



Special Meeting of Council

Minutes

7 November 2013

MINUTES OF SPECIAL MEETING OF COUNCIL
HELD IN COUNCIL CHAMBERS ON 7 NOVEMBER 2013

Preface

When the Chief Executive Officer approves these Minutes for distribution they are in essence "Unconfirmed" until the following Ordinary Meeting of Council, where the Minutes will be confirmed subject to any amendments made by the Council.

The "Confirmed" Minutes are then signed off by the Presiding Person.

Attachments that formed part of the Agenda, in addition to those tabled at the Council Meeting are put together as an addendum to these Minutes with the exception of Confidential Items.

Confidential Items or attachments that are confidential are compiled as separate Confidential Minuted Agenda Items.

Unconfirmed Minutes

These minutes were approved for distribution on 8 November 2013.



Stan Scott

CHIEF EXECUTIVE OFFICER

8 November 2013.

Confirmed Minutes

These minutes were confirmed at a meeting held on 19 November 2013.

Signed:*David R. Doo*.....

Presiding person at the meeting at which the minutes were confirmed.

19 November 2013.

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ADDENDUM *with separate index follows Item 7.*

Shire of Toodyay

SPECIAL MEETING – 7 NOVEMBER 2013

MINUTES

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Shire President declared the meeting open at 5.02 pm.

2. RECORDS OF ATTENDANCE

Members

Cr D Dow	Shire President
Cr B Lloyd	Deputy Shire President
Cr P Greenway	
Cr A McCann	
Cr T Chitty	
Cr B Rayner	
Cr C Firns	
Cr S Craddock	
Cr R Madacsi	

Staff

Mr S Scott	Chief Executive Officer
Ms C Delmage	Manager Corporate Services
Mrs M Rebane	Executive Assistant

Invited to the Meeting

Mr F Panizza
Ms B Ruthven

Visitors

Nil.

2.1 APOLOGIES

Nil.

3. DISCLOSURE OF INTERESTS

The Chief Executive Officer advised that no disclosures of interest in the form of a written notice prior to the commencement of the meeting had been received.

**4. PUBLIC QUESTIONS
(relating to the purpose of the meeting)**

Nil

**5. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS
(relating to the purpose of the meeting)**

5.1 Petitions

Nil.

5.2 Deputations

Nil.

5.3 Presentations

Nil.

5.4 Submissions

Nil.

6. PURPOSE OF MEETING

This meeting was called by Cr David Dow, Shire President for the purposes of:

6.1 Considering Legal Advice.

COUNCIL RESOLUTION NO 333/11/13

MOVED Cr Rayner

That Council move behind closed doors in accordance with Standing Order 5.2(2) order for confidential business to be discussed.

MOTION CARRIED 7/0

The meeting was closed to the public in accordance with Section 5.23(2)(b)(d) and (f) of the *Local Government Act 1995*.

There were no members of the public in Council Chambers.

The Council Chambers were closed at 5.04 pm.

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COUNCIL RESOLUTION NO 338/11/13

MOVED Cr Lloyd

That Council move from behind closed doors.

MOTION CARRIED 8/0

The Council Chambers were re-opened at 6.44 pm.

Mr Panizza departed Council Chambers at 6.46 pm.

6.2 Setting the dates and times for Ordinary Council Meetings and Council Forums.

Date of Report:	6 November 2013
Proponent:	Shire of Toodyay
File Ref:	MTG6/OAM10993
Author:	Maria Rebane – Executive Assistant
Responsible Officer:	Stan Scott – Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	1. Council Meeting Duration - Time Comparisons.
Voting Requirements:	Simple majority.

INTRODUCTION

The purpose of this report is for Council to set the Ordinary Council Meeting and Council Forum Schedule for the 2014 calendar year.

BACKGROUND

At an Ordinary Meeting of Council held on 16 July 2013 Council resolved (Council Resolution No 213/07/13) as follows:

That for a trial period of three months the start time of the Ordinary Council Meetings be at 9.00 am and Council Forums be at 2.00 pm.

