corrigin Strategic Community Plan 2017 – 2027. No Councillors sought a hard copy of the Local Government Act or Local Laws.

8.0 APPOINTMENTS TO COMMITTEES

8.1. APPOINTMENT OF MEMBERS TO COMMITTEES OF COUNCIL

Applicant:	Shire of Corrigin
Location:	Shire of Corrigin
Date:	20 October 2017
Reporting Officer:	Rob Paull, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	GOV 0021
Attachment Reference:	Attachments 9.1A – 9.1E

SUMMARY

Council is requested to establish the purpose and operations of its committees along with appointing members to the respective committee and where acceptable, delegating responsibilities to the committees.

BACKGROUND

Following the 2015 Local Government elections, Council established the following Committees and appointed the following persons as members:

Works and General Purposes Committee:

Cr Dickinson, Cr Hardingham, Cr Hickey, Cr Praetz, Cr Pridham*

Infrastructure and Building Maintenance Committee

Cr Baker, Cr Dickinson, Cr Hardingham, Cr Mason

Audit and Risk Management Committee

All Councillors

Chief Executive Officer's Performance Review Occasional Committee

All Councillors

Local Emergency Management Committee

Cr Baker (as President) and Cr Hickey (as Deputy President)

* Note: Cr Pridham resigned for the Committee in February 2017 and was replaced by Cr Mason

The tenure of members of Council Committees expired on Local Government Election Day of 21 October 2017.

COMMENT

Detailed below are the various committees for which elected members representation is sought. In 2015, Council defined the purpose and operations of each committee and for Council's consideration, these have again been defined (Refer **Attachments 9.1A - 9.1E**).

Any delegation available to a committee is prescribed in respective *Instrument of Appointment and Delegation*. For all Committees, the Chief Executive Officer and other Shire staff members will provide advice and administrative support to the Committee. Council may add to or remove any of the committees listed as below:

*Minutes of the Special Meeting of Council held in the Shire of Corrigin Council Chambers on
Monday 23 October 2017*

	<i>COMMITTEES WITHIN THE SHIRE</i>	<i>REQUIRED</i>	<i>MEETINGS</i>	<i>APPROXIMATE DURATION</i>
1	<i>Works and General Purposes Committee (Attachment 9.1A)</i>	<i>Comprising 4 Elected Members</i>	<i>Twice Yearly</i>	<i>1 hour (depending on inspections)</i>
2	<i>Infrastructure and Building Maintenance Committee (Attachment 9.1B)</i>	<i>Comprising 4 Elected Members</i>	<i>Twice Yearly</i>	<i>1 hour (depending on inspections)</i>
3	<i>Audit and Risk Management Committee (Attachment 9.1C)</i>	<i>All Councillors</i>	<i>Three times a year</i>	<i>2 hours</i>
4	<i>Chief Executive Officer's Performance Review Occasional Committee (Attachment 9.1D)</i>	<i>All Councillors</i>	<i>Once yearly</i>	<i>2 hours</i>
5	<i>Local Emergency Management Committee (Attachment 9.1E)</i>	<i>President and Deputy President</i>	<i>Four times a year:</i> <ul style="list-style-type: none"> • <i>March</i> • <i>July</i> • <i>September</i> • <i>December</i> 	<i>1 hour</i>

The Shire President has the right to be represented on any Council committee. The Shire President is to call for nominations for each of the above committees and preside over any required ballot to determine appointment(s) to the committees. Should the Shire President not wish to be a member of a committee, Council may need to appoint an additional Councillor, depending on the respective *Instrument of Appointment and Delegation*.

A further factor Council may wish to consider is that the Extra-Ordinary Election for seventh position of Council is to be held on 9 December 2017 (which could be at a Special Meeting or at the Ordinary Meeting of 19 December 2017). In this regard, Council may wish to defer consideration of the Committees that are not to be held until after the Extra-Ordinary Election and the swearing-in of the Councillor.

