



**SPECIAL MEETING OF COUNCIL**

**MINUTES**

**14 June 2018**

These minutes were confirmed by Council as a true and correct record of proceedings by the Ordinary Council Meeting held on ...../...../.....

**Presiding Member:**.....**Date:**.....

**Disclaimer**

The purpose of this Council Meeting is to discuss and, where possible, make resolutions about items appearing on the agenda.

Whilst Council has the power to resolve such items and may in fact, appear to have done so at the meeting, no person should rely on or act on the basis of such decision or on any advice or information provided by a Member or Officer, or on the content of any discussion occurring, during the course of the meeting.

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**Shire of Brookton**  
**Special Meeting of Council held 14 June 2018**  
**Commenced at 5.30 pm**

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## 1.06.18 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

### Attendance

The Presiding Member opened the meeting at 5.28pm and welcomed Councillors and Staff.

## 2.06.18 RECORD OF ATTENDANCE/APPOLOGIES/APPROVED LEAVE OF ABSENCE

### Elected Members (Voting)

Cr KL Crute	(Shire President)
Cr NC Walker	(Deputy Shire President)
Cr TM Eva	
Cr KH Mills	
Cr LR Eyre	
CR CE Hartl	

### Staff (Non Voting)

Ian D'Arcy	Chief Executive Officer
Vicki Morris	Deputy Chief Executive Officer
Danni Chard	Customer Service and Administration Officer

### Members of the Public

### Apologies

Cr RT Fancote

## 3.06.18 PUBLIC QUESTION TIME

## 4.06.18 PETITIONS/DEPUTATIONS/PRESENTATIONS

## 5.06.18 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

## 6.06.18 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

## 7.06.18 DISCLOSURE OF INTERESTS

***Members and Officers to declare Financial, Proximity or Impartiality Interests & submit forms to the Chief Executive Officer at the commencement of the meeting and also prior to the item.***

### **Disclosure of Financial & Proximity Interests**

- Members must disclose the nature of their interest in matters to be considered at the meeting. (Sections 5.60B and 5.65 of the *Local Government Act 1995*).
- Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting. (Sections 5.70 and 5.71 of the *Local Government Act 1995*).

### **Disclosure of Interest Affecting Impartiality**

- Members and staff must disclose their interest in matters to be considered at the meeting in respect of which the member or employee has given or will give advice.

## Financial, Proximity and Impartiality Interests

Item no.	Members/Officers	Type of Interest	Nature of Interest
Nil			

### **8.06.18 GOVERNANCE**

#### **8.06.18.01 PROPOSED ADOPTION OF SHIRE OF BROOKTON CORPORATE COMPENDIUM**

<b>File No:</b>	N/A
<b>Date of Meeting:</b>	14/06/2018
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	Shire of Brookton
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Ian D'Arcy - CEO
<b>Authorising Officer:</b>	As above
<b>Declaration of Interest:</b>	The author does not have an interest in this matter other than being responsible for its delivery of the Corporate Compendium
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	19/04/2018

#### **Summary of Item:**

This proposal relates to adoption of the Shire of Brookton Corporate Compendium as an annexure to the Council's Corporate Business Plan <2021 (CBP) that was recently adopted in April 2018.

#### **Description of Proposal:**

The Corporate Compendium is a summarised listing of the functions and actions of the Shire of Brookton across the four year period of the CBP that makes up approximately 90% of the Shire's core business, with some duties required to be delivered annually and others once or twice during the four year period.

A copy of the Shire of Brookton Corporate Compendium is provided as **Attachment 8.06.18.01A** to this report.

#### **Background:**

As previously reported, the Department of Local Government, Sport and Cultural Industries (DLGSCI) Integrated Planning and Reporting (IPR) Framework requires all local governments to prepare, and routinely review its Strategic Community Plan (SCP), CBP and other accompanying integrated plans, including:

- Shire of Brookton Long Term Financial Plan (LTFP 10 year)
- Shire of Brookton Asset Management Plan (AMP 10 year)
- Shire of Brookton Workforce Plan (WP 2 year)

With Council having completed a major review of the SCP (being the over-arching document) and CBP in April this year, what was omitted from adoption of the CBP is a list of the Council's business activities that is required to be performed by legislation, and/or is typically aligned to the delivery of core service and community expectation.

