



Special Meeting of Council

Minutes

20 October 2015

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 23 October 2015.



Stan Scott
CHIEF EXECUTIVE OFFICER

Confirmed Minutes

These minutes were confirmed at a meeting held on 27 October 2015.

Signed: 

Note: The Presiding Member at the meeting at which the minutes were confirmed is the person who signs above.

Shire of Toodyay

SPECIAL MEETING – 20 OCTOBER 2015

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Shire of Toodyay

SPECIAL MEETING – 20 OCTOBER 2015

MINUTES

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chief Executive Officer declared the meeting open at 4.00 pm.

2. RECORDS OF ATTENDANCE

Members

Cr P Greenway

Cr S Craddock

Cr D Dow

Cr B Rayner

Cr T Chitty

~~Cr D Dow~~ Cr K WOOD *Cr Dow*

Cr J Dow

Cr R Welburn

Cr E Twine

Staff

Mr S Scott

Ms C Delmage

Ms A Bell

Mr L Vidovich

Mr G Bissett

Ms K Jolly

Mrs M Lamb

Chief Executive Officer

Manager Corporate Services

Manager Community Development

Manager Works and Services

Manager Planning and Development

Executive Services Officer

Governance Officer

Visitors

B Lloyd

L Rooney

P Robinson

D Twine

S Welburn

J Young

M Sinclair-Jones

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 had been received prior to the commencement of the meeting.

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

6.1 Election of Shire President / Deputy President and Allocation of Seats in Chambers.
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Date of Report:	19 October 2015
Proponent:	Shire of Toodyay
File Ref:	MTG6
Author:	Stan Scott – Chief Executive Officer
Responsible Officer:	Stan Scott – Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	Nil.
Voting Requirements:	Absolute Majority

INTRODUCTION

The purpose of this report is to elect the positions of Shire President and Deputy President and allocate seats in the Council Chamber following the local government election.

BACKGROUND

Nil

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Schedule 2.3 of the *Local Government Act 1995* sets out the procedures for the election of presidents and Deputy Presidents by Council.

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

The CEO will preside over the meeting until elected Councillors have been sworn in, and the Shire President has been elected and sworn in. The President will preside over the remainder of the meeting.

OFFICER'S RECOMMENDATION

It is recommended that:

1. Council elect Cras Shire President for a two year period commencing today;
2. Council elect Cras Deputy Shire President for a two year period commencing today; and

Following the elections Elected Members will draw lots to determine sitting positions for the next 2 years.

The seating arrangement for a two year period commencing today (around the table from right to left) is as follows:

- Cr, Cr
- Cr, Cr
- Cr, Cr
- Cr

The Chief Executive Officer advised that he had received one nomination for the position of Shire President.

Cr D Dow was nominated for the position of Shire President. Cr Dow accepted the nomination.

The CEO declared Cr Dow elected as Shire President for the Shire of Toodyay.

Cr Dow assumed the Chair.

MINUTES OF SPECIAL MEETING OF COUNCIL
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The Chief Executive Officer advised that he had received three nominations for the position of Deputy Shire President.

Cr Chitty was nominated for the position of Deputy Shire President. Cr Chitty accepted the nomination.

Cr Rayner was nominated for the position of Deputy Shire President. Cr Rayner accepted the nomination.

Cr Craddock was nominated for the position of Deputy Shire President. Cr Craddock accepted the nomination.

There were no further nominations and a secret ballot was conducted.

The Chief Executive Officer counted the nominations at 4.20pm.

The Shire President declared Cr Chitty elected as Deputy Shire President. Cr Chitty assumed the Deputy President Chair.

The seating arrangement for a two year period commencing today (around the table from right to left) is as follows:

1. Cr Twine
2. Cr Dow
3. Cr Craddock
4. Cr Greenway
5. Cr Welburn
6. Cr Rayner
7. Cr Wood

COUNCIL RESOLUTION NO 196/10/15

MOVED Cr Rayner

To suspend Standing Order 7.9 to allow Members to speak more than once on Agenda Item 6.2 so that Members can nominate for committee positions and to allow further discussion relative to nominations.

MOTION CARRIED 9/0

Standing Order 7.9 was suspended at 4.35pm.

6.2 Nomination of Members / Delegates to external bodies and Council Committees
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Date of Report:	19 October 2015
Proponent:	Shire of Toodyay
File Ref:	MTG6
Author:	Stan Scott – Chief Executive Officer
Responsible Officer:	Stan Scott – Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Voting Requirements:	Absolute Majority for Committee Membership, Simple Majority otherwise

INTRODUCTION

The purpose of this report is, as is normal practice following each Ordinary Local Government Election, to determine membership of all Committees.

BACKGROUND

Nil.

CONSULTATION

No consultation has been necessary nor has any been undertaken.

STATUTORY ENVIRONMENT

Section 5.8 of the *Local Government Act 1995* provides for the establishment of committees of 3 or more persons. Sections 5.9 and 5.10 provide for the types of committees and membership.

In particular 5.10 provides that:

- each elected member is entitled to be on at least one committee;
- the President can insist that he be appointed to any committee that includes Council Members; and
- the CEO can insist the he or his representative be appointed to any committee that will include a staff member.

Section 7.1A of the *Local Government Act 1995* provides for the establishment of an Audit Committee.

Part V, Section 67 of the *Bush Fires Act 1954* provides for the establishment of a Bush Fire Advisory Committee.

