



**SPECIAL MEETING OF COUNCIL**

**MINUTES**

**30 October 2017**

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.

Persons should be aware that the provisions of the Local Government Act 1995 (Section 5.25(e)) establish procedures for revocation or revision of a Council decision. No person should rely on the decisions made by Council until formal advice of the Council decision is received by that person.

The Shire of Brookton expressly disclaims liability for any loss or damage suffered by any person as a result or relying on or acting on the basis of any resolution of Council, or any advice or information provided by a Member or Officer, or the content of any discussion occurring, during the course of the Council Meeting.

**Shire of Brookton**  
**Special Meeting of Council held 30 October 2017**  
**Commenced at 4.00 pm**

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**1.10.17      DECLARATION OF OPENING/ATTENDANCE**

**Attendance**

The Chief Executive Officer opened the meeting at 4.01 pm and welcomed Councillors and Staff.

Elected Members (Voting)

Cr KL Crute  
Cr NC Walker  
Cr KH Mills  
Cr TM Eva  
Cr RT Fancote

Staff (Non-voting)

Ian D'Arcy	Chief Executive Officer
Vicki Morris	Deputy Chief Executive Officer
Courtney Fulwood	Executive Officer

**2.10.17      SWEARING IN OF COUNCILLORS**

The Chief Executive Officer welcomed Councillors for the Swearing In and Declaration by Elected Members.

The following Councillors, having read aloud and signed the Declaration by Elected Member of Council (Form 7) of the Local Government (Constitution) Regulations 1998, as required under section 13(1)(c), were formally sworn in, witnessed by the Chief Executive Officer:

- Councillor Katrina Crute
- Councillor Theresa Fancote
- Councillor Kim Mills

**Election of Shire President:**

The Chief Executive Officer proceeded to call for nominations for the office of Shire President over the ensuing two year term.

Only one nomination was received in writing, this being from Councillor Neil Walker nominating Councillor Katrina Crute to the position of Shire President. With Councillor Crute accepting the position, the Chief Executive Officer declared Councillor Crute as Shire President for the ensuing two year term, expiring October 2019.

Councillor Crute was duly sworn in as Shire President by making the Declaration of Office of the President, witnessed by Ian D'Arcy, Chief Executive Officer.

The Shire President assumed the Chair at 4.17 pm.

**Election of Deputy Shire President**

President Crute requested the Chief Executive Officer conduct the Election of the Deputy Shire President for the ensuing two year term.

The Chief Executive Officer confirmed receipt of one nomination in writing from Councillor Crute, nominating Councillor Neil Walker. The Chief Executive Officer then called for further nominations. However, with only one nomination received the Chief Executive Officer declared Cr Walker as Deputy Shire President for the ensuing two year term, expiring October 2019.

Councillor Neil Walker was duly sworn in as Deputy Shire President by making the Declaration of Office of the Deputy Shire President, witnessed by Ian D'Arcy, Chief Executive Officer.

**Members to occupy own seats:**

According to Council's Standing Orders and Meeting Protocol Policy 1.17, the Shire President allocated seating of Elected Members in the Council Chambers by alphabetical order, stating the seating arrangement may need to be reconsidered upon finalisation of the extraordinary election for the remaining vacant Elected Member positions.

The seating allocation was taken from the Deputy President's chair in a clockwise direction as follows:

Seat 1 – Councillor Neil Walker (Deputy Shire President)

Seat 2 – Councillor Travis Eva

Seat 3 – Councillor Theresa Fancote

Seat 4 – Councillor Kim Mills

Seat 5 – Vacant

Seat 6 – Vacant

**4.10.17 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**

- a. 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*).
- b. 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**

- a. 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**

<b>Item no.</b>	<b>Members/Officers</b>	<b>Type of Interest</b>	<b>Nature of Interest</b>
Nil			

## 5.10.17 INTERNAL COUNCIL COMMITTEES/WORKING GROUPS FOR 2017-2019 TERM

<b>File No:</b>	N/A
<b>Date of Meeting:</b>	30/10/2017
<b>Location/Address:</b>	14 White Street, Brookton WA 6306
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Courtney Fulwood – Executive Officer
<b>Authorising Officer:</b>	Ian D’Arcy – Chief Executive Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Absolute Majority
<b>Previous Report:</b>	Nil

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### **Summary of Item:**

To establish and appoint elected members to a number of Committees of Council for the two year term of Council.