In light of this, consideration and adoption is now sought from Council on the draft Shire of Brookton Corporate Compendium as an annexure to the CBP that will form an integral part of the Shire IPR framework.

**Statutory Environment:**

The legislative requirement for the Integrated Planning and Reporting process is contained in Section 5.56(1) of the *Local Government Act, 1995* and the subsidiary regulations under Section 5.56 (2) of the Act.

The Council also needs to comply with the Regulations 19C and 19DA of the *Local Government (Administration) Regulations, 1996* in relation to the review and adoption of the SCP and CBP.

**Relevant Plans and Policy:**

As detailed in the Background Section of this report.

**Financial Implications:**

The respective functions, duties and actions listed in the Corporate Compendium is accommodated in each annual budget, and generally makes up around 90% of the municipal allocation of funds.

**Risk Assessment:**

There is a minor risk that should Council not adopt the Corporate Compendium, the complete array of functions the Shire has to perform as 'business as usual' is not well documented, and therefore not fully understood by the community.

**Community & Strategic Objectives:**

See Comment Section below.

**Comment**

As previously reported, the IPR framework is pivotal to how the Shire performs its business and delivers services to the local community. Accordingly, the integrated arrangement needs to clearly articulate what the Council can achieve annually, taking into account the performance of its typical core business, and additional projects the Council believes can be progressed, either on its own or in partnership with other stakeholders.

Therefore, to appreciate the complete task of serving the community year on year, the Corporate Compendium will assist in ensuring this is possible.

Additionally, this document will also act as a reference to setting budgets and programming works on an annual basis.

**OFFICER'S RECOMMENDATION**

*That Council pursuant to Regulation 19DA(6) of the Local Government (Administration) Regulations 1996 adopt the Shire of Brookton Corporate Compendium (presented as Attachment 8.06.18.01A to this report) as an annexure to the Next Generation BROOKTON Corporate Business Plan <2021.*

**Attachments**

**Attachment 8.06.18.01A**

**SCM 06.18-01**

**COUNCIL RESOLUTION**

**MOVED CR EYRE SECONDED CR EVA**

*That Council pursuant to Regulation 19DA(6) of the Local Government (Administration) Regulations 1996 adopt the Shire of Brookton Corporate Compendium (presented as Attachment 8.06.18.01A to this report) as an annexure to the Next Generation BROOKTON Corporate Business Plan <2021.*

**CARRIED BY ABSOLUTE MAJORITY VOTE 6-0**

Next Generation >  
**BROOKTON**  
CORPORATE COMPENDIUM  
+May 2018



This compendium is a listing of the Shire of Brookton's core business functions and duties to be performed either through core service delivery as set by the Council or by statutory compliance as required by legislation. This document forms an annexure to and is to be read in conjunction with the Shire of Brookton Corporate Business Plan.

No.	Business Unit	Directorate	Function	17/18	18/19	19/20	20/21
1	Governance	CEO	1.1 Review policy manual	✓		✓	
			1.2 Review delegation register	✓	✓	✓	✓
			1.3 Implement primary, annual, and AASB returns	✓	✓	✓	✓
			1.4 Convene Council meetings, prepare agendas, minutes	✓	✓	✓	✓
			1.5 Implement Council motions	✓	✓	✓	✓
			1.6 Arrange elected member training /development	✓	✓	✓	✓
			1.7 Prepare annual report	✓	✓	✓	✓
			1.8 Review Local Laws		✓	✓	
			1.9 Maintain statutory compliance registers (complaints, declarations, etc.)	✓	✓	✓	✓
			1.10 Attend regional / external meetings	✓	✓	✓	✓
			1.11 Address grievances / resolve complaints	✓	✓	✓	✓
			1.12 Conduct Public Sector and FOI duties	✓	✓	✓	✓
			1.13 Support regional relations attend meetings	✓	✓	✓	✓
			1.14 Arrange ordinary and extraordinary Local Government elections	✓		✓	
			1.15 Conduct elected member inductions	✓		✓	
2	Land Use Planning	CEO	2.1 Review Local Planning Scheme LPS No.4	✓	✓		
			2.2 Review Local Planning Strategy				✓