The only Committee that is likely to be held before the swearing-in of the seventh Councillor and should be filled is the:

- *Audit and Risk Management Committee*
- *Corrigin Local Emergency Management Committee*

STATUTORY ENVIRONMENT

Local Government Act 1995:

5.8. *Establishment of committees*

A local government may establish committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.*

** Absolute majority required.*

5.11. *Committee membership, tenure of*

- (1) *Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until —*
 - (a) *the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be; or*
 - (b) *the person resigns from membership of the committee; or*
 - (c) *the committee is disbanded; or*
 - (d) *the next ordinary elections day, whichever happens first.*

- (2) *Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until —*
 - (a) *the term of the person's appointment as a committee member expires; or*
 - (b) *the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant; or*
 - (c) *the committee is disbanded; or*
 - (d) *the next ordinary elections day, whichever happens first.*

The Emergency Management Act 2005:

20. *Directions to, and duties of, public authorities*

20(4) *A public authority that is given a role and responsibilities under a State Emergency Management Policy is to comply with the State Emergency Management Policy. Subject to this section, the constitution and procedures of a local emergency management committee, and the terms and conditions of appointment of members are to be determined by the SEMC"*

38. *Local emergency management committees*

- (1) *A local government is to establish one or more local emergency management committees for the local government district;*
- (3) *A local emergency management committee consists of –*
 - (a) *A Chairman and other members appointed by the relevant local government in accordance with sub section (4);*
 - (b) *If the local emergency coordinator is not appointed as chairman of the committee, the local emergency coordinator for the local government district.*
- (4) *Subject to this section, the constitution and procedures of a local emergency management committee, and the terms and conditions of appointment of members are to be determined by the SEMC.*

POLICY IMPLICATIONS

There are no known policies or policy implications relating to this Item.

FINANCIAL IMPLICATIONS

Budgeted expenditure for meeting fees and cost associated with committees.

COMMUNITY & STRATEGIC OBJECTIVES

The matter before Council generally accords with the following Shire desired outcome as expressed in the revised Shire of Corrigin Strategic Community Plan 2013-2023 and Corporate Business Plan 2017-2021:

Objective: Leadership
Strong Governance and leadership

Outcome 4.1 - A strategically focussed dynamic Council serving the community

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.1.1	Provide leadership, communication and active engagement with the community	4.1.1.1	Elected members provide strategic leadership for the benefit of the community.

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION 1

That Council, in accordance with the Instrument of Appointment and Delegation of the Works and General Purposes Committee (Attachment 9.1A) and s 5.10 & 5.11A Local Government Act 1995 appoints (4 positions):

- *Councillor as a member of the Works and General Purposes Committee*
- *Councillor as a member of the Works and General Purposes Committee*
- *Councillor as a member of the Works and General Purposes Committee*
- *Councillor _____ as a member of the Works and General Purposes Committee*

COUNCIL RESOLUTION

(234/2017) Moved: Cr Hardingham; Seconded Cr Gilmore

That Council defer appointment and Delegation of the Works and General Purposes Committee until the swearing-in of the seventh Corrigin Councillor.

Carried 6/0

OFFICER'S RECOMMENDATION 2

That Council, in accordance with the Instrument of Appointment of the Infrastructure and Building Maintenance Committee (Attachment 9.1B) and s 5.10 & 5.11A Local Government Act 1995 appoints (4 positions):

Councillor _____ as a member of the Infrastructure and Building Maintenance Committee

- *Councillor _____ as a member of the Infrastructure and Building Maintenance Committee*
- *Councillor _____ as a member of the Infrastructure and Building Maintenance Committee*
- *Councillor _____ as a member of the Infrastructure and Building Maintenance Committee*

COUNCIL RESOLUTION

(235/2017) Moved: Cr Hardingham; Seconded Cr Dickinson

That Council defer appointment and Delegation of the Infrastructure and Building Maintenance Committee until the swearing-in of the seventh Corrigin Councillor.

Carried 6/0

OFFICER'S RECOMMENDATION 3

That Council, in accordance with the Instrument of Appointment and Delegation of the Audit and Risk Management Committee (Attachment 9.1C) and s 5.10 & 5.11A Local Government Act 1995 appoints all Councillors to be members of the Audit and Risk Management Committee.