### **Description of Proposal:**

As above.

### **Background:**

Following the Local Government elections on 21<sup>st</sup> October 2017 all previous Committee member and Council delegate positions become vacant. Accordingly, nominations are now required for these vacancies.

### Audit (Finance) Committee (OCM 278/06 May 2006)

The Audit (Finance) Committee is authorised to review accounts for payment and Council’s financial position and make recommendations or representations to Council in respect of each year’s current budget, forward planning (excluding road works & plant), Council Policy and Council’s finances.

Many of the key duties of the Committee are detailed in the Local Government (Audit) Regulations – regulation 16.

### Employment Committee

The role of the Employment Committee is to:

- Recruit and review the performance and salary of the Chief Executive Officer; and
- Assist the Chief Executive Office in the selection of Senior Employees.

Council also has a policy for one of the members of this Committee (usually the Shire President) to participate in the performance review of Senior Employees, as nominated.

### Community Housing Committee (OCM 13.06.08.03 June 2008)

The Community Housing Committee has delegated authority to select suitable tenants when vacancies arise in the Madison Square Units complex.

### Bush Fire Advisory Committee

The Bush Fire Advisory Committee advises Council on all matters relating to:

- the prevention, controlling and extinguishing of bush fires;
- prosecutions for breaches of the Bush Fires Act;

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- the formation of Bush Fire Brigades;
- the co-ordination of the efforts and activities of the Bush Fire Brigades; and
- any other matter relating to bush fire control.

#### Local Emergency Management Committee

The purpose of this Committee is to advise and assist the local government in ensuring that local emergency management arrangements are established for the Shire, and to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements, as well as carry out other emergency management activities as directed by the State Emergency Management Committee (SEMC) or as prescribed by legislation and regulations.

The Local Emergency Management Committee is established in accordance with section 38 of the *Emergency Management Act 2005*, which obligates local government to establish this Committee. The operational requirements for the Local Emergency Management Committee is not prescribed within the legislation nor the requirements of the *Local Government Act, 1995* do not apply.

The Shire has therefore managed the operations of the Local Emergency Management Committee in general accordance with the following requirements:

- Meetings to be called and convened by the Shire of Brookton
- Quorum to be a minimum of 5 members
- Decisions to be made by simple majority
- Notice of meeting, agenda and minutes to be distributed in a timely manner to members. There is no requirement for publication in accordance with the *Local Government Act, 1995* s.5.25, Admin Regulations 13 and 14.
- Declaration of interest to accord with *Local Government Act, 1995* s.5.60 – s5.73.
- Council Code of Conduct shall apply
- The Local Emergency Management Committee has no decision making authority and may only make recommendations to Council.

#### Other Committees

The following Committees have been identified as no longer being required on the basis that their purpose has largely been fulfilled:

- Kalkarni Consultive Committee
- Les McMullen Memorial recreation Grants Committee
- Plant and Works Committee

#### Working/Advisory Groups

The Council in the past month has also endorsed the formation of an Integrated Planning and Reporting (IPR) Working Group to guide the review of its IPR Framework.

#### **Consultation:**

Nil.

#### **Statutory Environment:**

In accordance with Section 5.8 of the Local Government Act 1995, Council may convene Committees of 3 or more persons, for the purposes of assisting the Council and to exercise the powers and discharge of the duties of the local government that can be delegated to Committees. In addition, Council may be compelled or may determine to convene a Committee for the purpose of fulfilling obligations prescribed by the other statutes relevant to the operations of a local government.