Part 3 (Division 1) Section 38 of the *Emergency Management Act 2005* provides for the establishment of a Local Emergency Management Committee. Section 38(3) of the *Emergency Management Act 2005* provides for the membership of a LEMC subject to Section 38(4) of the *Emergency Management Act 2005* whereby 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.

Sections 16 to 20 of *State Emergency Management Policy No. 2.5 – Emergency Management in Local Government Districts* provides guidelines to local government in relation to the membership of a Local Emergency Management Committee.

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

Audit Committee (AC)

The Audit Committee is a Standing Committee of Council constituted under Section 7.1A of the *Local Government Act 1995* which requires each Local Government to have an Audit Committee. The Audit Committee includes elected members and independent community representatives appointed by Council. It does not have any staff representatives.

The purpose of the Audit Committee is stated as follows:

- (a) *to provide guidance and assistance to the local government –*
 - (i) *as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act; and*

- (ii) *as to the development of a process to be used to select and appoint a person to be an auditor; and*
- (b) *the Audit Committee may provide guidance and assistance to the local government as to –*
- (i) *matters to be audited;*
 - (ii) *the scope of audits;*
 - (iii) *its functions under Part 6 of the Act; and*
 - (iv) *the carrying out of its functions relating to other audits and other matters related to financial management.*

The previous membership of the Audit Committee is as follows:

- Cr A McCann
- Cr R Madacsi
- Cr B Rayner
- Cr C Firms
- Cr P Greenway (Deputy)
- Cr D Dow (Deputy)
- Mrs B Ruthven
- Mr R Millar
- Chief Executive Officer and/or his nominated representative.

This committee was established under Section 7.1A of the *Local Government Act 1995*. *This committee does not have delegated authority.*

Council may appoint existing community representatives or advertise for expressions of interest. It is good practice to advertise every 2 years.

OFFICER'S RECOMMENDATION 1– AC

It is recommended that:

1. The purpose of the Audit Committee is stated as follows:
 - (a) to provide guidance and assistance to the local government –
 - (i) as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act; and
 - (ii) as to the development of a process to be used to select and appoint a person to be an auditor; and
 - (b) the Audit Committee may provide guidance and assistance to the local government as to –
 - (i) matters to be audited;
 - (ii) the scope of audits;
 - (iii) its functions under Part 6 of the Act; and
 - (iv) the carrying out of its functions relating to other audits and other matters related to financial management.
2. Council appoint the following members to the Audit Committee:

Councillor
Councillor
Councillor

3. Council appoint Deputy Members in order of seniority as follows:

Councillor
Councillor

4. The Audit Committee meets on the 2nd Thursday of February, May, August and November at 2.00pm;
5. Council advertise seeking expressions of interest from community members willing to be representatives upon the Audit Committee.

**OFFICER'S RECOMMENDATION 1– AUDIT COMMITTEE
COUNCIL RESOLUTION NO. 197/10/15**

MOVED Cr Craddock

It is recommended that:

1. The purpose of the Audit Committee is stated as follows:
- (a) to provide guidance and assistance to the local government –
 - (i) as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act; and
 - (ii) as to the development of a process to be used to select and appoint a person to be an auditor; and
 - (b) the Audit Committee may provide guidance and assistance to the local government as to –
 - (i) matters to be audited;
 - (ii) the scope of audits;
 - (iii) its functions under Part 6 of the Act; and
 - (iv) the carrying out of its functions relating to other audits and other matters related to financial management.
2. Council appoint the following members to the Audit Committee:
- Councillor Welburn
Councillor Rayner
Councillor J Dow
Councillor Chitty
3. Council appoint Deputy Members in order of seniority as follows:
- Councillor D Dow (Shire President)

Councillor Greenway

4. The Audit Committee meets on the 2nd Thursday of February, May, August and November at 2.00pm;
5. Council advertise seeking expressions of interest from community members willing to be representatives upon the Audit Committee.

MOTION CARRIED 9/0

Bush Fire Advisory Committee (BFAC)

Part V, Section 67 of the *Bush Fires Act 1954* provides for the establishment of a Bush Fire Advisory Committee. The committee meets 4 times per year.

The purpose of the Bush Fire Advisory Committee is as follows:

To provide advice to the local government on matters pertaining to obligations contained within the Bush Fires Act, organising, managing, resourcing and training volunteer bush fire brigades”.

This committee is established under Section 67 of the *Bush Fires Act 1954*. This committee does not have delegated authority.

The previous membership of the Bush Fire Advisory Committee is as follows:

- Cr B Rayner
- Cr B Lloyd
- Cr P Greenway
- Cr A McCann (Deputy)
- Cr S Craddock (Deputy)
- Chief Bushfire Control Officer;
- Deputy Chief Bushfire Control Officer 1;
- Deputy Chief Bushfire Control Officer 2;
- Deputy Chief Bushfire Control Officer 3;
- Toodyay Central Brigade representative;
- Coondle-Nunile Brigade representative;
- Julimar Brigade representative;
- Morangup Brigade representative;
- Bejoording Brigade representative;
- Fire Control Officer representative; and
- Toodyay Fire & Rescue representative.

OFFICER'S RECOMMENDATION 2– BFAC

It is recommended that:

1. The purpose of the Bush Fire Advisory Committee is stated as follows:

To provide advice to the local government on matters pertaining to obligations contained within the Bush Fires Act, organising, managing, resourcing and training volunteer bush fire brigades.