COUNCIL RESOLUTION

(236/2017) Moved: Cr Dickinson; Seconded Cr Hardingham

That Council, in accordance with the Instrument of Appointment and Delegation of the Audit and Risk Management Committee (Attachment 9.1.C) and s 5.10 & 5.11A Local Government Act 1995 appoints all Councillors to be members of the Audit and Risk Management Committee.

Carried 6/0

OFFICER'S RECOMMENDATION 4

That Council, in accordance with the Instrument of Appointment and Delegation of the Chief Executive Officer Performance Review Occasional Committee (Attachment 9.1D) and s 5.10 & 5.11A Local Government Act 1995 appoints all Councillors to be members of the CEO Performance Review Occasional Committee.

COUNCIL RESOLUTION

(237/2017) Moved: Cr Praetz; Seconded Cr Hickey

That Council defer appointment and Delegation of the Chief Executive Officer's Performance Review Occasional Committee the swearing-in of the seventh Corrigin Councillor.

Carried 6/0

OFFICER'S RECOMMENDATION 5

That Council, in accordance with the Instrument of Appointment and Delegation of the Corrigin Local Emergency Management Committee (Attachment 9.1E) and s 5.10 & 5.11A Local Government Act 1995 appoints (2 positions) the:

- *President Councillor _____ as a member and Presiding Member of the Corrigin Local Emergency Management Committee.*
- *Deputy President /Councillor _____ (delete where applicable) to the Corrigin Local Emergency Management Committee as deputy in the absence of the Shire President.*

COUNCIL RESOLUTION

(238/2017) Moved: Cr Hardingham; Seconded Cr Gilmore

That Council, in accordance with the Instrument of Appointment and Delegation of the Corrigin Local Emergency Management Committee (Attachment 9.1E) and s 5.10 & 5.11A Local Government Act 1995 appoints (2 positions) the:

- ***President Councillor Baker as a member and Presiding Member of the Corrigin Local Emergency Management Committee.***
- ***Deputy President /Councillor Hickey to the Corrigin Local Emergency Management Committee as deputy in the absence of the Shire President.***

Carried 6/0

8.2. APPOINTMENT OF MEMBERS TO ADVISORY COMMITTEES OF COUNCIL

Applicant:	Shire of Corrigin
Location:	Shire of Corrigin
Date:	20 October 2017
Reporting Officer:	Rob Paull, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	GOV 0021
Attachment Reference:	9.2A – 9.2D

SUMMARY

Council is requested to establish the purpose, operations and appointments to its advisory committees and where acceptable, delegating responsibility to advisory committees.

BACKGROUND

Following the 2015 Local Government elections, Council established the following advisory committees and appointed the following members to the committees:

Recreation Planning Committee

Graeme Downing, Ron Poultney, Cameron Stone, Jackie Jones, Kim Courboules, Cr Baker and Julian Murphy. Council also sought to expand the Committee by seeking additional members however the Committee did not meet during its duration.

Rockview Land Management Committee

Cr Mason, Cr Hickey, Cr Dickinson and Cr Praetz

The tenure of members of Council Committees expired on Local Government Election Day of 21 October 2017.

COMMENT

Detailed below are the various advisory committees for which elected members representation is sought. In 2015, Council defined the purpose and operations of each advisory committee and for Council's consideration, these have again been defined (Refer **Attachments 9.2A -9.2D**). For all advisory committees, the Chief Executive Officer and other Shire staff members will provide advice and administrative support to the Committee. Council may add to or remove any of the advisory committees listed as below:

ADVISORY COMMITTEES	REQUIRED	MEETINGS	APPROXIMATE DURATION
Recreation Planning Advisory Committee (Attachment 9.2A)	Comprising 2 Elected Members	As required	1 hour
Rockview Land Management Advisory Committee (Attachment 9.2B)	Comprising 4 Elected Members	As Required	1 hour
Corrigin Recreation & Events Centre Advisory Committee (Attachment 9.2C)	Comprising 1 Elected Member	Every two months	1 hour
Bush Fire Advisory Committee (Attachment 9.2D)	Comprising 1 Elected Member	Twice annually	1 hour

The Shire President has the right to be represented on any advisory committee. Should the Shire President not wish to be a member of an advisory committee, Council may need to appoint an additional Councillor, depending on the respective *Instrument of Appointment and Delegation*. The Shire President is to call for nominations for each of the above advisory committees and preside over any required ballot to determine appointment(s) to the committees.

