

# ORDER OF BUSINESS

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# Minutes of an Ordinary Meeting of Council held in the Council Chambers on Wednesday 19 April 2017 commencing at 4.18pm

## 1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

## 2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

### Attendance

BD West	President	West Ward
RD Duckworth	Deputy President	West Ward
HT McInnes	Councillor	Town Ward
G Robins	Councillor	Town Ward
R Bowey	Councillor	Town Ward
BP Taylor	Councillor	Central Ward
R O'Brien	Councillor	Central Ward
L Varone	Councillor	East Ward
N Mason	Chief Executive Officer	
C Vandenberg	Deputy CEO	
N Thompson	ESO/Minutes	
T Scadding	Community Development Officer	

### Apologies

MJ Ledwith	Councillor	West Ward
L Hobson	Manager of Works	

## 3. PUBLIC QUESTION TIME

Nil

## 4. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

## 5. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Shire of Kulin Ordinary Meeting – 15 March 2017

**01/0417**

**Moved Cr Robins Seconded Cr Bowey that the minutes of the Ordinary Council Meeting held on 15 March 2017 be confirmed as a true and correct record.**

**Carried 8/0**

Freebairn Recreation Centre Club Committee Meeting - 13 March 2017

**02/0417**

**Moved Cr O'Brien Seconded Cr Robins that the minutes of the Freebairn Recreation Centre Club Committee Meeting held on 13 March 2017 be confirmed as a true and correct record.**

**Carried 8/0**

Kulin Retirement Homes Inc. Committee Meeting – 23 March 2017

**03/0417**

**Moved Cr Bowey Seconded Cr Varone that the minutes of the Kulin Retirement Homes Inc. Committee Meeting held on 23 March 2017 be confirmed as a true and correct record.**

**Carried 8/0**

Kulin Bush Fire Brigades Annual Meeting – 4 April 2017

**04/0417**

**Moved Cr Taylor Seconded Cr O'Brien that the minutes of the Kulin Bush Fire Brigades Annual Meeting held on 4 April 2017 be confirmed as a true and correct record.**

**Carried 8/0**

05/0417

Moved Cr Robins Seconded Cr Taylor that the minutes of the Kulin Bush Races AGM held 16 March 2017 and General Meetings held 16 March 2017 & 4 April 2017 be confirmed as a true and correct record.

Carried 8/0

## **6 MATTERS REQUIRING COUNCIL DECISION**

### **6.1 List of Accounts – March 2017**

**RESPONSIBLE OFFICER:** DCEO  
**FILE REFERENCE:** 12.06  
**AUTHOR:** DCEO  
**STRATEGIC REFERENCE/S:**  
**DISCLOSURE OF INTEREST:** Nil

**SUMMARY:**

Attached is the list of accounts paid during the month of March 2017 for Council's consideration.

**BACKGROUND & COMMENT:**

Nil

**FINANCIAL IMPLICATIONS:**

Nil

**STATUTORY AND PLANNING IMPLICATIONS:**

Nil

**POLICY IMPLICATIONS:**

Nil

**COMMUNITY CONSULTATION:**

Nil

**WORKFORCE IMPLICATIONS:**

Nil

**OFFICER'S RECOMMENDATION:**

That March payments being cheque No's 228 – 229 (Trip Fund) 353 - 356 (Trust Fund) 1983 - 1986 (Bush Races), 36761 – 36777 (Municipal), EFT No's 12412 - 12531, DD6074.1 – DD6096.10 (Municipal), credit card payments, creditor payments, and other vouchers from the Municipal Fund totalling \$742,089.06 be passed for payment.

**VOTING REQUIREMENTS:**

Simple majority required.

06/0417

Moved Cr Duckworth Seconded Cr Robins that March payments being cheque No's 228 – 229 (Trip Fund) 353 - 356 (Trust Fund) 1983 - 1986 (Bush Races), 36761 – 36777 (Municipal), EFT No's 12412 - 12531, DD6074.1 – DD6096.10 (Municipal), credit card payments, creditor payments, and other vouchers from the Municipal Fund totalling \$742,089.06 be passed for payment.

Carried 8/0

### **6.2 Financial Reports – March 2017**

**RESPONSIBLE OFFICER:** DCEO  
**FILE REFERENCE:** 12.01  
**AUTHOR:** DCEO  
**STRATEGIC REFERENCE/S:**  
**DISCLOSURE OF INTEREST:** Nil

**SUMMARY:**

Attached is the financial report for the period ending 31 March 2017.