2. Council appoint the following members to the Bush Fire Advisory Committee:

Councillor
Councillor
Councillor
Chief Bushfire Control Officer;
Deputy Chief Bushfire Control Officer 1;
Deputy Chief Bushfire Control Officer 2;
Bejoording Brigade representative;
Morangup Brigade representative;
Coondle-Nunile Brigade representative;
Julimar Brigade representative;
Toodyay Central Brigade representative;
Toodyay Volunteer Fire & Rescue representative;
Fire Control Officer representative;
Bush Fire Volunteer Training Officer representative;
Chief Executive Officer Shire of Toodyay;
Community Emergency Services Manager.
Department of Parks & Wildlife representative; and
Department of Fire and Emergency Services (DFES) representative.

3. Council appoint Deputy Members in order of seniority as follows:

Councillor
Councillor

4. The Bush Fire Advisory Committee meet at 6.00 pm on the first Tuesday of each of the months of February, May, August and November.

**OFFICER'S RECOMMENDATION 2 – BUSHFIRE ADVISORY COMMITTEE
COUNCIL RESOLUTION NO. 198/10/15**

MOVED Cr Rayner

It is recommended that:

1. The purpose of the Bush Fire Advisory Committee is stated as follows:

To provide advice to the local government on matters pertaining to obligations contained within the Bush Fires Act, organising, managing, resourcing and training volunteer bush fire brigades.

2. Council appoint the following members to the Bush Fire Advisory Committee:

Councillor Rayner
Councillor Twine
Councillor Welburn
Chief Bushfire Control Officer;
Deputy Chief Bushfire Control Officer 1;
Deputy Chief Bushfire Control Officer 2;
Bejoording Brigade representative;
Morangup Brigade representative;
Coondle-Nunile Brigade representative;
Julimar Brigade representative;
Toodyay Central Brigade representative;
Toodyay Volunteer Fire & Rescue representative;
Fire Control Officer representative;
Bush Fire Volunteer Training Officer representative;
Chief Executive Officer Shire of Toodyay;
Community Emergency Services Manager.
Department of Parks & Wildlife representative; and
Department of Fire and Emergency Services (DFES) representative.

3. Council appoint Deputy Members in order of seniority as follows:

Councillor Chitty
Councillor Wood

4. The Bush Fire Advisory Committee meet at 6.00 pm on the first Tuesday of each of the months of February, May, August and November.

MOTION CARRIED 9/10

Local Emergency Management Committee (LEMC)

Part 3 (Division 1) Section 38 of the *Emergency Management Act 2005* provides for the establishment of a Local Emergency Management Committee. Section 38(3) of the *Emergency Management Act 2005* provides for the membership of a LEMC subject to Section 38(4) of the *Emergency Management Act 2005* whereby 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.

The purpose of the LEMC is stated as follows:

"to advise and assist the Local Government in ensuring that the Local Emergency Management arrangements are established for its district; to liaise with public authorities and other persons in the development, review and testing of Local Emergency Management arrangements; and to carry out other emergency management activities as directed by the SEMC or prescribed by the Regulations."

The previous membership of the LEMC is as follows:

- Cr D Dow
- Cr A McCann
- Cr T Chitty
- Cr R Madacsi (Deputy)
- Cr P Greenway (Deputy)
- Police Officer in Charge – Toodyay
- Chief Executive Officer – Shire of Toodyay
- Local Recovery Coordinator (Presently Mr Les Vidovich, Manager of Works and Services)
- Deputy Recovery Coordinator (Presently Ms Narelle Rodger, Accountant)
- St John Ambulance representative
- DFES Representative
- Silver Chain Representative
- Toodyay Volunteer Fire & Rescue representative
- Chief Bush Fire Control Officer (presently Mr Craig Stewart)
- Department of Child Protection representative
- Principal, Toodyay District High School
- Community Emergency Services Manager (presently Mr Robert Koch)

This committee is established under Section 38 of the *Emergency Management Act 2005*. This committee does not have delegated authority.

Secretariat and administration support to the LEMC is provided by the Shire of Toodyay in accordance with the State Emergency Management Policy No 2.5 – Emergency Management in Local Government Districts which also state that LEMCs shall meet every three (3) months and as required.

OFFICER'S RECOMMENDATION 3 – LEMC

It is recommended that:

1. The purpose of the Local Emergency Management Committee is stated as follows:

to advise and assist the Local Government in ensuring that the Local Emergency Management arrangements are established for its district; to liaise with public authorities and other persons in the development, review and testing of Local Emergency Management arrangements; and to carry out other emergency management activities as directed by the SEMC or prescribed by the Regulations.

2. Council appoint the following members to the Local Emergency Management Committee:

Councillor
Councillor
Councillor
Police Officer in Charge – Toodyay
Chief Executive Officer – Shire of Toodyay
Local Recovery Coordinator
Deputy Recovery Coordinator
St John Ambulance representative
DFES Representative
Silver Chain Representative
Toodyay Volunteer Fire & Rescue representative
Red Cross Representative
Chief Bush Fire Control Officer
Department of Child Protection representative
Principal, Toodyay District High School
Community Emergency Services Manager
Health/Medical Representative.

3. Council appoint Deputy Members in order of seniority as follows:

Councillor
Councillor

4. The Local Emergency Management Committee meets at 5.00 pm on the second Wednesday of each of the months of February, May, August and November.