A further factor Council may wish to consider is that the Extra-Ordinary Election for seventh position of Council is to be held on 9 December 2017 (which could be at a Special Meeting or at the Ordinary Meeting of 19 December 2017). The only External Committee that is likely to be held before the swearing-in of the seventh Councillor and should be filled is the *Corrigin Recreation & Events Centre Advisory Committee*.

STATUTORY ENVIRONMENT

Local Government Act 1995:

5.8. Establishment of committees

A local government may establish committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.*

** Absolute majority required.*

5.11. Committee membership, tenure of

(1) *Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until —*

- (a) *the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be; or*
- (b) *the person resigns from membership of the committee; or*
- (c) *the committee is disbanded; or*
- (d) *the next ordinary elections day,*

whichever happens first.

(2) *Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until —*

- (a) *the term of the person's appointment as a committee member expires; or*
 - (b) *the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant; or*
 - (c) *the committee is disbanded; or*
 - (d) *the next ordinary elections day,*
- whichever happens first.*

POLICY IMPLICATIONS

There are no known policies or policy implications relating to this Item.

FINANCIAL IMPLICATIONS

Budgeted expenditure for costs associated with advisory committees.

COMMUNITY & STRATEGIC OBJECTIVES

The matter before Council generally accords with the following Shire desired outcome as expressed in the revised Shire of Corrigin Strategic Community Plan 2013-2023 and Corporate Business Plan 2017-2021:

Objective: Leadership
Strong Governance and leadership

Outcome 4.1 - A strategically focussed dynamic Council serving the community

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.1.1	Provide leadership, communication and active engagement with the community	4.1.1.1	Elected members provide strategic leadership for the benefit of the community.

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION 1

*That Council, in accordance with the Instrument of Appointment and Delegation of the Recreation Planning Advisory Committee (**Attachment 9.2A**) and s 5.10 & 5.11A Local Government Act 1995 appoints (2 positions):*

- Councillor _____ as a member of the Recreation Planning Advisory Committee.
- Councillor _____ as a member of the Recreation Planning Advisory Committee.

(239/2017) Moved: Cr Praetz; Seconded Cr Dickinson

That Council defer appointment and Delegation of the Recreation Planning Advisory Committee the swearing-in of the seventh Corrigin Councillor.

Carried 6/0

OFFICER'S RECOMMENDATION 2

*That Council, in accordance with the Instrument of Appointment and Delegation of the Rockview Land Management Advisory Committee (**Attachment 9.2B**) and s 5.10 & 5.11A Local Government Act 1995 (4 positions):*

- Councillor _____ as a member of the Rockview Land Management Advisory Committee.
- Councillor _____ as a member of the Rockview Land Management Advisory Committee.
- Councillor _____ as a member of the Rockview Land Management Advisory Committee.

COUNCIL RESOLUTION

(240/2017) Moved: Cr Hickey; Seconded Cr Hardingham

That Council defer appointment and Delegation of the Rockview Land Management Advisory Committee the swearing-in of the seventh Corrigin Councillor.

Carried 6/0

OFFICER'S RECOMMENDATION 3

That Council, in accordance with the Instrument of Appointment and Delegation of the Corrigin Recreation & Events Centre Advisory Committee (Attachment 9.2C) and s 5.10 & 5.11A Local Government Act 1995 appoints (2 positions):

- Councillor _____ as a member of the Corrigin Community Resource Centre Committee.
- Councillor _____ as a member of the Corrigin Community Resource Centre Committee.

COUNCIL RESOLUTION

(241/2017) Moved: Cr Hardingham; Seconded Cr Hickey

That Council, in accordance with the Instrument of Appointment and Delegation of the Corrigin Recreation & Events Centre Advisory Committee (Attachment 9.2C) and s 5.10 & 5.11A Local Government Act 1995 appoints (2 positions):

- Councillor Dickinson as a member of the Corrigin Recreation & Events Centre.
- Councillor Baker as a member of the Corrigin Recreation & Events Centre.