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A Committee convened by the Council of the Shire of Brookton as a committee for the purpose of Section 5.8 of the Local Government Act 1995, is required to operate in accordance with the relevant requirements of:

- *Local Government Act 2005;*
- Local Government (Administration) Regulations 1996;
- Local Government (Rules of Conduct) Regulations 2007;
- Shire of Brookton Policy 1.17 - Standing Orders and Meeting Protocol Local Government (Council Meetings)
- Shire of Brookton Code of Conduct

**Relevant Plans and Policy:**

The following Policies apply the establishment and operation of Council Committees:

- Policy 1.13 Council Committees – Terms of Reference
- Policy 1.12 CEO Performance and Salary Review
- Shire of Brookton Policy 1.17 - Standing Orders and Meeting Protocol Local Government (Council Meetings)

**Financial Implications:**

Council is reminded that meeting sitting fees apply to Committee meetings, listed as follows:

- *Councillor Meeting Fees*                      \$200.00
- *Committee Meeting Fees*                      \$100.00
- *President's Meeting Fees*                      \$400.00

For external Committees a payment of \$50 per meeting applies with Travel only from within the Shire boundary calculated at 0.76 cents km.

These costs are accommodated in the 2017/18 municipal budget.

**Risk Assessment:**

There is no risk to Council as this item refers to Council fulfilling its obligations to appoint representatives to its various statutory Committees.

**Community & Strategic Objectives:**

This proposal generally aligns with the Shire of Brookton Strategic Community Plan 2013 – 2023 under:

*Strategy 5.1.4: Strengthen the governance role of Councillors by informing, resourcing, skilling and supporting their role.*

**Comment:**

The use of Council Committees to undertake Council functions and provide advice to Council is an important means of progressing projects and issues without the need for full Council representation.

Additionally, Council representation on community and industry groups is an important link for the awareness of the Council on issues that may impact upon the community or Council business. As such it is essential the Council members commit their time to these various groups.

In the main, Council Committees are either Management or Advisory in nature, as is Council Working Groups with an advisory purpose only.

Importantly, it should be noted the Council may at any time exercise its authority to:

- change the composition of an existing Committee or Advisory Group;
- create a new Committee or Advisory Group; or
- delete an existing Committee or Advisory Group if there is no further purpose or need to attend.

Furthermore, Council is not bound to a minimum of 3 elected members of a Committee of Council under the Local Government Act, and may proceed to appoint more than 3 should it choose.

**OFFICER'S RECOMMENDATION**

*That Council, in accordance with Section 5.8 of the Local Government Act (1995), endorse the following Committees and Advisory Group of Council, as listed in the table below, with Elected Members appointed:*

	<i>Council Committee</i>	<i>Purpose</i>	<i>Representation</i>	<i>Member</i>
1	<i>Audit (Finance) Committee (Advisory)</i>	<i>Review accounts for payment and Council's financial position and make recommendations or representations to Council in respect of each year's current budget, forward planning, Council Policy and Council's finances.</i>	<i>All Elected Members</i>	<i>Cr Cr Cr</i>
2	<i>Employment Committee (Advisory)</i>	<i>Recruit and review the performance and salary of the Chief Executive Officer; and assist the Chief Executive Office in the selection and review the performance of Senior Employees.</i>	<i>4 x Elected Members</i>	<i>Cr Cr Cr</i>
3	<i>Community Housing Committee (Delegated Authority)</i>	<i>The Community Housing Committee has delegated authority to select suitable tenants when vacancies arise in the Madison Square Units complex.</i>	<i>4 x Elected Members</i>	<i>Cr Cr Cr</i>
4	<i>Bushfire Advisory Committee (Advisory)</i>	<i>The prevention, controlling and extinguishing of bush fires; prosecutions for breaches of the Bush Fires Act; the formation of Bush Fire Brigades; the co-ordination of the efforts and activities of the Bush Fire Brigades; and any other matter relating to bush fire control.</i>	<i>1 x Elected Member 1 x Elected Member Proxy</i>	<i>Cr Proxy Cr</i>



5	<i>Local Emergency Management Committee (Advisory)</i>	<i>Acts in accordance with the Emergency Management Act 2005 to manage the community's bush fire prevention and emergency response.</i>	<i>1 x Elected Member 1 x Elected Member Proxy</i>	<i>Cr Proxy Cr</i>
	<b>Council Advisory Group</b>	<b>Purpose</b>	<b>Representation</b>	<b>Member</b>
1	<i>Integrated Planning and Reporting (IPR) Working Group (Advisory)</i>	<i>To oversee and guide the review of its IPR Framework working with the Shire Project Management Team and appointed consultant</i>	<i>3 x Elected Members</i>	<i>Cr Cr Cr</i>