**BACKGROUND & COMMENT:**

Nil

**FINANCIAL IMPLICATIONS:**

Nil

**STATUTORY AND PLANNING IMPLICATIONS:**

Regulation 34 of the Local Government (Financial Management) Regulations 1996 requires local governments to prepare each month a statement of financial activity reporting on the revenue and expenditure of funds for the month in question.

**POLICY IMPLICATIONS:**

Nil

**COMMUNITY CONSULTATION:**

Nil

**WORKFORCE IMPLICATIONS:**

Nil

**OFFICER'S RECOMMENDATION:**

That Council endorse the monthly financial statement for the periods ending 31 March 2017.

**VOTING REQUIREMENTS:**

Simple majority required.

07/0417

Moved Cr McInnes Seconded Cr O'Brien that Council endorse the monthly financial statement for the period ending 31 March 2017.

Carried 8/0

### 6.3 Development Assessment Panels (DAP)

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**NAME OF APPLICANT:** State Government Department of Planning  
**RESPONSIBLE OFFICER:** CEO  
**FILE REFERENCE:** 18.05  
**AUTHOR:** CEO  
**DISCLOSURE OF INTEREST:** Nil

**SUMMARY:**

Development Assessment Panels came into operation in 2011 to determine development applications for each Shire that meet a certain threshold value (can be determined by applicant). Each DAP comprises 5 members, 3 specialist members, one of which is the presiding member, and 2 local government members. The appointments of all DAP members expire on 26 April 2017 and Council has been requested to supply names by the 10 April 2017.

The Dept. of Planning had requested in March that names be presented for the DAP panels by the 28 April 2017, but this was moved forward between meetings, therefore the CEO had to make recommendations (Councillors West/Duckworth) that now require agreement and ratification.

**BACKGROUND & COMMENT:**

Previously Councillors Sullivan and West were the nominated representatives to serve on the DAP, with Cr Duckworth as an "Alternate Member". Following Cr Sullivan's resignation in December 2015, a replacement member or additional alternate member was not appointed.

Note: each Local Government DAP can have alternate local government members to act should one of the local government members be unavailable at any particular time; but all members must be trained before undertaking any DAP activities or hearings.

Members whose terms had expired were eligible for re-consideration and as Crs. West and Duckworth had both undertaken training as required they became the automatic re-nominations when the available time to select representatives was reduced.

Due to this deadline falling prior to the April Council meeting, staff have submitted Cr West and Cr Duckworth as the Shire of Kulin's representatives on the DAP. No alternatives were nominated which is acceptable – and considering that the Kulin DAP has had no work in the past 5 years, was not a high priority.

The appointments are for a three-year term to expire on 26 April 2020. Please see attachment for additional information.

**FINANCIAL IMPLICATIONS:**

Nil

**STATUTORY AND TOWN PLANNING IMPLICATIONS**

Nil

**POLICY IMPLICATIONS:**

Nil

**COMMUNITY CONSULTATION:**

Nil

**WORKFORCE IMPLICATIONS:**

Nil

**RECOMMENDATION:**

That Council endorse the action of staff in nominating Cr West and Cr Duckworth to serve on the DAP for a three-year term expiring 26 April 2020:

**VOTING REQUIREMENTS:**

Simple majority required.

08/0417

Moved Cr Bowey Seconded Cr Robins that Council endorse the action of staff in nominating Cr West and Cr Duckworth to serve on the DAP for a three-year term expiring 26 April 2020.

Carried 8/0

## 6.4 Bushfire Brigades AGM – Appointment of Brigade Officers

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**RESPONSIBLE OFFICER:** CEO  
**FILE REFERENCE:** 09.02 Bushfire Administration  
**AUTHOR:** CEO  
**STRATEGIC REFERENCE/S:** 4.8 Human Resource Excellence  
**DISCLOSURE OF INTEREST:** Nil

**SUMMARY:**

The following appointments were proposed at the Bush Fire Brigade Annual Meeting held in Pingaring on 4 April 2017. These positions are for the 2017/18 bushfire season.

Appointment of Chief Bush Fire Control Officer (CBFCO)

- Garry Strother

Appointment of Deputy Chief Bush Fire Control Officer (DCBFCO)

- Rod Diery

Fire Weather Officer (FWO)

- Noel Mason

Deputy FWO

- Rod Diery

Authorised Harvest Ban Officers

- Noel Mason  
- Judd Hobson  
- CBFCO  
- DCBFCO

Fire Control Officers

Kulin Town	1. R Diery 2. Craig McInnes 3. J Hobson (from July)
Kulin West	1. D Bradford 2. D Lewis 3. B Sloggett 4. G Noble
Jitarning	1. J Spark 2. J Waters 3. G Schorer
Dudinin	1. A Dearlove 2. Darren Kirby 3. Clinton Mullan
Walyurin	1. A Tyson 2. Derek Young (following completion of FCO course)
Kulin East	1. J Bowey 2. Michael Wilson