Carried 6/0

OFFICER'S RECOMMENDATION 4

That Council, in accordance with the Instrument of Appointment and Delegation of the Corrigin Bush Fire Advisory Committee (Attachment 9.2D) and s 5.10 & 5.11A Local Government Act 1995 appoints (1 position and Shire President if sought):

- The President of the Shire of Corrigin, Councillor _____ as a member of the Corrigin Bush Fire Advisory Committee.

COUNCIL RESOLUTION

(242/2017) Moved: Cr Hardingham; Seconded Cr Hickey

That Council, in accordance with the Instrument of Appointment and Delegation of the Corrigin Bush Fire Advisory Committee (Attachment 9.2D) and s 5.10 & 5.11A Local Government Act 1995 appoints (1 position and Shire President if sought):

- The President of the Shire of Corrigin, Councillor Baker as a member of the Corrigin Bush Fire Advisory Committee.

Carried 6/0

8.3. APPOINTMENT OF COUNCIL REPRESENTATIVES TO EXTERNAL ORGANISATIONS OR COMMITTEES

Applicant:	Shire of Corrigin
Location:	Shire of Corrigin
Date:	22 October 2017
Reporting Officer:	Rob Paull, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	GOV 0021
Attachments:	Nil

SUMMARY

Council is requested to appoint members to the respective external organisations and committees.

BACKGROUND

Following the 2015 Local Government elections, Council appointed member representatives to the following external organisations and committees:

<p><u>ROE Regional Environmental Health Services Scheme (ROE Health)</u> Cr Baker Cr Hickey</p> <p><u>CDHS Parents and Citizens Association</u> Cr Dickinson</p> <p><u>Senior Citizens Committee</u> Cr Baker CEO</p> <p><u>Small Business Centre Eastern Wheatbelt</u> Cr Baker CEO</p> <p><u>Tidy Towns Committee</u> Cr Pridham¹</p>	<p><u>Roe Regional Organisation of Councils</u> President Deputy President CEO Deputy CEO</p> <p><u>Roe Tourism Association</u> Cr Pridham² Ms Ruth Owen (Community Member)</p> <p><u>Corrigin Historical Society</u> Cr Pridham³</p> <p><u>Corrigin Local Health Advisory Group</u> Cr Praetz</p> <p><u>Wheatbelt South Regional Road Group</u> President and Deputy President</p> <p><u>Central Agcare Financial & Family Counselling</u> No Councillor expressed an interest in being on the Central Agcare Financial & Family Counselling Committee.</p>
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1 Note: Cr Pridham resigned for the Committee in February 2017 and was replaced by the Chief Executive Officer

2 Note: Cr Pridham resigned for the Committee in February 2017 and was replaced by Cr Praetz

3 Note: Cr Pridham resigned for the Committee in February 2017 and was replaced by Cr Hardingham

The tenure of members of Council Committees expired on Local Government Election Day on 21 October 2017.

COMMENT

Detailed below are the various external organisations and committees for which elected members representation is sought. Most Organisations do not have terms of reference.

*Minutes of the Special Meeting of Council held in the Shire of Corrigin Council Chambers on
Monday 23 October 2017*

For some organisations, the Chief Executive Officer and other Shire staff members may provide advice and administrative support upon request. Such support will be judged on the basis of Shire resources. Council may add to or remove from any of the external organisations and committees listed as below:

ORGANISATION	REQUIRED	MEETINGS	APPROXIMATE DURATION
Eastern Districts Regional Health Scheme	Comprising 2 Elected Members	As required	1 hour (depending on location of meeting)
CDHS Parents and Citizens Association	Comprising 1 Elected Member	As Required	1 hour (depending on location of meeting)
Corrigin Senior Citizens Committee	Comprising 1 Elected Member	As Required	1 hour (depending on location of meeting)
Small Business Centre Eastern Wheatbelt*	Comprising 2 Elected Members	As Required	1 hour (depending on location of meeting)
Wheatbelt South Regional Road Group	President Deputy President	As Required	1 hour (depending on location of meeting)
Corrigin Tidy Towns Committee	Comprising 1 Elected Member	As Required	1 hour
Roe Regional Organisation of Councils	President Deputy President	As Required	1 hour (depending on location of meeting)
Roe Tourism Association	Comprising 1 Elected Member	As Required	1 hour (depending on location of meeting)
Corrigin Historical Society	Comprising 1 Elected Member	As Required	1 hour
Community Development Fund Committee	Comprising 1 Elected Member	As Required	1 hour
Edna Stevenson Trust	Shire President	As Required	1 hour
Corrigin Local Health Advisory Group	Comprising 1 Elected Member	As Required	1 hour (depending on location of meeting)