### **SCM 10-17-1**

#### **COUNCIL RESOLUTION**

#### **MOVED CR FANCOTE SECONDED CR MILLS**

***That Council, in accordance with Section 5.8 of the Local Government Act (1995), endorse the following Committees and Advisory Group of Council, as listed in the table below, with Elected Members appointed:***

	<b>Council Committee</b>	<b>Purpose</b>	<b>Representation</b>	<b>Member</b>
1	<b><i>Audit (Finance) Committee (Advisory)</i></b>	<b><i>Review accounts for payment and Council's financial position and make recommendations or representations to Council in respect of each year's current budget, forward planning, Council Policy and Council's finances.</i></b>	<b><i>All Elected Members</i></b>	<b><i>Cr Crute Cr Walker Cr Eva Cr Fancote Cr Mills</i></b>
2	<b><i>Employment Committee (Advisory)</i></b>	<b><i>Recruit and review the performance and salary of the Chief Executive Officer; and assist the Chief Executive Office in the selection and review the performance of Senior Employees.</i></b>	<b><i>4 x Elected Members</i></b>	<b><i>Cr Fancote Cr Walker Cr Crute Cr Eva</i></b>
3	<b><i>Community Housing Committee (Delegated Authority)</i></b>	<b><i>The Community Housing Committee has delegated authority to select suitable tenants when vacancies arise in the Madison Square Units complex.</i></b>	<b><i>4 x Elected Members</i></b>	<b><i>Cr Walker Cr Fancote Cr Mills 1 x Vacant</i></b>
4	<b><i>Bushfire Advisory Committee (Advisory)</i></b>	<b><i>The prevention, controlling and extinguishing of bush fires; prosecutions for breaches of the Bush Fires Act; the formation of Bush Fire Brigades; the co-</i></b>	<b><i>1 x Elected Member 1 x Elected Member Proxy</i></b>	<b><i>Cr Eva Proxy Cr Crute</i></b>

		<i>ordination of the efforts and activities of the Bush Fire Brigades; and any other matter relating to bush fire control.</i>		
<b>5</b>	<b>Local Emergency Management Committee</b> <i>(Advisory)</i>	<b>Acts in accordance with the Emergency Management Act 2005 to manage the community's bush fire prevention and emergency response.</b>	<b>1 x Elected Member</b> <b>1 x Elected Member Proxy</b>	<b>Cr Crute</b> <b>Proxy Cr Fancote</b>
	<b>Council Advisory Group</b>	<b>Purpose</b>	<b>Representation</b>	<b>Member</b>
<b>1</b>	<b>Integrated Planning and Reporting (IPR) Working Group</b> <i>(Advisory)</i>	<b>To oversee and guide the review of its IPR Framework working with the Shire Project Management Team and appointed consultant</b>	<b>3 x Elected Members</b>	<b>Cr Crute</b> <b>Cr Walker</b> <b>Cr Fancote</b>

**CARRIED BY ABSOLUTE MAJORITY VOTE 5-0**

<b>File No:</b>	N/A
<b>Date of Meeting:</b>	30 October 2017
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Courtney Fulwood – Executive Officer
<b>Authorising Officer:</b>	Ian D’Arcy – Chief Executive Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Absolute Majority
<b>Previous Report:</b>	Nil

**Summary of Item:**

To appoint elected members as delegates to various committee/advisory groups/organisation run or managed by external organisations or organisations where the Shire has a social, economic or financial interest.

**Description of Proposal:**

As above.

**Background:**

Following the Local Government elections on 21st October 2017 all previous Committee member and Council delegate positions become vacant and nominations are now required for the these vacancies:

The following are the external Committees/Organisations that Council continues to have an interest in:

- WALGA Central Country Zone - Wheatbelt
- WALGA AGM (Voting Delegate)
- WALGA Central Country Zone Local Government Act Working Group
- MRWA Wheatbelt South Regional Road Group & Hotham-Dale Subgroup (RRG)
- Brookton School Board

Conversely, it is suggest the following groups are no longer pertinent to having representation, and therefore have been omitted for the Officer Recommendation at the request of the CEO:

- Yenyening Lakes Management Group
- School Bus Runs

Furthermore, the following external Group has been amended with the removal of reference to Age Support and Care Solutions. This is due to an indication from the three local governments at the last BBP meeting there is a need to review the Group’s purpose and terms of reference.