**OFFICER'S RECOMMENDATION 3 – LOCAL EMERGENCY
MANAGEMENT COMMITTEE
COUNCIL RESOLUTION NO. 199/10/15**

MOVED Cr Chitty

It is recommended that:

1. The purpose of the Local Emergency Management Committee is stated as follows:

to advise and assist the Local Government in ensuring that the Local Emergency Management arrangements are established for its district; to liaise with public authorities and other persons in the development, review and testing of Local Emergency Management arrangements; and to carry out other emergency management activities as directed by the SEMC or prescribed by the Regulations.

2. Council appoint the following members to the Local Emergency Management Committee:

Councillor D Dow (Shire President)
Councillor Chitty
Councillor Wood
Police Officer in Charge – Toodyay
Chief Executive Officer – Shire of Toodyay
Local Recovery Coordinator
Deputy Recovery Coordinator
St John Ambulance representative
DFES Representative
Silver Chain Representative
Toodyay Volunteer Fire & Rescue representative
Red Cross Representative
Chief Bush Fire Control Officer
Department of Child Protection representative
Principal, Toodyay District High School
Community Emergency Services Manager
Health/Medical Representative.

3. Council appoint Deputy Members in order of seniority as follows:

Councillor J Dow
Councillor Greenway

4. The Local Emergency Management Committee meets at 5.00 pm on the second Wednesday of each of the months of February, May, August and November.

MOTION CARRIED 9/0

Local Recovery Committee (LRC)

The Local Recovery Committee is a subcommittee of the LEMC tasked with aspects of Recovery and its purpose is to assist the local government in the recovery process following a local emergency. It is an occasional committee and only meets when required.

The purpose of this committee is "to coordinate and support local management of the recovery processes within the community subsequent to a major emergency in accordance with State Emergency Management policy and the Local Recovery Plan."

The responsibility of this committee is "to ensure a coordinated multi-agency approach to community recovery and make appropriate recommendations, based on lessons learnt, to the Local Emergency Management Advisory Committee to improve the community's recovery preparedness."

The previous membership of the LRC is as follows:

- Shire President
- Local Recovery Coordinator
- Deputy Recovery Coordinator
- Chief Executive Officer
- Community Emergency Services Manager

This committee is established under Section 5.8 of the *Local Government Act 1995*. This committee does not have delegated authority.

OFFICER'S RECOMMENDATION 4 – Local Recovery Committee

It is recommended that:

1. The purpose of the Local Recovery Committee is stated as follows:

To assist the local government in the recovery process following a local emergency.
2. Council appoint the following members to the Local Recovery Committee:
 - Shire President
 - Local Recovery Coordinator
 - Deputy Recovery Coordinator
 - Chief Executive Officer
 - Community Emergency Services Manager
3. The Local Recovery Committee meets as and when required to do so.

**OFFICER'S RECOMMENDATION 4 – LOCAL RECOVERY COMMITTEE
COUNCIL RESOLUTION NO. 200/10/15**

MOVED Cr Rayner

It is recommended that:

1. The purpose of the Local Recovery Committee is stated as follows:

To assist the local government in the recovery process following a local emergency.
2. Council appoint the following members to the Local Recovery Committee:
 - Shire President
 - Local Recovery Coordinator
 - Deputy Recovery Coordinator
 - Chief Executive Officer
 - Community Emergency Services Manager
3. The Local Recovery Committee meets as and when required to do so.

MOTION CARRIED 9/0

Works Advisory Committee (WAC)

The Works Advisory Committee is a Standing Committee of Council constituted under Section 5.8 of the *Local Government Act 1995*

The purpose of the Works Advisory Committee is stated as follows:

To provide guidance and assistance to the Local Government on matters relating to maintaining and developing transport and other infrastructure assets of the Shire in ways that are socially, financially and environmentally responsible.

The previous membership of the Works Advisory Committee is as follows:

- Cr B Lloyd
- Cr Craddock
- Cr Dow
- Cr Greenway
- Chief Executive Officer and/or his nominated representative.

This committee is established under Section 5.8 of the *Local Government Act 1995*. This committee does not have delegated authority.

OFFICER'S RECOMMENDATION 5 – WAC

It is recommended that:

1. The purpose of the Works Advisory Committee is stated as follows:

To provide guidance and assistance to the Local Government on matters relating to maintaining and developing transport and other infrastructure assets of the Shire in ways that are socially, financially and environmentally responsible.
2. Council appoint the following members to the Works Advisory Committee:

Councillor
Councillor
Councillor
Councillor
Chief Executive Officer and/or his nominated representative.
3. Council appoint Deputy Members in order of seniority as follows:

Councillor
Councillor
4. The Works Advisory Committee meets at 4.00 pm on the fourth Thursday of each of the months of January, April, July and October.

**OFFICER'S RECOMMENDATION 5 – WORKS ADVISORY COMMITTEE
COUNCIL RESOLUTION NO. 201/10/15**

MOVED Cr Welburn

It is recommended that:

1. The purpose of the Works Advisory Committee is stated as follows:

To provide guidance and assistance to the Local Government on matters relating to maintaining and developing transport and other infrastructure assets of the Shire in ways that are socially, financially and environmentally responsible.

2. Council appoint the following members to the Works Advisory Committee:

Councillor D Dow (shire President)
Councillor Greenway
Councillor Craddock
Councillor Chitty
Chief Executive Officer and/or his nominated representative.