*Minutes of the Special Meeting of Council held in the Shire of Corrigin Council Chambers on
Monday 23 October 2017*

ORGANISATION	REQUIRED	MEETINGS	APPROXIMATE DURATION
Central Agcare Financial & Family Counselling	Comprising 1 Elected Member	Bi-monthly	1-2 hours (depending on location of meeting)

* Note: The Small Business Centre Eastern Wheatbelt requires one more meeting to 'dissolve' the organisation.

The Shire President has the right to be represented on any organisation or committee. The Shire President is to call for nominations for each of the above committees and preside over any required ballot to determine appointment(s) to the committees.

Should the Shire President not wish to be a member of an advisory committee, Council may need to appoint an additional Councillor, depending on the respective *Instrument of Appointment and Delegation*.

A further factor Council may wish to consider is that the Extra-Ordinary Election for seventh position of Council is to be held on 9 December 2017 (which could be at a Special Meeting or at the Ordinary Meeting of 19 December 2017). In this regard, Council may wish to defer consideration of those External Committees that are not to be held until after the Extra-Ordinary Election and the swearing-in of the Councillor.

External Committees that are likely to be held before the swearing-in of the seventh Councillor and should be filled are as follows:

- ROE Regional Environmental Health Services Scheme (ROE Health)
- Corrigin Senior Citizens Committee
- Corrigin Tidy Towns Committee
- Wheatbelt South Regional Road Group
- Roe Regional Organisation of Councils
- Edna Stevenson Trust
- Corrigin Historical Society
- Wheatbelt South Aged Housing Alliance

STATUTORY ENVIRONMENT

Local Government Act 1995:

5.8. Establishment of committees

A local government may establish committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.*

** Absolute majority required.*

5.11. Committee membership, tenure of

(1) Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until —

- (a) the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be; or*
- (b) the person resigns from membership of the committee; or*

(c) the committee is disbanded; or

(d) the next ordinary elections day,

whichever happens first.

(2) Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until —

(a) the term of the person's appointment as a committee member expires; or

(b) the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant; or

(c) the committee is disbanded; or

(d) the next ordinary elections day,

whichever happens first.

POLICY IMPLICATIONS

There are no known policies or policy implications relating to this Item.

FINANCIAL IMPLICATIONS

Budgeted expenditure for cost associated with providing representatives to external organisations and committees.

COMMUNITY & STRATEGIC OBJECTIVES

The matter before Council generally accords with the following Shire desired outcome as expressed in the revised Shire of Corrigin Strategic Community Plan 2013-2023 and Corporate Business Plan 2017-2021:

Objective: Leadership

Strong Governance and leadership

Outcome 4.1 - A strategically focussed dynamic Council serving the community

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.1.1	Provide leadership, communication and active engagement with the community	4.1.1.1	Elected members provide strategic leadership for the benefit of the community.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council appoints the following representatives to the following external organisations and committees:

ROE Regional Environmental Health Services Scheme (ROE Health) (2 positions)

- Councillor _____ to represent Council on the Eastern Districts Regional Health Scheme.
- Councillor _____ to represent Council on the Eastern Districts Regional Health Scheme.

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Corrigin District High School Parents and Citizens Association (1 position)

- Councillor _____ to represent Council on the Corrigin District High School Parents and Citizens Association.

Corrigin Senior Citizens Committee (1 position)

- Councillor _____ to represent Council on the Corrigin Senior Citizens Committee.

Corrigin Tidy Towns Committee (1 position)

- Councillor _____ to represent Council on the Corrigin Tidy Towns Committee.

Small Business Centre Eastern Wheatbelt (1 position)

- Councillor _____ to represent Council on the Small Business Centre Eastern Wheatbelt.