			2.3 Process development applications	✓	✓	✓	✓
			2.4 Review Municipal Inventory				✓
3	Integrated Planning and Reporting	CEO	3.1 Review / adoption Strategic Community Plan (* minor desk top review)	✓	✓*		✓
			3.2 Review /adoption Corporate Business Plan (* minor desk top review)	✓	✓*		✓
			3.3 Review Workforce Plan		✓		✓
			3.4 Review Long Term Financial Plan		✓		✓
			3.5 Review /adopt Asset Management Strategy		✓		✓
			3.6 Conduct Advisory Group meetings		✓	✓	✓
			3.7 Progress / project manage CBP 'proponent' listed projects		✓	✓	✓
			3.8 Conduct IPR progress reporting	✓	✓	✓	✓
4	Property Management	CEO	4.1 Review tenancy agreements – Shire housing	✓	✓	✓	✓
			4.2 Conduct housing / property inspections / utility readings	✓	✓	✓	✓
			4.3 Assess residential age care and medical facility tenure	✓	✓		
			4.4 Review Shire Housing Strategy /property port folio			✓	
			4.5 Assess / purchase / prepare 5 acre lifestyle lots for resale	✓	✓		
5	Building Services	Regulatory	5.1 Process building applications / issue building permits	✓	✓	✓	✓
			5.2 Conduct swimming pool inspections			✓	
			5.3 Perform building inspections	✓	✓	✓	✓
6	Environmental Health Services	Regulatory	6.1 Register / inspect of food premises	✓	✓	✓	✓
			6.2 Process effluent disposal applications	✓	✓	✓	✓

			6.3 Inspect Public Buildings	✓	✓	✓	✓
			6.4 Investigate health (nuisance) complaints	✓	✓	✓	✓
7	Ranger Services	Regulatory	7.1 Perform cat /dog registrations	✓	✓	✓	✓
			7.2 Conduct fire break inspections	✓	✓	✓	✓
			7.3 Perform animal control and management	✓	✓	✓	✓
8	Emergency Management	Regulatory	8.1 Review Information Disaster Plan		✓		
			8.2 Review Local Emergency Management Plan / Arrangements		✓		
			8.3 Review Emergency Evacuation Plan		✓		
			8.4 Review Emergency Recovery Plan		✓		
			8.5 Prepared bush fire mapping				
			8.6 Co-ordinate Local Emergency Management meetings /exercises	✓	✓	✓	✓
			8.7 Support Bushfire Volunteer Brigades / Volunteer Emergency Services	✓	✓	✓	✓
9	Asset Management	Infrastructure	9.1 Review Asset Management Plan – Swimming Pool			✓	
			9.2 Review Asset Management Plan – WB Eva Pavilion and courts			✓	
			9.3 Review Asset Management Plan – Shire Administration Office			✓	
			9.4 Review Asset Management Plan – Kalkarni Aged Care Facility		✓		
			9.5 Review Asset Management Plan – Memorial Town Hall		✓		
			9.6 Review Asset Management Plan – Brookton Railway Station Building		✓		
			9.7 Review Asset Management Plan – Landfill Facility				✓
			9.8 Review Asset Management Plan – Shire Works Depot			✓	

			9.9 Review Asset Management Plan – Effluent disposal facility/pipe network			✓	
			9.10 Prepare Reserves Management Strategy				✓
			9.11 Prepare Gravel Supply Strategy			✓	
			9.12 Review Asset Management Plan – Shire Housing (incl. C/Park)				✓
			9.13 Review Asset Management Plan – Townsite Footpath Network		✓		
			9.14 Review Plant Replacement Program ( incl. light vehicles)		✓		
			9.15 Review Asset Management Plan – Townsite Road Network Condition Assessment and Capital Works Program (incl. drainage)		✓		
			9.16 Review Asset Management Plan – Other Civic Buildings				✓
			9.17 Prepare Annual Maintenance Grading and Gravel Sheeting Program		✓		
			9.18 Review Asset Management Plan – Brookton Museum/Old Police Station				✓
			9.19 Review Asset Management Plan – Rural Road Network Condition Assessment and Capital Works Program (incl. RAV rating)		✓		
<b>10</b>	Works Program	Infrastructure	10.1 Implement annual road works program (maintenance / construction)	✓	✓	✓	✓
			10.2 Implement annual footpath program (maintenance / construction)	✓	✓	✓	✓
<b>11</b>	Building Maintenance	Infrastructure	11.1 Implement annual building maintenance program	✓	✓	✓	✓
<b>12</b>	Fleet Management	Infrastructure	12.1 Review of plant replacement program		✓		
			12.2 Prepare plant (preventative) maintenance program		✓		
			12.3 Manage of plant and vehicle maintenance	✓	✓	✓	✓
<b>13</b>	Green Spaces and Water Management	Infrastructure	13.1 Extend Happy Valley Integrated Water Supply Network		✓		
			13.2 Prepare Asset Management Plan – Integrated Water Supply			✓	