3. Council appoint Deputy Members in order of seniority as follows:

Councillor Twine
Councillor Welburn

4. The Works Advisory Committee meets at 4.00 pm on the fourth Thursday of each of the months of January, April, July and October.

MOTION CARRIED 9/0

Museum Advisory Committee (MAC)

The Museum Advisory Committee (MAC) is a Standing Committee of Council constituted under Section 5.8 of the *Local Government Act 1995*

The purpose of the Committee is stated as follows:

The purpose of the Museum Advisory Committee is to provide guidance and assistance to the Council on matters affecting the selection, interpretation or display of the museums artefacts and matters relating to the promotion of the Museum.

The previous membership of the Committee is as follows:

- Cr Craddock
- Cr Greenway
- Cr McCann (Deputy)
- Cr Lloyd

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- Mrs S Hesse
- J Edgecombe
- Museum Curator

This committee is established under Section 5.8 of the *Local Government Act 1995*. This committee does not have delegated authority.

OFFICER'S RECOMMENDATION 6 – MAC

It is recommended that:

1. The purpose of the Museum Advisory Committee is stated as follows:

The purpose of the Museum Advisory Committee is to provide guidance and assistance to the Council on matters affecting the selection, interpretation or display of the museums artefacts and matters relating to the promotion of the Museum.
2. Council appoint the following members to the Museum Advisory Committee:

Councillor
Councillor
Museum Curator
Mrs S Hesse
Mrs J Edgecombe
Chief Executive Officer and/or his nominated representative.
3. Council appoint Deputy Members in order of seniority as follows:

Councillor
Councillor
4. The Museum Advisory Committee meets at 4.00 pm on the third Thursday of each of the months of February, May, August and November.
5. Council advertise seeking expressions of interest from the community members willing to be representatives upon the Museum Advisory Committee.

**OFFICER'S RECOMMENDATION 6 – MUSEUM ADVISORY COMMITTEE
COUNCIL RESOLUTION NO. 202/10/15**

MOVED Cr Craddock

It is recommended that:

1. The purpose of the Museum Advisory Committee is stated as follows:

The purpose of the Museum Advisory Committee is to provide guidance and assistance to the Council on matters affecting the selection, interpretation or display of the museums artefacts and matters relating to the promotion of the Museum.

2. Council appoint the following members to the Museum Advisory Committee:

Councillor Craddock
Councillor Chitty
Museum Curator
Mrs S Hesse
Mrs J Edgecombe
Chief Executive Officer and/or his nominated representative.

3. Council appoint Deputy Members in order of seniority as follows:

Councillor Greenway
Councillor Rayner

4. The Museum Advisory Committee meets at 4.00 pm on the third Thursday of each of the months of February, May, August and November.
5. Council advertise seeking expressions of interest from the community members willing to be representatives upon the Museum Advisory Committee.

MOTION CARRIED 9/0

Community Depot Management Advisory Committee (CDMAC)

The Community Depot Management Advisory Committee (CDMAC) is a Standing Committee of Council constituted under Section 5.8 of the *Local Government Act 1995*

The purpose of the Committee is stated as follows:

To advise Council on the set-up and operation of the Community Depot.

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- Cr R Madacsi
- Cr A McCann
- Cr P Greenway
- Cr D Dow (Deputy)
- Toodyay Seed Orchard Group Representative
- Toodyay Theatre Group Representative
- Toodyay Community Singers Inc Representative
- Toodyay Community Radio Representative
- Toodyay Festivals Inc Representative
- Avon Woodturning Group Representative
- CEO or delegated Senior Manager

This committee is established under Section 5.8 of the *Local Government Act 1995*. This committee does not have delegated authority.

OFFICER'S RECOMMENDATION 7 – CDMAC

It is recommended that:

1. The purpose of the Community Depot Management Advisory Committee is stated as follows:

To advise Council on the set-up and operation of the Community Depot.

2. Council appoint the following members to the Community Depot Management Advisory Committee:

Councillor
Councillor
Councillor
Toodyay Seed Orchard Group Representative
Toodyay Theatre Group Representative
Toodyay Community Singers Inc Representative
Toodyay Community Radio Representative
Toodyay Festivals Inc Representative
Avon Woodturning Group Representative
CEO or delegated Senior Manager

3. Council appoint Deputy Members in order of seniority as follows:

Councillor
Councillor

4. The Community Depot Management Advisory Committee meet at 5.30 pm on the fourth Thursday of each of the months of January, April, July and October.

**OFFICER'S RECOMMENDATION 7 – COMMUNITY DEPOT MANAGEMENT
ADVISORY COMMITTEE
COUNCIL RESOLUTION NO. 203/10/15**

MOVED Cr Chitty

It is recommended that:

1. The purpose of the Community Depot Management Advisory Committee is stated as follows:

To advise Council on the set-up and operation of the Community Depot.

2. Council appoint the following members to the Community Depot Management Advisory Committee:

Councillor Greenway
Councillor Welburn
Councillor Rayner
Toodyay Seed Orchard Group Representative
Toodyay Theatre Group Representative
Toodyay Community Singers Inc Representative
Toodyay Community Radio Representative
Toodyay Festivals Inc Representative
Avon Woodturning Group Representative
CEO or delegated Senior Manager

3. Council appoint Deputy Members in order of seniority as follows:

Councillor D Dow (Shire President)
Councillor Craddock

4. The Community Depot Management Advisory Committee meet at 5.30 pm on the fourth Thursday of each of the months of January, April, July and October.