At the September 2013 Ordinary Meeting Council further resolved:

1. *That the CEO prepares a discussion paper on improving the efficiency and effectiveness of Council meetings and forums.*
2. *The discussion paper will include, but not be limited to consideration of the following options:*
 - (a) *That Council have two Council meetings per month;*
 - (b) *That the Agendas for Council meetings be received in hard copy by the Wednesday before the Council meetings;*
 - (c) *That on the Monday preceding the Council meeting, interested Councillors' can go with the relevant Officer for site visits to relevant venues, these to be decided by the Officer in consultation with the Councillors;*
 - (d) *That protocols for the running of Forums be developed; and*
 - (e) *That a Policy be developed for the taking and distribution of minutes/notes from forums.*

3. *That the discussion paper be presented to the February Ordinary Meeting of Council.*

This report will deal only with the meeting times for Ordinary Meetings and Forums, and the wider review of improving the effectiveness of Council processes will be considered at the February meeting.

CONSULTATION

There has been consultation with the CEO in relation to this report.

STATUTORY ENVIRONMENT

Part 5 of the *Local Government Act 1995* sets out the framework whereby elected members meet as the governing body for the purpose of decision-making on behalf of the local government.

Division 2 of the *Local Government Act 1995* sets the legislative framework for Council meetings, Committees and their meetings and electors meetings.

At least once each year a local government is to give local public notice of the dates on which and the time and place at which the ordinary council meetings will be held in accordance with Regulation 12 of the *Local Government (Administration) Regulations 1996*.

POLICY IMPLICATIONS

This proposal does not contain any notable policy implications.

FINANCIAL IMPLICATIONS

This proposal does not contain any notable financial implications.

STRATEGIC IMPLICATIONS

This proposal does not contain any notable strategic implications.

ENVIRONMENTAL IMPLICATIONS

This proposal does not contain any notable environmental implications.

SOCIAL IMPLICATIONS

This proposal does not contain any notable social implications.

OFFICER'S COMMENT

It is proposed that Council conduct its Ordinary Meetings on the third Tuesday of each month, excepting December which shall be held on the second Tuesday. If there is any change resulting from the February 2014 discussions, Council will need to readvertise the meeting dates. The proposed dates for the 2014 Ordinary Meetings of Council are listed as follows:

2014 Ordinary Meetings of Council		
21 January	18 February	18 March
15 April	20 May	17 June
15 July	19 August	16 September
21 October	18 November	9 December

The proposed dates for the 2014 Council Forums are listed as follows:

2014 Council Forums		
No meeting in January	4 February	4 March
1 April	6 May	3 June
1 July	5 August	2 September
7 October	4 November	2 December

Over the last three months there has been a trial period of 9.00 am commencement time for Ordinary Meetings of Council and a 2.00 pm commencement time of Council Forums.

At the Ordinary Meetings of Council, despite the 9.00 am commencement time, there has continued to be public participation. As Councillors would be aware the Council Forums only opened to the public in September and there has been public participation at these forums. The tables below show figures from the last three month time trial, compared with the same three month period in 2012.

Public Participation Ordinary Meetings of Council			
	AUG	SEPT	OCT
2012	10	6	6
2013	6	4	4

Public Participation Council Forums			
	AUG	SEPT	OCT
2012	0	0	0
2013	0	2	2

At a Special Meeting of Council, held on 21 October 2013 at 2.00 pm there were six (6) members of the public in attendance.

The length / duration of Council Meetings (refer to **Attachment 1 - Council Meeting Duration – Time Comparisons**) should be considered when deciding upon a start time for meetings. Attachment 1 also shows the start and finish times of previous meetings.

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Special Meetings of Council have not been included in the attachment however the statistics are provided as follows:

Special Meetings of Council		
<i>Year</i>	<i>Number held</i>	<i>Average Duration</i>
2012	12	3 hours
2013	10	3 hours

The introduction of an unopposed business running sheet since September 2013 has resulted in better time management of Council Meetings.

There are several options that can be considered in relation to the commencement time of Council Meetings as follows:

Commencement time Ordinary Meetings of Council			
9.00 am	2.00 pm	4.00 pm	7.00 pm

Commencement time Council Forums		
2.00 pm	3.00 pm	4.00 pm

The factor of fatigue in both Councillors and Staff should be a consideration when selecting a commencement time.