- Brookton Beverley Pingelly (BBP) Alliance ~~Age Support and Care Solutions~~

**Consultation:**

Nil.

**Statutory Environment:**

A Councillor appointed as a delegate of an external committee/advisory group/organisation is required to adhere to the record keeping requirements as set out in the State Records Act 2000 and Councillors are required to report to Council on a regular basis about the activities of the committee/advisory group/organization.

**Relevant Plans and Policy:**

There are not relevant plans or policies in relation to this item.

**Financial Implications:**

Council resolved at the Ordinary Meeting of Council on 16<sup>th</sup> February 2017 item 14.02.17.01 the below;

1. Note the resolution of 21 July 2016, to make payments to elected members for eligible mileage claims, meetings fees for attending Council Meetings and or Council Committee Meetings and;
2. Approve, pursuant to section 5.98 (2A) of the Local Government Act 1995, and regulation 30 (3A) of the Local Government (Administration) Regulations 1996, effective from the date of this resolution, to also make payments to Council appointed representatives or delegates, or in lieu of that elected member, the Council appointed proxy as follows;
  - a. WALGA Zone Meetings - \$150 per attendance.
  - b. Regional road Group - \$150 per attendance.
  - c. External (not Council controlled or established) Committees, Working Groups or similar meetings as long as they are minuted, which also confirms attendance - \$50 per attendance.

In addition, there may be minor financial implications in that travel costs may be incurred to attend various meetings held outside the Shire of Brookton.

**Risk Assessment:**

There are no risks identified in relation to this item.

**Community & Strategic Objectives:**

This proposal generally aligns with the Shire of Brookton Strategic Community Plan 2013 – 2023 under:

*Outcome 1.4: A vibrant and inclusive community.*

*Strategy 1.4.2: Promote and support community groups, volunteerism and promote increased participation.*

**Comment**

Nil.

### OFFICER'S RECOMMENDATION

That Council, in accordance with Section 5.8 of the Local Government Act (1995), endorse participation in non-Council Committees and Groups, as listed in the table below, with elected members appointed:

	<i>Name of Group/Organisation</i>	<i>Purpose</i>	<i>Representation</i>	<i>Member</i>
1	<i>WALGA Central Country Zone</i>	<i>To represent the Council's interests at meetings of the WALGA Central Country Zone where recommendations are formed for consideration by the WALGA Executive Committee</i>	<i>2 x Elected Members</i>	<i>Cr Cr</i>
2	<i>WALGA AGM (Voting)</i>	<i>To vote on behalf of Council on formal recommendations being presented the WALGA Annual General Meeting held in August each year</i>	<i>Shire President and 1 x Elected Member</i>	<i>Cr Cr</i>
3	<i>WALGA Central Country Zone - Local Government Act Review Working Group</i>	<i>To assist in forming recommendations for consideration by the WALGA Central Country Zone on review of the Local Government Act and subsidiary legislation</i>	<i>2 x Elected Members</i>	<i>Cr Cr</i>
4	<i>MRWA Wheatbelt South Regional Road Group &amp; Hotham-Dale Subgroup</i>	<i>To represent the Council's interests on Regional Road matters</i>	<i>1 x Elected Member</i>	<i>Cr</i>
5	<i>Brookton Beverley Pingelly (BBP) Alliance</i>	<i>To represent the Council's interests in exploring, in collaboration with the Shires of Beverley and Pingelly, various opportunities and matters of mutual benefit for the betterment of our local communities</i>	<i>2 x Elected Members</i>	<i>Cr Cr</i>
6	<i>Brookton School Board</i>	<i>To represent the Council's interests and perform a 'conduit' role for information flow between the School Board and Council</i>	<i>1 x Elected Member</i>	<i>Cr</i>
7	<i>Joint Development Assessment Panel (JDAP)</i>	<i>To assess and determine development applications that exceeds \$3-7 million in value.</i>	<i>2 x Elected Member 2 x Proxy</i>	<i>Cr Cr Proxy Cr Proxy Cr</i>

## COUNCIL RESOLUTION

MOVED CR EVA      SECONDED CR MILLS

*That Council, in accordance with Section 5.8 of the Local Government Act (1995), endorse participation in non-Council Committees and Groups, as listed in the table below, with elected members appointed:*