Wheatbelt South Regional Road Group (2 positions)

- The President of the Shire of Corrigin Councillor _____ (if desirous of participating) to represent Council on the Wheatbelt South Regional Road Group.
- The Deputy President of the Shire of Corrigin Councillor _____ (if desirous of participating) to represent Council on the Wheatbelt South Regional Road Group.

Note: Should the President or Deputy President not seek to be appointed, a Councillor is invited to nominate.

Roe Regional Organisation of Councils (2 positions)

- The President of the Shire of Corrigin Councillor _____ (if desirous of participating) to represent Council on the Roe Regional Organisation of Councils.
- The Deputy President of the Shire of Corrigin Councillor _____ (if desirous of participating) to represent Council on the Roe Regional Organisation of Councils.

Note: Should the President or Deputy President not seek to be appointed, a Councillor is invited to nominate.

Roe Tourism Association (1 position)

- Councillor _____ to represent Council on the Council on the Roe Tourism Association.

Corrigin Historical Society (1 position)

- Councillor _____ to represent Council on the Corrigin Historical Society.

Community Development Fund Committee (1 position)

- Councillor _____ to represent Council on the Community Development Fund Committee.

Edna Stevenson Trust (1 position)

- The President of the Shire of Corrigin Councillor _____ to represent Council on the Edna Stevenson Trust.

Note: The Trust Deed only provides for the President to be appointed.

Wheatbelt South Aged Housing Alliance (1 position)

- Councillor _____ to represent Council on the Wheatbelt South Aged Housing Alliance.

Corrigin Local Health Advisory Group (1 position)

- Councillor _____ to represent Council on the Corrigin Local Health Advisory Group.

Central Aqcare Financial & Family Counselling (1 Position)

- Councillor _____ to represent Council on the Central Aqcare Financial & Family Counselling.

COUNCIL RESOLUTION

(243/2017) Moved: Cr Hickey; Seconded Cr Praetz

That Council appoints the following representatives to the following external organisations and committees:

ROE Regional Environmental Health Services Scheme (ROE Health) (2 positions)

- Councillor Baker to represent Council on the Eastern Districts Regional Health Scheme.
- Councillor Hickey to represent Council on the Eastern Districts Regional Health Scheme.

Corrigin District High School Parents and Citizens Association (1 position)

- Councillor Hardingham to represent Council on the Corrigin District High School Parents and Citizens Association.

Corrigin Senior Citizens Committee (1 position)

- Councillor Baker to represent Council on the Corrigin Senior Citizens Committee.

Small Business Centre Eastern Wheatbelt (1 position)

- Councillor Baker to represent Council on the Small Business Centre Eastern Wheatbelt.

Wheatbelt South Regional Road Group (2 positions)

- The President of the Shire of Corrigin Councillor Baker (if desirous of participating) to represent Council on the Wheatbelt South Regional Road Group.
- The Deputy President of the Shire of Corrigin Councillor Hickey (if desirous of participating) to represent Council on the Wheatbelt South Regional Road Group.

Roe Regional Organisation of Councils (2 positions)

- The President of the Shire of Corrigin Councillor Baker to represent Council on the Roe Regional Organisation of Councils.
- The Deputy President of the Shire of Corrigin Councillor Hickey to represent Council on the Roe Regional Organisation of Councils.

Corrigin Historical Society (1 position)

- Councillor Praetz to represent Council on the Corrigin Historical Society.

Community Development Fund Committee (1 position)

- Councillor Baker to represent Council on the Community Development Fund Committee.

Corrigin Local Health Advisory Group (1 position)

- Councillor Praetz to represent Council on the Corrigin Local Health Advisory Group.

Giggle Pots Day Care Centre (1 Position)

- Councillor Dickinson to represent Council on the Giggle Pots

Edna Stevenson Trust (1 position)

- The President of the Shire of Corrigin Councillor Baker to represent Council on the Edna Stevenson Trust.

Wheatbelt South Aged Housing Alliance (1 position)

- Councillor Baker to represent Council on the Wheatbelt South Aged Housing Alliance.