A commencement time of 4.00 pm for Ordinary Meetings of Council and 3.00 pm for Council Forums may provide a compromise.

The recommendations made in this report are for Council's consideration, bearing in mind there will be a more comprehensive review in February 2014.

Ordinary Meetings of Council

OFFICER'S RECOMMENDATION 1 – Ordinary Meetings of Council

It is recommended that Council conduct its Ordinary Meetings on the third Tuesday of each month commencing at, excepting December which shall be held on the second Tuesday.

Council Forums

OFFICER'S RECOMMENDATION 2– Council Forums

It is recommended that Council conduct its Council Forums on the first Tuesday of each calendar month commencing at

Cr Craddock moved a motion as follows

That:

- 1. Council conduct its Ordinary Meetings on the third Tuesday of each month commencing at 4.00 pm, excepting December which shall be held on the second Tuesday at 4.00 pm.**
- 2. Council conduct its Council Forums on the first Tuesday of each calendar month commencing at 4.00 pm with the exception of January in which there will not be a forum on the first Tuesday.**

Ms Ruthven departed Council Chambers at 6.48 pm.

The Shire President adjourned the meeting at 6.48 pm.

The Shire President resumed the meeting at 7.02 pm.

Cr McCann moved an amendment as follows:

That at Point 2 the words "month there will be no forum" replaces the words "there will not be a forum on the first Tuesday."

Cr Craddock accepted the amendment to the motion.

Cr Firms moved a motion as follows:

That Standing Order 7.9 be suspended to the extent that it will allow free and open discussion on this matter and for Members to address the Council more than once.

Cr Craddock objected to the motion.

Cr McCann seconded the motion.

Discussion ensued.

The motion was put.

MOTION

MOVED Cr Firms

That Standing Order 7.9 be suspended to the extent that it will allow free and open discussion on this matter and for Members to address the Council more than once.

MOTION LOST 2/6

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The substantive motion was read aloud.

Cr Firms objected to the motion.

Cr Chitty seconded the motion.

Debate ensued.

Cr Firms moved an amendment to the motion as follows:

That at Points 1 and 2 the word "Thursday" replaces the word "Tuesday."

Cr Craddock did not accept the amendment.

Cr McCann seconded the amendment.

Discussion ensued.

The motion was put.

MOTION

MOVED Cr Firms

That at Points 1 and 2 the word "Thursday" replaces the word "Tuesday."

MOTION LOST 3/5

COUNCIL RESOLUTION NO 339/11/13

MOVED Cr Craddock

That:

1. Council conduct its Ordinary Meetings on the third Tuesday of each month commencing at 4.00 pm, excepting December which shall be held on the second Tuesday at 4.00 pm.
2. Council conduct its Council Forums on the first Tuesday of each calendar month commencing at 4.00 pm with the exception of January in which month there will be no forum.

MOTION CARRIED 6/2

7. CLOSURE OF MEETING

The Shire President declared the meeting closed at 8.07 pm.