			13.3 Maintain Shire parks, gardens and ovals	✓	✓	✓	✓
14	Health and Safety	Infrastructure	14.1 Review OHS policy		✓		✓
			14.2 Implement OHS processes, reporting, improvements	✓	✓	✓	✓
			14.3 Perform OHS training	✓	✓	✓	✓
			14.4 Investigate work place incidents / accidents	✓	✓	✓	✓
			14.5 Co-ordinate wellness programs	✓	✓	✓	✓
15	Waste Management	Infrastructure	15.1 Manage landfill facility compliance (Contract)	✓	✓	✓	✓
			15.2 Manage roadside rubbish collection (Contract)	✓	✓	✓	✓
			15.3 Manage effluent (sewerage) disposal facility and compliance	✓	✓	✓	✓
			15.4 Pump septic tanks		✓	✓	
16	Organization Development	Corporate	16.1 Conduct employee performance reviews and development	✓	✓	✓	✓
			16.2 Conduct employee recruitment	✓	✓	✓	✓
			16.3 Terminate Employee Collective Enterprise Bargaining Agreement 2009	✓	✓		
			16.4 Investigate grievances / resolve complaints	✓	✓	✓	✓
			16.5 Prepare, review, implement staff training	✓	✓	✓	✓
			16.6 Perform payroll functions (ie pays, superannuation, leave, etc)	✓	✓	✓	✓
			16.7 Manager workers compensation	✓	✓	✓	✓
			16.8 Implement other Workforce Plan initiatives		✓	✓	✓
			16.9 Prepare / implement employee induction program		✓		
17	Records Management	Corporate	17.1 Review Records Keeping Plan			✓	

			17.2 Establish integrated electronic records keeping system			✓	
			17.3 Capture / maintain corporate records / archiving	✓	✓	✓	✓
<b>18</b>	Financial Control	Corporate	18.1 Prepare annual budget / conduct statutory budget reviews	✓	✓	✓	✓
			18.2 Conduct external /internal audits and reporting	✓	✓	✓	✓
			18.3 Conduct Compliance Audit Return	✓	✓	✓	✓
			18.4 Review / manage financial investments	✓	✓	✓	✓
			18.5 Process rates, other revenues, timely payments	✓	✓	✓	✓
			18.6 Conduct tender / procurement processes	✓	✓	✓	✓
			18.7 Manage / process municipal insurance cover/ claims	✓	✓	✓	✓
			18.8 Conduct revaluation of assets / fair value	✓	✓	✓	✓
			18.9 Review insurance program			✓	
			<b>19</b>	Risk Management	Corporate	19.1 Review Risk Management Policy	
19.2 Perform risk assessment		✓					✓
19.3 Implement risk mitigation measures	✓	✓				✓	✓
<b>20</b>	Contract Management	Corporate	20.1 Review Library Services contract	✓	✓		
			20.2 Review Aged Care Services contract	✓		✓	
			20.3 Review GP Services contract	✓		✓	
			20.4 Review Cleaning Services contract	✓			✓
			20.5 Review Ranger Services contract	✓			✓
			20.6 Review Plant Hire Services contract	✓			✓
			20.7 Review Cartage Services contract	✓			✓