	<b>Name of Group/Organisation</b>	<b>Purpose</b>	<b>Representation</b>	<b>Member</b>
1	<b>WALGA Central Country Zone</b>	<i>To represent the Council's interests at meetings of the WALGA Central Country Zone where recommendations are formed for consideration by the WALGA Executive Committee</i>	<b>2 x Elected Members</b>	<b>Cr Crute Cr Walker</b>
2	<b>WALGA AGM (Voting)</b>	<i>To vote on behalf of Council on formal recommendations being presented the WALGA Annual General Meeting held in August each year</i>	<b>Shire President and 1 x Elected Member</b>	<b>Cr Crute Cr Walker</b>
3	<b>WALGA Central Country Zone - Local Government Act Review Working Group</b>	<i>To assist in forming recommendations for consideration by the WALGA Central Country Zone on review of the Local Government Act and subsidiary legislation</i>	<b>2 x Elected Members</b>	<b>Cr Crute Cr Walker</b>
4	<b>MRWA Wheatbelt South Regional Road Group &amp; Hotham-Dale Subgroup</b>	<i>To represent the Council's interests on Regional Road matters</i>	<b>1 x Elected Member</b>	<b>Cr Crute</b>
5	<b>Brookton Beverley Pingelly (BBP) Alliance</b>	<i>To represent the Council's interests in exploring, in collaboration with the Shires of Beverley and Pingelly, various opportunities and matters of mutual benefit for the betterment of our local communities</i>	<b>2 x Elected Members</b>	<b>Cr Crute Cr Walker</b>
6	<b>Brookton School Board</b>	<i>To represent the Council's interests and perform a 'conduit' role for information flow between the School Board and Council</i>	<b>1 x Elected Member</b>	<b>Cr Crute</b>
7	<b>Joint Development Assessment Panel (JDAP)</b>	<i>To assess and determine development applications that exceeds \$3-7 million in value.</i>	<b>2 x Elected Member 2 x Proxy</b>	<b>Cr Crute Cr Walker Proxy Cr Eva Proxy Cr Mills</b>

**CARRIED BY ABSOLUTE MAJORITY VOTE 5-0**

<b>7.10.17</b>	<b>ENDORSEMENT OF COUNCIL MEETING SCHEDULE FOR ORDINARY COUNCIL MEETINGS DURING 2018</b>
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<b>File No:</b>	N/A
<b>Date of Meeting:</b>	30 October 2017
<b>Location/Address:</b>	14 White Street, Brookton WA 6306
<b>Name of Applicant:</b>	Shire of Brookton
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Courtney Fulwood – Executive Officer
<b>Authorising Officer:</b>	Ian D’Arcy – Chief Executive Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	Nil

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**Summary of Item:**

Council is requested to adopt the dates on which Ordinary Council meetings are to be held during the 2018 calendar year.

**Background:**

The *Local Government Act, 1995* compels Council to set its ordinary meeting dates in advance of each calendar year, with the requirement to advertise in the local newspaper/newsletter (and other mediums) to inform the public of the opportunity to attend and observe.

In light of this Council has traditionally set its meeting time in October for the coming year, and conduct its Ordinary Council meetings on the third Thursday of each month, excluding January when no meeting is held due to the post-harvest/school holiday period.

**Consultation:**

No specific consultation was undertaken in relation to this report, however, the Council decision will be published for public interest.

**Statutory Environment:**

The statutory and legal considerations in relation to this matter are undertaken pursuant to Division 2 – Council meetings, committees and their meetings and electors’ meetings; Subdivision 1 – Council meetings of the *Local Government Act, 1995*.

**Relevant Plans and Policy:**

The meeting days, times and venue has been determined by Council through the adoption of a Council Policy 1.2, which prescribes that Ordinary Council Meetings are to be held on the third Thursday of the month in the Council Chambers (14 White Street, Brookton) commencing at 5.00 pm.

**Financial Implications:**

There are no financial implications related to this report other than the costs of advertising in the local newsletter.

**Risk Assessment:**

There are no risks identified in relation to this report.

**Community & Strategic Objectives:**

There are no Strategic Community Plan or Corporate Business Plan activities relevant to this report.