MOTION CARRIED 9/0

Local Laws Advisory Committee (LLAC)

The Local Laws Advisory Committee (LLAC) is a Standing Committee of Council constituted under Section 5.8 of the Local Government Act 1995.

The purpose of the Local Laws Advisory Committee is to advise on the following:

- i. Review of Local Laws; and
- ii. Adoption of new Local Laws.

Section 3.16 of the act requires that each Local Law be reviewed within 8 years of adoption. Has completed its periodic review of local laws and there is no

requirement for a further review until 2022. A new Extractive Industry Local Law has been prepared for by the committee for consideration by Council.

Council can decide whether this committee needs to continue. If Council decides to continue this committee it is proposed that its purpose be changed to read as follows:

The purpose of the Local Laws Advisory Committee is to advise Council on the form and substance of:

- i. Amendments to existing local laws; or
- ii. Adoption of new Local Laws.

The previous membership of this committee is as follows:

- Cr Craddock
- Cr McCann
- Cr Firns
- Cr Greenway
- Cr R Madacsi
- Cr D Dow (Deputy)
- Cr T Chitty (Deputy)

This committee is established under Section 5.9(2)(a) of the *Local Government Act 1995*. This committee does not have delegated authority.

OFFICER'S RECOMMENDATION 8 – LLAC

It is recommended that:

1. The purpose of the Local Laws Advisory Committee is to advise Council on the form and substance of:

- i. Amendments to existing local laws; or
- ii. Adoption of new Local Laws.

2. Council appoint the following members to the Local Laws Advisory Committee:

Councillor
Councillor
Councillor
Councillor

3. Council appoint Deputy Members in order of seniority as follows:

Councillor
Councillor

4. The Local Laws Advisory Committee meet at 5.30 pm on the third Tuesday of each of the months of February, March, May, September, October and November.

COUNCIL RESOLUTION NO. 204/10/15

MOVED Cr Chitty

That Council not appoint a Local Laws Advisory Committee at present.

MOTION CARRIED 9/0

Environmental Advisory Committee

The Environmental Advisory Committee is a Standing Committee of Council constituted under Section 5.8 of the Local Government Act 1995.

The purpose of the Environmental Advisory Committee is to:

- i. Provide advice to Council on the implementation of the environmental strategy;
- ii. Develop relevant documents including policies, strategies, leaflets, pamphlets or booklets consistent with the environmental strategy for consideration by Council; and
- iii. Provide advice on relevant matters referred to it by Council.

Provide advice on relevant matters referred to it by Council.

- Mr F Panizza Chairperson (Community Member)
- Cr S Craddock Council Member
- Cr B Lloyd Council Member
- Cr R Madacsi Council Member
- Mr W Clarke Community Member
- Ms Zinnia Browne Community Member
- Mr S Acharya Environmental Officer
- Mr G Warburton Reserves Management Officer

As this committee was only recently formed it is not proposed to advertise for new community representatives. Council may choose to invite retiring Councillors to submit an expression of interest to continue on this committee.

OFFICER'S RECOMMENDATION 8 – Environmental Advisory Committee

It is recommended that:

1. The purpose of the Environmental Advisory Committee is to:
 - i. Provide advice to Council on the implementation of the environmental strategy;
 - ii. Develop relevant documents including policies, strategies, leaflets, pamphlets or booklets consistent with the environmental strategy for consideration by Council; and
 - iii. Provide advice on relevant matters referred to it by Council.

2. Council appoint the following members to the Environmental Advisory Committee:

Councillor
Councillor
Councillor
Councillor

3. Council appoint Deputy Members in order of seniority as follows:

Councillor
Councillor

4. To include Community Members:
Mr F Panizza Community Member
Mr W Clarke Community Member
Ms Zinnia Browne Community Member
Mr S Acharya Environmental Officer
Mr G Warburton Reserves Management Officer

5. The Local Environmental Advisory Committee meet at 5.30 pm on the fourth Thursday of each of the months of February, May, August and November.

6. That Council invite former Councillors Lloyd and Madacsi to submit expressions of interest with a resume for consideration by Council as community representatives on this committee.

**OFFICER'S RECOMMENDATION 8 – ENVIRONMENTAL ADVISORY
COMMITTEE
COUNCIL RESOLUTION NO. 205/10/15**

MOVED Cr Craddock

It is recommended that:

1. The purpose of the Environmental Advisory Committee is to:
 - i. Provide advice to Council on the implementation of the environmental strategy;
 - ii. Develop relevant documents including policies, strategies, leaflets, pamphlets or booklets consistent with the environmental strategy for consideration by Council; and
 - iii. Provide advice on relevant matters referred to it by Council.

2. Council appoint the following members to the Environmental Advisory Committee:

Councillor Greenway
Councillor Craddock
Councillor Twine
Councillor J Dow

3. Council appoint Deputy Members in order of seniority as follows:

Councillor Wood
Councillor Chitty

4. To include Community Members:

Mr F Panizza Community Member
Mr W Clarke Community Member
Ms Zinnia Browne Community Member
Mr S Acharya Environmental Officer
Mr G Warburton Reserves Management Officer

5. The Local Environmental Advisory Committee meet at 5.30 pm on the fourth Thursday of each of the months of February, May, August and November.