			20.8 Review Building Environmental Health Services contract	✓			✓
			20.9 Review Swimming Pool Management contract	✓			
			20.10 Review IT Support contract	✓			✓
			20.11 Call tender – Town Planning Services contract			✓	
			20.12 Call tender – Electrical Services contract			✓	
			20.13 Call tender – Plumbing Services contract			✓	
			20.14 Call tender – Road Side Spraying Services contract		✓		
			20.15 Call tender – Bituminous Supply and Installation Services contract		✓		
			20.16 Call tender – Concrete Supply Services contract		✓		
<b>21</b>	IT Management	Corporate	21.1 Review / upgrade computer hardware and software operating system		✓		
			21.2 Review / upgrade IT back system		✓		
			21.3 Arrange elected member email addresses / IT training	✓		✓	
			21.4 Investigate / upgrade IT automation		✓	✓	✓
			21.5 Review / upgrade Shire website		✓		
<b>22</b>	Cemetery Management	Corporate	22.1 Perform Cemetery management	✓	✓	✓	✓
			22.2 Review Cemetery Plan		✓		
			22.3 Implement Cemetery improvements		✓		
<b>23</b>	Facilities Management	Corporate	23.1 Perform venue / facilities bookings	✓	✓	✓	✓
			23.2 Review Sport / Recreation Management Plan			✓	
			23.3 Establish Sport / Recreation Management Committee		✓		

			23.4 Coordinate cleaning services	✓	✓	✓	✓
			23.5 Manage community lease agreements	✓	✓	✓	✓
24	Community Support	Community	24.1 Support seniors ,youth, cultural, sport / recreation group activities	✓	✓	✓	✓
			24.2 Co-ordinate Shire events (ie Community Christmas Street Party)	✓	✓	✓	✓
			24.3 Review Disability Implementation Action Plan	✓			
			24.4 Manage Kalkarni Age Care Facility service contract and compliance	✓	✓	✓	✓
			24.5 Review Age Friendly Plan				✓
			24.6 Establish / co-ordinate community grants program		✓	✓	✓
25	Customer Service	Corporate	25.1 Perform cash receipting	✓	✓	✓	✓
			25.2 Customer in person / telephone enquires	✓	✓	✓	✓
			25.3 Front line complaints handling	✓	✓	✓	✓
			25.3 Process mail	✓	✓	✓	✓
			25.4 Process Caravan Park Bookings	✓	✓	✓	✓
			25.5 Process other customer requests	✓	✓	✓	✓

## 8.06.18.02 NEXT GENERATION BROOKTON ADVISORY GROUPS – SELECTION OF MEMBERS

<b>File No:</b>	ADM 0142
<b>Date of Meeting:</b>	14/06/2018
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Ian D’Arcy - Chief Executive Officer
<b>Authorising Officer:</b>	As above
<b>Declaration of Interest:</b>	The author has no interest in this item.
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	N/A

### Summary of Item:

This report relates to the selection of members for the three nominated Advisory Groups that are integral to the ‘Innovations Pathway’. The ‘Innovations Pathway’ links the Strategic Community Plan (SCP) to the Corporate Business Plan (CBP).

### Description of Proposal:

This proposal involves the selection of elected members by the Shire President and consideration of nominations received from community members and key stakeholders. The nominations received for the Next Generation Brookton Advisory Groups will be tabled on the night for consideration. Community nominations, which closed on 11 June 2018, have been called for the following Groups:

- Innovations Advisory Group
- Strategic Business Advisory Group
- Community Enterprise Advisory Group

### Background:

As part of the review of the Shire of Brookton Integrated Planning and Reporting Framework involving a redraft of the SCP and CBP, an Innovations Pathway has been developed. This pathway consists of three designated Advisory Groups, each with a designated purpose outlined below:

#### 1. Next Generation BROOKTON **Innovations** Advisory Group

**Purpose** - The Next Generation BROOKTON Innovations Advisory Group is the first primary filter for receiving, analysing and vetting of ideas and suggested projects from the Brookton community. Assessment by the Advisory Group is performed against the BROOKTON 20 and the ‘Live, Work and Visit’ objectives of the Brookton Community Strategic Community Plan (SCP).