ADDENDUM

Attachments to Minutes of the

SPECIAL MEETING OF COUNCIL

7 November 2013

ADDENDUM
ATTACHMENTS TO MINUTES OF SPECIAL MEETING OF COUNCIL
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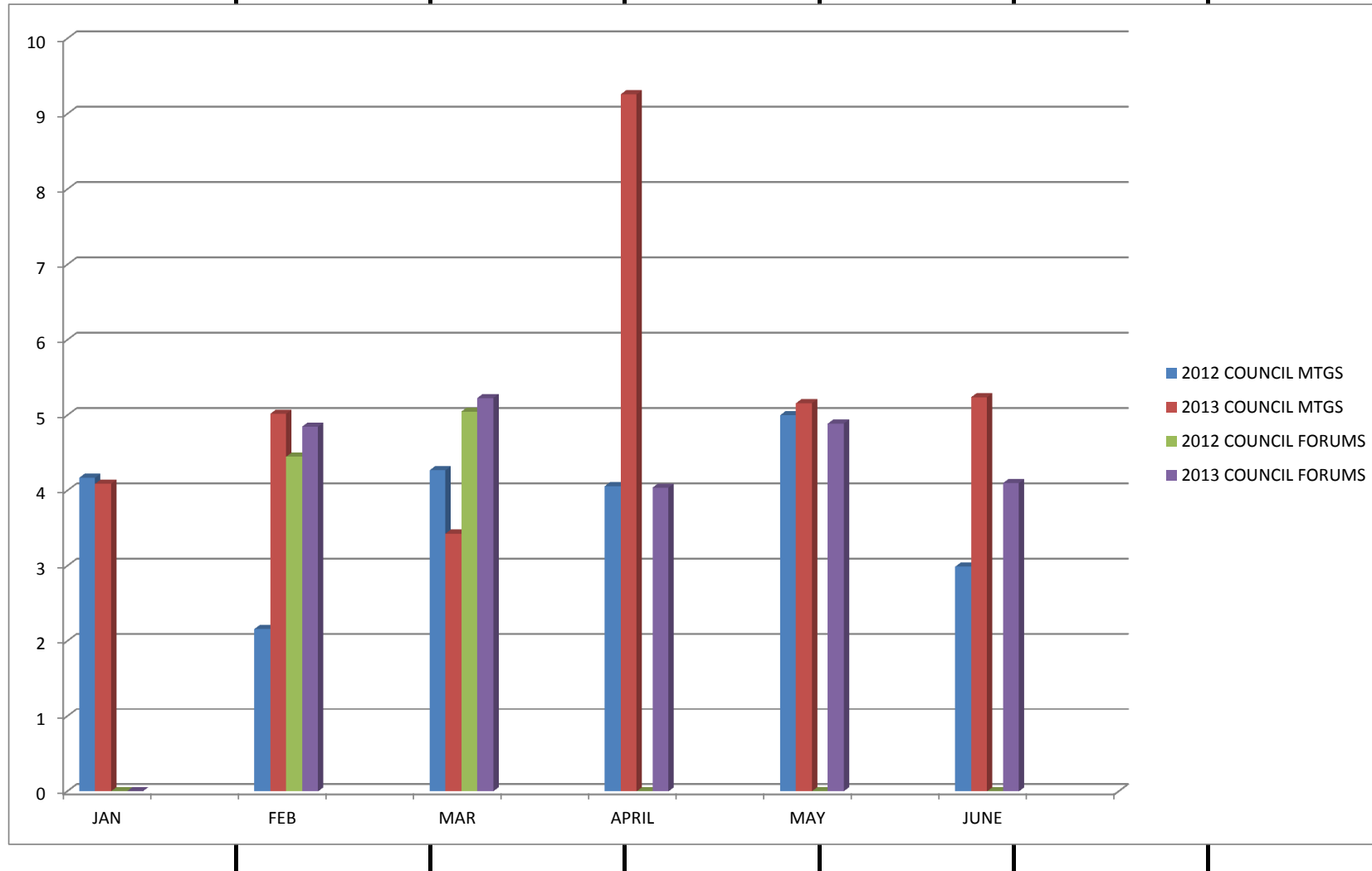
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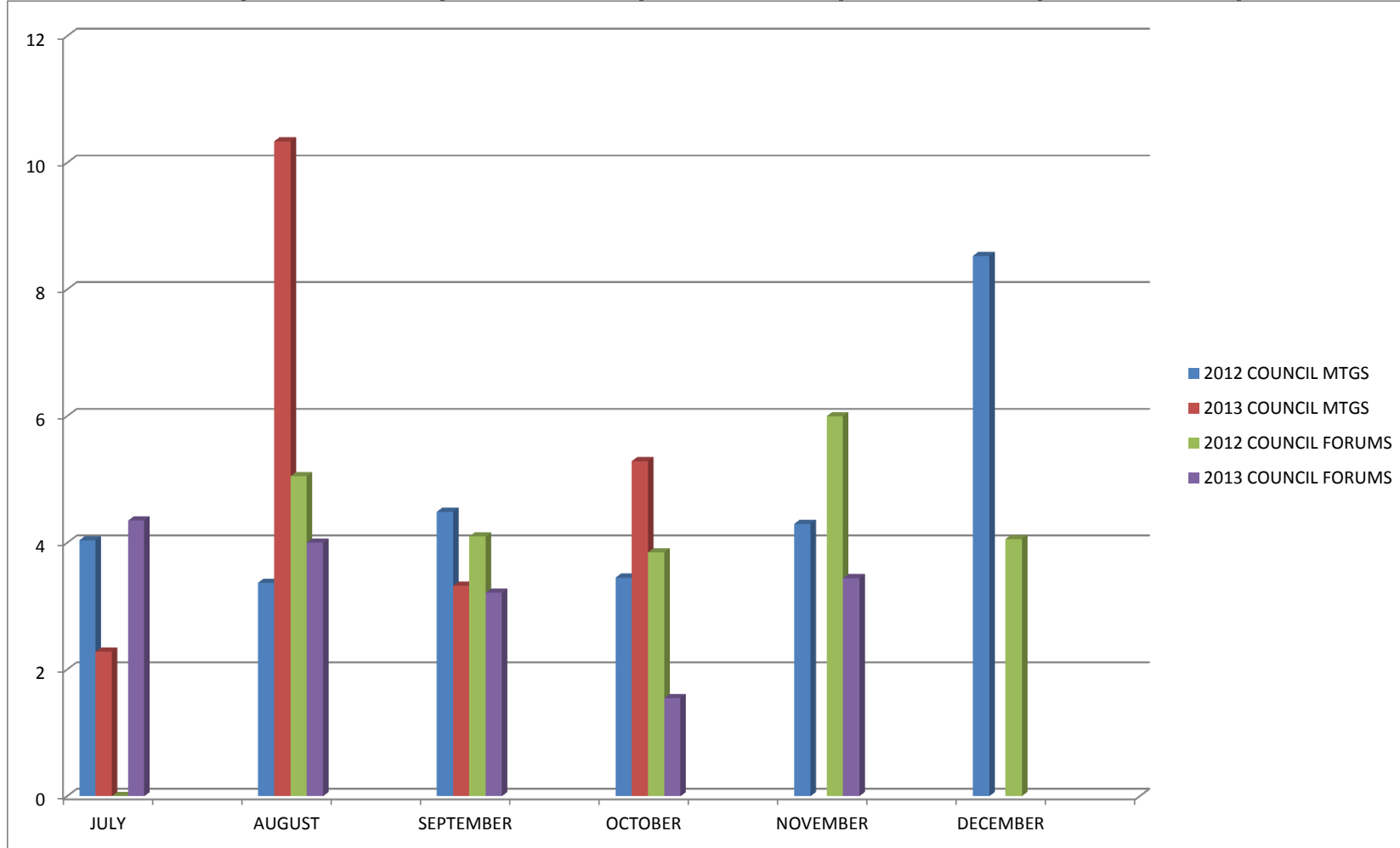
Council Meeting Duration - Time Comparisons