Carried 6/0

COUNCIL RESOLUTION

(244/2017) Moved: Cr Hardingham; Seconded Cr Hickey

That Council defer appointment representatives to the following external organisations and committees until the swearing-in of the seventh Corrigin Councillor:

Corrigin Tidy Towns Committee (1 position)

- Councillor _____ to represent Council on the Council on the Roe Tourism Association.

Note: The Chief Executive Officer advised that he would attend the Corrigin Tidy Towns Committee as an 'observer' until the position was filled.

Central Agcare Financial & Family Counselling (1 Position)

Councillor _____ to represent Council on the Central Agcare Financial & Family Counselling

Roe Tourism Association (1 position)

- Councillor to represent Council on the Council on the Roe Tourism Association.

Note: The Chief Executive Officer advised that he would attend the Roe Tourism Association as an 'observer' until the position was filled.

Carried 6/0

Miss Dayman left the meeting at 8.12pm and did not return.

The Shire President invited Ms Highfield to stay and present to Council.

9.4 CONSIDERATION OF THE RECRUITMENT OF THE CHIEF EXECUTIVE OFFICER (CONFIDENTIAL)

Applicant:	Shire of Corrigin
Location:	Shire of Corrigin
Date:	19 October 2017
Reporting Officer:	Cr Lyn Baker, Shire President and Rob Paull, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	GOV 0021
Attachments:	Attachment 9.4A - Department of Local Government, Sport and Cultural Industries (Department) has produced Operational Guidelines Number 10 'Appointing a CEO' (Confidential) Attachment 9.4B - application kit comprising documentation relevant to the vacant Chief Executive Officer position (Confidential)

REASON FOR CONFIDENTIALITY

This Report is confidential in accordance with section 5.23(2) of the Local Government Act because it deals with matters of commercial in-confidence and contracts which Council may enter into.

COUNCIL RESOLUTION

(245/2017) Moved: Cr Hickey; Seconded Cr Praetz

That Council in accordance with Clause 15.10 of the Standing Orders close the meeting to the public.

Carried 6/0

SUSPENSION OF STANDING ORDERS

(246/2017) Moved: Cr Hardingham; Seconded: Cr Hickey that standing orders be now suspended (8.13pm).

Carried By Absolute Majority 6/0

RESUMPTION OF STANDING ORDERS

(247/2017) Moved: Cr Hardingham; Seconded: Cr Gilmore that standing orders be now resumed (9.15pm).

Carried By Absolute Majority 6/0

COUNCIL RESOLUTION

(248/2017) Moved: Cr Praetz; Seconded Cr Hickey

That Council:

- 1. Establishes the Chief Executive Officer Recruitment and Selection Committee in accordance with Section 5.9(2)(a) of the Local Government Act.*
- 2. Appoints all Elected Members to the Committee with the Shire President being chair.*
- 3. Authorises the Chief Executive Officer Recruitment and Selection Committee to liaise with the appointed independent recruitment consultant under the following Terms of Reference:*
 - The CEO Recruitment and Selection Committee is to be an advisory Committee for the duration of the CEO recruitment process;*

- *The CEO Recruitment and Selection Committee is to coordinate the recruitment process in an appropriately confidential manner, including working with the appointed recruitment consultant to attract and select appropriate candidates;*
 - *The CEO Recruitment and Selection Committee, with the assistance of the recruitment consultant, is to coordinate the advertising, search for candidates, short listing, development of interview process, conducting interviews, screening, assessing, conducting second round interviews, conducting referee checks, writing reports and contract preparation; and*
 - *The CEO Recruitment and Selection Committee is to report back to Council throughout the process and provide Council with sufficient advice to permit a determining decision to be made at an Ordinary Meeting of Council regarding the final selection, appointment and contracting of the CEO.*
4. *Accept the application kit comprising documentation relevant to the vacant Chief Executive Officer position as modified by Council.*

Carried 6/0

COUNCIL RESOLUTION

(249/2017) Moved: Cr Hickey: Seconded Cr Hardingham

That Council in accordance with Clause 15.10 of the Standing Orders reopen the meeting to the public.

Carried 6/0

9. URGENT BUSINESS

There was no Urgent Business

10. MEETING CLOSURE

There being no further business to discuss, the Chairperson thanked everyone for their attendance and closed the meeting at 9.19 pm.

President: _____ Date: _____