*This Group is also chartered to further investigate ideas, set direction for each idea to evolve as a qualified project and perform referral of qualified projects to other Next Generation BROOKTON Advisory Groups, or directly to Council.*

#### 2. Next Generation BROOKTON **Strategic Business** Advisory Group

**Purpose** - The Next Generation BROOKTON Strategic Business Advisory Group has been formed to operate under the auspice of the Shire Council to provide advice and recommendations, as well as



*co-ordinate and oversee major projects of a commercial or economic nature for the betterment of the BROOKTON economy and community.*

*Such projects are listed in the Shire of Brookton Corporate Business Plan, or may arise through the 'Innovations Pathway' and the BROOKTON Book of Initiatives.*

### **3. Next Generation BROOKTON Community Enterprise Advisory Group**

**Purpose** - *The Next Generation BROOKTON Strategic Business Advisory Group has been formed to operate under the auspice of the Shire Council to co-ordinate and oversee community projects listed in the Shire of Brookton Corporate Business Plan, or arising from 'Innovations Pathway' and the BROOKTON Book of Initiatives. Such projects may include (but are not limited to) civic projects and initiatives that involve direct participation from key community representatives.*

*This Advisory Group is to consist of 8 members plus an ex-officio, with ability to co-opt others at the discretion of the Chairperson.*

The membership of each Advisory Group consists of elected members, staff and community representatives. The next step is to select the members for each Advisory Group.

#### **Consultation:**

The respective Advisory Groups were promoted by mail-out, on the Shire's website, in the Telegraph paper and at the official launch of the new SCP and CBP on 31<sup>st</sup> May 2018 with members of the community encouraged to nominate to be part of one of the three Advisory Groups.

Discussion has also been entertained with a number of the key stakeholders to create awareness and promote the merits of participation on the Business Advisory Group.

#### **Statutory Environment:**

While technically an Advisory Group does not form a Committee of Council under Section 5.8 of the *Local Government Act, 1995* it is considered important that the conduct of each of the Groups generally aligns to the protocols of a Committee meeting process and through the adopted Terms of Reference endorsed by Council.

#### **Relevant Plans and Policy:**

As mentioned the relevant plans applicable to this matter include the Next Generation BROOKTON SCP and CBP, and the Innovations Pathway process.

#### **Financial Implications:**

As stated in the draft Terms of Reference a sitting fee (as adopted by Council annually) is to be paid to elected members for their attendance at Advisory Group meetings. This not a mandatory payment, but one that falls to the discretion of Council.

At present a sitting fee payment of \$100 per elected member for each Advisory Group meeting has been set. On estimate it is anticipated the Innovations Advisory Group will meet 5 times a year, while the Strategic Business Advisory Group and Community Enterprise Advisory Group will meet twice in the coming financial year. On projection, this equates to \$2,700 that will be included in the draft 2018/19 budget for Council's consideration.

### **Risk Assessment:**

Importantly, representation on the respective Advisory Groups is integral to the effectiveness of the 'Innovations Pathway' process. Should Council not receive sufficient interest from members of the community and key stakeholders then there is a reasonable expectation the process will not succeed.

### **Community & Strategic Objectives:**

This matter directly relates to the Integrated Planning and Reporting framework and the stated objectives of the SCP and CBP, and accordingly aligns the Shire of Brookton Corporate Compendium:

- *Business Unit 3 – Integrated Planning and Reporting*
  - *Function 3.6 – Conduct Advisory Group meetings*

### **Comment**

As previously reported at the May 2018 Ordinary Council Meeting the following actions were required in establishing the *Innovations Pathway* and respective Advisory Groups:

1. *Advertising for nomination and subsequent appointment of community representatives. It is intended that will occur over the coming month through a 'mail out' of the SCP, CBP and accompanying Books' to all residents.*
2. *A public launch of the documents with presentation and promotion of the process. This is to be performed at the WB Eva pavilion towards the end of May or early June 2018.*
3. *Submissions to be received from members of the community seeking to participate of one of the Advisory Groups. These will be presented to Council at a Special Meeting convened in early to mid-June 2018 to select the Advisory Group members, including the allocation of elected members.*
4. *Inaugural meetings for the Advisory Groups. This should commence in July 2018 with the Innovations Advisory Group initially assessing the listed proposals in the Book of Ideas. The other two Advisory Groups will revert to oversight and providing guidance on the projects listed in the CBP.*

This report now seeks to progress the selection of members for the individual Advisory Groups as part of Action 3, where it is anticipated Council may want to suspend standing orders to discuss nominations.

In doing so, Council should be mindful of selecting people with particular knowledge and / or skills that address the following:

- The purpose of each Advisory Group;
- The opportunities to build capacity and collaboration across members of each Group; and
- Achieve broad representation from across the BROOKTON community.