	JAN	FEB	MAR	APRIL	MAY	JUNE
2012 COUNCIL MTGS	4.17	2.16	4.27	4.06	5	2.99
2013 COUNCIL MTGS	4.09	5.02	3.43	9.26	5.16	5.24
2012 COUNCIL FORUMS	0	4.45	5.05	0	0	0
2013 COUNCIL FORUMS	0	4.85	5.23	4.04	4.89	4.1



Council Meeting Duration - Time Comparisons

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
2012 COUNCIL MTGS	4.04	3.37	4.49	3.45	4.3	8.53
2013 COUNCIL MTGS	2.28	10.34	3.32	5.29		
2012 COUNCIL FORUMS	0	5.05	4.1	3.85	6	4.06
2013 COUNCIL FORUMS	4.35	4	3.21	1.55	3.44	



Council Meeting Duration - Time Comparisons

Start and Finish times

2012 COUNCIL MTGS	JAN		FEB		MAR	
	START	FINISH	START	FINISH	START	FINISH
	7.02 PM	11.19 PM	7.04 PM	9.20 PM	7.02 PM	11.29 PM
TOTAL HOURS	4.17		2.16		4.27	

2013 COUNCIL MTGS	JAN		FEB		MAR	
	START	FINISH	START	FINISH	START	FINISH
	7.10 PM	11.19 PM	7.05 PM	12.07 AM	7.07 PM	10.50 PM
TOTAL HOURS	4.09		5.02		3.43	