6. That Council invite former Councillors Lloyd and Madacsi to submit expressions of interest with a resume for consideration by Council as community representatives on this committee.

MOTION CARRIED 9/0

ORGANISATIONS ON WHICH COUNCIL IS REPRESENTED

In relation to organisations on which Council is represented the previous membership will be listed under the headings below.

The proposed process for the election for these positions is that Council and individual members agree by consensus, and that all appointments are moved as a single resolution at the end of discussion of this item.

Butterly Cottages

Council has entered into an MOU with Butterly Cottages for the development of a new complex of well aged retirement accommodation in Anzac Avenue. This is part of a larger project managed by the Shire of Toodyay on behalf of the Avon Regional Organisation of Councils. The MOU provides for Council representation on the committee of Butterly Cottages Inc.

Previous Councillor Representation on this committee is as follows:

- Cr A McCann
- Cr T Chitty (Deputy)

Toodyay Community Bus

The Toodyay Community Bus is owned by the Shire and Leased to Toodyay Community Bus Inc. Council is working with the committee to plan for a replacement bus.

Previous Councillor Representation on this committee is as follows:

- Cr Dow

Toodyay Land and Conservation District Committee

The Environmental Advisory Committee has recommended that the LCDC be disbanded. It is recommended that the same elected members be appointed to this committee as have been appointed to the Environment Advisory Committee so that they may oversee the winding up of the LCDC.

Previous Councillor Representation on this committee is as follows:

- Cr Lloyd
- Cr Craddock
- Vacant
- Vacant

Note: Two positions were not replaced following resignation of previous members from Council.

Avon Midland Country Zone

The West Australian Local Government Association is constituted under Section 9.58 of the *Local Government Act 1995* to represent the sector. WALGA governance arrangements involve the establishment of Zones, and each zone elects a representative to the State Council of WALGA. The Zone provides the formal means for input to the decision making process for the association and provides a means for Local Governments to make representations.

Previous Councillor Representation on this committee is as follows:

- Cr Dow (Primary)
- Cr Madacsi (Deputy)

Wheatbelt North Regional Road Group – AVON Sub-Group

The Regional Road Group is a means for distributing State road funding to Local Governments. Small groups of Local Governments forum sub-groups who provide representation to regional road groups, and the chairs of these groups form a state committee. These committees provide a formal means for interaction between Local Government and State Government through Main Roads WA.

The Avon Sub Group consists of Goomalling, Northam, Toodyay and York.

Previous Councillor Representation on this committee is as follows:

- Delegate Cr Firns
- Deputy Delegate Cr Lloyd

OFFICER'S RECOMMENDATION 9 – External Organisations

It is recommended that the nominees listed hereunder be elected to represent the Council on the following external organisations:

Butterly Cottages

Councillor

Councillor

Councillor

Toodyay Community Bus:

Councillor

Avon Midland Zone:

Councillor

Councillor

Wheatbelt North Regional Road Group:

Councillor

Councillor

**OFFICER'S RECOMMENDATION 9 – EXTERNAL ORGANISATIONS
COUNCIL RESOLUTION NO. 206/10/15**

MOTION Cr Greenway

It is recommended that the nominees listed hereunder be elected to represent the Council on the following external organisations:

Butterly Cottages:

- Councillor Chitty (Delegate)
- Councillor Craddock (Primary Deputy Delegate)
- Councillor J Dow (Secondary Deputy Delegate)

Toodyay Community Bus:

- Councillor Greenway (Delegate)

Avon Midland Zone:

- Councillor D Dow (Primary Delegate) (Shire President)
- Deputy Delegate Councillor Greenway

Wheatbelt North Regional Road Group:

- Councillor .Rayner (Delegate)
- Councillor Twine (Deputy Delegate)

MOTION CARRIED 9/0

COUNCIL REPRESENTATION - NOMINATIONS TO EXTERNAL BOARDS

In relation to Council Nominations to External Boards information to be noted by Members will be listed under the headings below.

Avon Tourism

Council makes an annual contribution to Avon Tourism and nominates a delegate to serve on the Board.

Avon Tourism is the sub-regional tourism body for this region.

Previous Councillor Representation on this committee is as follows:

- Cr Greenway

OFFICER'S RECOMMENDATION 10 – Avon Tourism Board

It is recommended that the nominees listed hereunder be elected to represent the Council on the Avon Tourism Board.

Councillor

OFFICER'S RECOMMENDATION 10 – AVON TOURISM BOARD COUNCIL RESOLUTION NO. 207/10/15

MOVED Cr Chitty

It is recommended that the nominees listed hereunder be elected to represent the Council on the Avon Tourism Board.

- Councillor Greenway (Delegate)

MOTION CARRIED 9/0

Toodyay Chamber of Commerce and Industry

Council is a member of the Toodyay Chamber of Commerce and Industry and nominates a Councillor to attend meetings on its behalf.