Should there be insufficient or unsuitable nominees, then it would be prudent for Council to invite individual members of the community to participate on an Advisory Group, acknowledging that the Chairperson of each Group can co-opt other community members/stakeholders at any time should it be deemed appropriate.

### **OFFICER'S RECOMMENDATION**

*That Council endorse the following representation on the respective Advisory Groups of the 'Innovations Pathway' between the Next Generation BROOKTON Strategic Community Plan and Corporate Business Plan for the period commencing July 2018 and ending October 2019:*

**1. Innovations Advisory Group**

<b>Position</b>	<b>Selected Nominee</b>
<b>Councillor (Chair)</b>	
<b>Councillor</b>	
<b>Councillor</b>	
<b>Deputy Chief Executive Officer</b>	
<b>Senior Governance Officer</b>	
<b>Community Representative (Aboriginal)</b>	
<b>Community Representative</b>	
<b>Community Representative</b>	
<b>Community Representative</b>	

**2. Strategic Business Advisory Group**

<b>Position</b>	<b>Selected Nominee</b>
<b>Councillor (Chair)</b>	
<b>Councillor</b>	
<b>Chief Executive Officer</b>	
<b>Deputy Chief Executive Officer</b>	
<b>Retail Industry Representative</b>	
<b>Agricultural Industry Representative</b>	
<b>Aged Care Industry Representative</b>	
<b>Education Representative</b>	
<b>Cultural Representative</b>	
<b>IPR Officer (ex officio)</b>	

**3. Community Enterprise Advisory Group**

<b>Position</b>	<b>Selected Nominee</b>
<b>Councillor (Chair)</b>	
<b>Councillor</b>	
<b>Deputy Chief Executive Officer</b>	
<b>Community Liaison Officer</b>	
<b>Community Representative (Seniors)</b>	
<b>Community Representative (Youth)</b>	
<b>Community Representative (Sport and Rec)</b>	
<b>Community Representative (Arts and Culture)</b>	
<b>IPR Officer (ex officio)</b>	

**OCM 06.18-01****COUNCIL RESOLUTION****MOVED CR EYRE SECONDED CR WALKER**

*That Council suspend standing orders to facilitate discussion on item 8.06.18.02 at 5.38pm.*

**CARRIED BY SIMPLE MAJORITY VOTE 6-0**

**OCM 06.18-01****COUNCIL RESOLUTION****MOVED CR HARTL SECONDED CR MILLS**

*That Council resume standing orders at 5.56pm.*

**CARRIED BY SIMPLE MAJORITY VOTE 6-0**

**OCM 06.18-01****COUNCIL RESOLUTION****MOVED CR HARTL SECONDED CR MILLS**

*That Council endorse the following representees on the respective Advisory Groups of the 'Innovations Pathway' between the Next Generation BROOKTON Strategic Community Plan and Corporate Business Plan for the period commencing July 2018 and ending October 2019:*

**4. Innovations Advisory Group**

<b>Position</b>	<b>Selected Nominee</b>
<i>Councillor (Chair)</i>	<i>CR Neil Walker</i>
<i>Councillor</i>	<i>CR Teresa Fancote</i>
<i>Councillor</i>	<i>CR Chris Hartl</i>
<i>Deputy Chief Executive Officer</i>	<i>Vicki Morris</i>
<i>Senior Governance Officer</i>	<i>Kelly D'Arcy</i>
<i>Community Representative (Aboriginal)</i>	<i>Brad Slater</i>
<i>Community Representative</i>	<i>Tamara Lilly</i>
<i>Community Representative</i>	<i>Rosalie Pech Eva</i>
<i>Community Representative</i>	<i>Jamie Beecroft</i>

**5. Strategic Business Advisory Group**

<b>Position</b>	<b>Selected Nominee</b>
<i>Councillor (Chair)</i>	<i>CR Katrina Crute</i>
<i>Councillor</i>	<i>CR Travis Eva</i>
<i>Chief Executive Officer</i>	<i>Ian D'Arcy</i>
<i>Deputy Chief Executive Officer</i>	<i>Vicki Morris</i>
<i>Retail Industry Representative</i>	<i>Gavin Pepper</i>
<i>Agricultural Industry Representative</i>	<i>CBH (tbc)</i>
<i>Aged Care Industry Representative</i>	<i>Baptistcare (tbc)</i>
<i>Education Representative</i>	<i>Katie Rigg</i>
<i>Cultural Representative</i>	<i>Seabrook (tbc)</i>
<i>IPR Officer (ex officio)</i>	<i>TBC</i>