2012 COUNCIL FORUMS	JAN		FEB		MAR	
	START	FINISH	START	FINISH	START	FINISH
	No forum held		4.00 PM	8.45 PM	4.00 PM	9.05 PM
TOTAL HOURS	0		4.45		5.05	

2013 COUNCIL FORUMS	JAN		FEB		MAR	
	START	FINISH	START	FINISH	START	FINISH
	No forum held		4.15 PM	9.00 PM	4.05 PM	9.28 PM
TOTAL HOURS	0		4.85		5.23	

2012 COUNCIL MTGS	APRIL		MAY		JUNE	
	START	FINISH	START	FINISH	START	FINISH
	7.04 PM	11.10 PM	7.04 PM	12.04 AM	7.03 PM	10.02 PM
TOTAL HOURS	4.06		5		2.99	

2013 COUNCIL MTGS	APRIL 1ST DAY		APRIL 2ND DAY		MAY	
	START	FINISH	START	FINISH	START	FINISH
	7.10 PM	12.34 AM	6.08 PM	10.10 PM	7.05 PM	12.21 AM
TOTAL HOURS	5.24		4.02		5.16	

2012 COUNCIL FORUMS	APRIL		MAY		JUNE	
	START	FINISH	START	FINISH	START	FINISH
	NOT RECORDED		NOT RECORDED		NOT RECORDED	
TOTAL HOURS	0		0		0	

2013 COUNCIL FORUMS	APRIL		MAY		JUNE	
	START	FINISH	START	FINISH	START	FINISH
	4.10 PM	8.12 PM	4.16 PM	9.05 PM	4.05 PM	8.15 PM
TOTAL HOURS	4.04		4.89		4.1	

2012 COUNCIL MTGS	JULY		AUGUST		SEPTEMBER	
	START	FINISH	START	FINISH	START	FINISH
	7.05 PM	11.09 PM	7.03 PM	10.40 PM	7.01 PM	11.50 PM
TOTAL HOURS	4.04		3.37		4.49	

Council Meeting Duration - Time Comparisons

Start and Finish times

2013 COUNCIL MTGS	JUNE		JULY		AUGUST	
	START	FINISH	START	FINISH	START	FINISH
	7.09 PM	12.33 AM	7.00 pm	9.28 pm	9.12 am	7.16 pm
TOTAL HOURS	5.24		2.28		10.34	

2012 COUNCIL FORUMS	JULY		AUGUST		SEPTEMBER	
	START	FINISH	START	FINISH	START	FINISH
	NOT RECORDED		4.00 pm	9.05 pm	4.05 PM	8.15 PM
TOTAL HOURS	0		5.05		4.1	

2013 COUNCIL FORUMS	JULY		AUGUST		SEPTEMBER	
	START	FINISH	START	FINISH	START	FINISH
	4.04 PM	8.39 PM	2.09 PM	6.09 PM	2.22 PM	5.43 PM
TOTAL HOURS	4.35		4		3.21	

2012 COUNCIL MTGS	OCTOBER		NOVEMBER		DEC over 2 DAYS	
	START	FINISH	START	FINISH	START	FINISH
	7.02 PM	10.47 PM	7.00 PM	11.30 PM	7.03PM-12.05AM	6.07PM TO 9.58 PM
TOTAL HOURS	3.45		4.3		5.02	3.51

2013 COUNCIL MTGS	SEPTEMBER		OCTOBER		NOVEMBER	
	START	FINISH	START	FINISH	START	FINISH
	9.13 AM	12.45 PM	9.14 AM	2.43 PM		
TOTAL HOURS	3.32		5.29			

2012 COUNCIL FORUMS	OCTOBER		NOVEMBER		DECEMBER	
	START	FINISH	START	FINISH	START	FINISH
	4.33 PM	8.18 PM	4.05 PM	10.05 PM	4.09 PM	8.15 PM
TOTAL HOURS	3.85		6		4.06	

2013 COUNCIL FORUMS	OCTOBER		NOVEMBER		DECEMBER	
	START	FINISH	START	FINISH	START	FINISH
	2.14 PM	4.09 PM	2.03 PM	5.47 PM		
TOTAL HOURS	1.55		3.44			