Previous Councillor Representation on this committee is as follows:

- Cr Rayner

OFFICER'S RECOMMENDATION 11 – Toodyay Chamber of Commerce and Industry

It is recommended that the nominees listed hereunder be elected to represent the Council on the Toodyay Chamber of Commerce and Industry

Councillor

**OFFICER'S RECOMMENDATION 11 – TOODYAY CHAMBER OF COMMERCE AND INDUSTRY
COUNCIL RESOLUTION NO. 208/10/15**

MOVED Cr Rayner

It is recommended that the nominees listed hereunder be elected to represent the Council on the Toodyay Chamber of Commerce and Industry

- Councillor Welburn (Delegate)

MOTION CARRIED 9/0

Development Assessment Panel

Previous Councillor Representation on this committee is as follows:

- Cr McCann
- Cr Madacsi
- Cr Greenway (Alternate)
- Cr Chitty (Alternate)

Correspondence received from the Director General in relation to current Councillor representation on the Development Assessment Panels stated as follows:

Please be aware that Councillors currently representing your respective Joint Development Assessment Panel (both local government members and alternate members), appointed by the Minister for a term of up to two years to 26 April, 2017, will retain their positions as representatives of the JDAP to which they have been appointed, unless they are not returned on Saturday, 17 October, 2015. (Refer to Attachment 1).

OFFICER'S RECOMMENDATION 12 – Development Assessment Panel

It is recommended that

Council nominate the following two Councillors as members of the Development Assessment Panel representing the Shire of Toodyay:

Councillor

Councillor

Council nominate the following two Councillors as alternate members of the Development Assessment Panels representing the Shire of Toodyay:

Councillor

Councillor

OFFICER'S RECOMMENDATION 12 – DEVELOPMENT ASSESSMENT PANEL

COUNCIL RESOLUTION NO. 209/10/15

MOVED Cr Rayner

It is recommended that

Council nominate the following two Councillors as members of the Development Assessment Panel representing the Shire of Toodyay:

- Councillor Chitty (Delegate)
- Councillor Rayner (Delegate)

Council nominate the following two Councillors as alternate members of the Development Assessment Panels representing the Shire of Toodyay:

- Councillor Greenway (Delegate)
- Councillor Wood (Delegate)

MOTION CARRIED 9/0

6.3 Local Government Ordinary Election – Report of the Returning Officer – Election held on Saturday 17 October 2015

Date of Report:	19 October 2015
Proponent:	Shire of Toodyay
File Ref:	
Author:	Merridith Lamb – Deputy Returning Officer
Returning Officer:	Stan Scott –Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	Nil
Voting Requirements:	Absolute majority

INTRODUCTION

This report is to brief elected members on the conduct of the election held on Saturday 17 October 2015 and to provide an overview of statistics that relate to the election.

BACKGROUND

Nominations opened on Thursday 3 September 2015 and closed at 4.00pm Thursday 10 September 2015. The CEO conducted a Public Information Session on running for Council on 15 September 2015.

The Shire is divided into four electoral wards: North, Central, East and West.

The number of Councillors for the Shire of Toodyay is currently nine (9). Five (5) positions were vacant at the time of the election. There were two (2) Polling Places used on the day of election which were as follows:

- Shire of Toodyay Administration Centre; and
- The Morangup Community Centre.

CONSULTATION

Not applicable.

STATUTORY ENVIRONMENT

For this election the CEO acted as Returning Officer. The Governance Officer and Accountant acted as Deputy Returning Officers and the Rates/Finance Officer and Senior Administration/HR Officer were Electoral Officers. The election was conducted on the basis of 'in person' voting. Part 4 of the *Local Government Act 1995 and Local Government (Elections) Regulations 1997* specify the way in which local government elections are to be conducted.

POLICY IMPLICATIONS

This proposal does not contain any notable policy implications.

FINANCIAL IMPLICATIONS

The final cost of conducting the election this year is not yet known. The 2015 election was a joint advertising campaign with WALGA which reduced costs substantially.

STRATEGIC IMPLICATIONS

Not applicable.

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

A total of four (4) staff worked on Election Day and at the count which finished at 9.30 pm.

MINUTES OF SPECIAL MEETING OF COUNCIL
HELD IN COUNCIL CHAMBERS ON 20 OCTOBER 2015

Results and statistics

North Ward

Candidate elected: Eric Twine

Term of office: 2019

Number of Candidates	Total number eligible voters on the roll	Total valid votes cast	Total informal votes	Total votes cast	Percentage turnout
2	790	222	1	223	28.1%

East Ward

Candidate elected: Kate Wood

Term of office: 2019

Number of Candidates	Total number eligible voters on the roll	Total valid votes cast	Total informal votes	Total votes cast	Percentage turnout
3	770	259	3	262	33.3%

West Ward

Candidate elected: Sally Craddock

Term of office: 2019

Candidate elected: Rob Welburn

Term of office: 2019

Number of Candidates	Total number eligible voters on the roll	Total valid votes cast	Total informal votes	Total votes cast	Percentage turnout
5	1007	492	3	495	27.3%

Central Ward

Candidate elected: Judy Dow

Term of office: 2019

Number of Candidates	Total number eligible voters on the roll	Total valid votes cast	Total informal votes	Total votes cast	Percentage turnout
2	692	243	0	243	35.0%

MINUTES OF SPECIAL MEETING OF COUNCIL
HELD IN COUNCIL CHAMBERS ON 20 OCTOBER 2015

The election was conducted successfully this year. There was an increase in Voter numbers in all Wards.

**OFFICER'S RECOMMENDATION
COUNCIL RESOLUTION NO. 210/10/15**

MOVED Cr Greenway

It is recommended that Council receive the Returning Officer's Report.

MOTION CARRIED 9/0

7. Closure of meeting

The Shire President declared the meeting closed at 6.40pm