**6. Community Enterprise Advisory Group**

<i>Position</i>	<i>Selected Nominee</i>
<i>Councillor (Chair)</i>	<i>CR Les Eyre</i>
<i>Councillor</i>	<i>CR Kim Mills</i>
<i>Deputy Chief Executive Officer</i>	<i>Vicki Morris</i>
<i>Community Liaison Officer</i>	<i>Rhiannon Coad</i>
<i>Community Representative (Seniors)</i>	<i>TBC</i>
<i>Community Representative (Youth)</i>	<i>Charlene Hayden</i>
<i>Community Representative (Sport and Rec)</i>	<i>TBC</i>
<i>Community Representative (Arts and Culture)</i>	<i>TBC</i>
<i>IPR Officer (ex officio)</i>	<i>TBC</i>

**CARRIED BY SIMPLE MAJORITY VOTE 6-0**

**9.06.18 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

**10.06.18 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**

**OCM 06.18-01**

**COUNCIL RESOLUTION**

**MOVED CR HARTL SECONDED CR MILLS**

*That Council close the meeting to the public to consider items 11.06.18.01 & 11.06.18.02.*

**CARRIED BY SIMPLE MAJORITY VOTE 6-0**

**11.06.18 CONFIDENTIAL REPORTS**

**11.06.18.01 CEO ANNUAL PERFORMANCE REVIEW 2018**

<b>File No:</b>	Employee No. 363
<b>Date of Meeting:</b>	14/06/2018
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	Ian D'Arcy - CEO
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Katrina Crute – Shire President
<b>Authorising Officer:</b>	As above
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple majority
<b>Previous Report:</b>	N/A

**Summary of Item:**

This report relates to the statutory performance review of the CEO for the past 12 months and the endorsement of Key Performance Indicators (KPI's) for the next year.

**SCM 06.18-01**

**COUNCIL RESOLUTION**

**MOVED CR EYRE SECONDED CR WALKER**

*That Council pursuant to Section 5.38 of the Local Government Act, 1995:*

- 1. Receive the minutes of the Employment Committee Meeting held on 21<sup>st</sup> February 2018, as shown in Attachment 14.06.18.01A.*
- 2. Endorse the CEO Key Performance Indicators for 2018/19, as presented in Attachment 14.06.18.01B*

**CARRIED BY ABSOLUTE MAJORITY VOTE 6-0**

**11.06.18.02 WAIVER GRATUITY POLICY 1.16**

<b>File No:</b>	N/A
<b>Date of Meeting:</b>	14/06/2018
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Ian D'Arcy - CEO
<b>Authorising Officer:</b>	Ian D'Arcy - CEO
<b>Declaration of Interest:</b>	The author has no interest in this matter
<b>Voting Requirements:</b>	Absolute majority
<b>Previous Report:</b>	N/A

**Summary of Item:**

This report relates to a proposed waiver of the Council's Gratuities Policy 1.16 in lieu of payment relating to a voluntary redundancy package for a Shire employee.

**SCM 06.18-01****COUNCIL RESOLUTION****MOVED CR EVA SECONDED CR HARTL****OFFICER'S RECOMMENDATION**

*That Council waive Policy 1.16 - Review of Employee Service, Gratuity and Farewell on this occasion in lieu of the redundancy package offered to the Principal Works Supervisor.*

**CARRIED BY ABSOLUTE MAJORITY VOTE 6-0**

**SCM 06.18-01****COUNCIL RESOLUTION****MOVED CR MILLS SECONDED CR HARTL**

*That Council re-open the meeting to the public at 6.02pm.*

**CARRIED BY ABSOLUTE MAJORITY VOTE 6-0**

**15.06.18 NEXT MEETING & CLOSURE**

The next Ordinary meeting of the Council will be held on Thursday 21 June 2018 commencing at 5.00pm.

There being no further business the Shire President closed the meeting at 6.03pm.