## Comment

As mentioned, Council Policy 1.12 stipulates that Ordinary Council Meetings are to be convened on the third Thursday of each month, other than January. With this noted, there is a pending issue with the 2018 December Ordinary Meeting, as this will fall on the 20<sup>th</sup> December 2018. In light of this, any actions arising from the December Ordinary, including preparation and distribution of minutes, will prove difficult to action, and all relevant correspondence or advice is unlikely can be sent to customers in advance of the Christmas break. It also means that staff will not have sufficient time to deal with any other emerging or arising issues in the week before the Christmas break.

Therefore, it is recommended that Council agree to move the meeting date forward by one week to Thursday 13<sup>th</sup> December 2018.

### OFFICER'S RECOMMENDATION

*That Council adopts the following Ordinary Meeting dates, venues and starting times for the 2018 calendar year and the meeting schedule be advertised accordingly:*

<i>Month</i>	<i>Time</i>	<i>Date</i>	<i>Type</i>
<i>February</i>	<i>5.00 PM</i>	<i>Thursday 15 February 2018</i>	<i>Ordinary</i>
<i>March</i>	<i>5.00 PM</i>	<i>Thursday 15 March 2018</i>	<i>Ordinary</i>
<i>April</i>	<i>5.00 PM</i>	<i>Thursday 19 April 2018</i>	<i>Ordinary</i>
<i>May</i>	<i>5.00 PM</i>	<i>Thursday 17 May 2018</i>	<i>Ordinary</i>
<i>June</i>	<i>5.00 PM</i>	<i>Thursday 21 June 2018</i>	<i>Ordinary</i>
<i>July</i>	<i>5.00 PM</i>	<i>Thursday 19 July 2018</i>	<i>Ordinary</i>
<i>August</i>	<i>5.00 PM</i>	<i>Thursday 16 August 2018</i>	<i>Ordinary</i>
<i>September</i>	<i>5.00PM</i>	<i>Thursday 20 September 2018</i>	<i>Ordinary</i>
<i>October</i>	<i>5.00 PM</i>	<i>Thursday 18 October 2018</i>	<i>Ordinary</i>
<i>November</i>	<i>5.00 PM</i>	<i>Thursday 15 November 2018</i>	<i>Ordinary</i>
<i>December</i>	<i>5.00 PM</i>	<i>Thursday 13 December 2018</i>	<i>Ordinary</i>

*Note: All Council meetings are held at the Shire of Brookton Administration Office, 14 White Street Brookton WA 6306.*

### **SCM 10-17-3**

#### **COUNCIL RESOLUTION**

**MOVED CR WALKER SECONDED CR EVA**

*That Council adopts the following Ordinary Meeting dates, venues and starting times for the 2018 calendar year and the meeting schedule be advertised accordingly:*

<i>Month</i>	<i>Time</i>	<i>Date</i>	<i>Type</i>
<i>February</i>	<i>5.00 PM</i>	<i>Thursday 15 February 2018</i>	<i>Ordinary</i>
<i>March</i>	<i>5.00 PM</i>	<i>Thursday 15 March 2018</i>	<i>Ordinary</i>
<i>April</i>	<i>5.00 PM</i>	<i>Thursday 19 April 2018</i>	<i>Ordinary</i>
<i>May</i>	<i>5.00 PM</i>	<i>Thursday 17 May 2018</i>	<i>Ordinary</i>
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<i>July</i>	<i>5.00 PM</i>	<i>Thursday 19 July 2018</i>	<i>Ordinary</i>
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<i>November</i>	<i>5.00 PM</i>	<i>Thursday 15 November 2018</i>	<i>Ordinary</i>
<i>December</i>	<i>5.00 PM</i>	<i>Thursday 13 December 2018</i>	<i>Ordinary</i>

*Shire of Brookton, Unconfirmed Special Meeting of Council, 30 October 2017.*



*Note: All Council meetings are held at the Shire of Brookton Administration Office, 14 White Street*

**CARRIED BY SIMPLE MAJORITY VOTE 5-0**

<b>17.09.17</b>	<b>NEXT MEETING &amp; CLOSURE</b>
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There being no further business the meeting was closed at 4.40pm.