Jilakin	1. P. Riseborough 2. G. Hodgson
Pingaring	1. B Jensen 2. E Wyatt 3. Michael Lane
Little Italy	1. C Varone 2. B Di Russo
Holt Rock	1. G Strother 2. B Hyde

Brigade Contacts

Kulin Town	- Rod Diery
Kulin West	- Don Bradford
Jitarning	- John Spark
Dudinin	- Anthony Dearlove
Walyurin	- Adrian Tyson
Kulin East	- John Bowey
Jilakin	- Geoff Hodgson
Pingaring	- Bruce Jensen
Little Italy	- Carlo Varone
Holt Rock	- Gary Strother

Dual Fire Control Officer Appointments

D Bradford	- Kondinin, Corrigin
J Spark	- Wickepin
A Dearlove	- Wickepin, Dumbleyung
J Bowey	- Kondinin
P Riseborough	- Kondinin, Lake Grace
E Wyatt	- Kondinin, Lake Grace
CG Varone	- Kondinin, Lake Grace
G Strother	- Kondinin, Lake Grace

Wickepin	- Wes Astbury & David Stacey
Corrigin	- Greg Doyle & Bryce Nicholls
Kondinin	- Neil Whyte, Trevor Hinck & Landon Bristow-Baohm
Dumbleyung	- Gordon Davidson & Mark Pearce
Lake Grace	- Evan Wyatt & Doug Dunham

**BACKGROUND & COMMENT:**

There are only minor changes to the previous year appointments. Craig McInnes and Judd Hobson now included in Town Brigade as Fire Control Officers. Derek Young has been appointed as a Fire Control Officer for the Walyurin Brigade (training required).

Judd Hobson also appointed as an Authorised Harvest Ban Officer.

**FINANCIAL IMPLICATIONS:**

Nil

**STATUTORY AND PLANNING IMPLICATIONS:**

Nil

**POLICY IMPLICATIONS:**

Nil

**COMMUNITY/CONSULTATION:**

An updated contact sheet will be distributed throughout the community prior to the start of the 2017/18 Bushfire season.

**WORKFORCE IMPLICATIONS:**

Nil

**RECOMMENDATION:**

That Council adopt the Fire Control Officers, Fire Weather Officers, Authorised Harvest Ban Officers, Brigade Contacts and Dual Fire Control Officers as detailed for the 2017/18 Bushfire season.

**VOTING REQUIREMENTS:**

Simple majority required.

09/0417

Moved Cr Taylor Seconded Cr McInnes that Council adopt the Fire Control Officers, Fire Weather Officers, Authorised Harvest Ban Officers, Brigade Contacts and Dual Fire Control Officers as detailed for the 2017/18 Bushfire season.

Carried 8/0

## **6.5 Bushfire Brigade AGM – Brigade Recommendations from Meeting 4 April 2017**

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**RESPONSIBLE OFFICER:** CEO  
**FILE REFERENCE:** 09.02 Bushfire Administration  
**AUTHOR:** CEO  
**STRATEGIC REFERENCE/S:** 4.8 Human Resource Excellence  
**DISCLOSURE OF INTEREST:** Nil

### **SUMMARY:**

The below recommendations came out of the Bush Fire Brigade Annual Meeting held in Pingaring on 4 April 2017.

Minutes from the meeting are included in this Agenda at Item 5.4 for further information and recommendation reports.

### **BACKGROUND & COMMENT:**

The Brigades/FCO meeting agreed to make recommendations to Council as follows:-

- Amalgamation of Brigades – proposal adopted
- Restricted and Prohibited Burning Period changes
- Prohibited Burning Periods – Delegation to Chief Fire Control Officer & Shire President to enable changes
- Automated Vehicle Locator (AVL) administrative FCO officers

### **FINANCIAL IMPLICATIONS:**

Time and workload of Shire staff may be impacted in implementing the recommendations.

### **STATUTORY AND PLANNING IMPLICATIONS:**

Nil

### **POLICY IMPLICATIONS:**

Adopting recommendation 3 will result in a change in the delegation to the CBFCO and Shire President to amend the Prohibited Burning Period dates.

### **COMMUNITY/CONSULTATION:**

Consultation with Shire of Kulin Fire Control Officers during Annual Meeting on 4 April 2017 and DFES Officer Grant Hansen at the meeting.

In terms of the Brigade Amalgamation recommendation - Brigades were written to in 2016 outlining Councils view that a review of the Brigade boundaries was required – no responses were received from Brigades to the issue of a review. As per the recommendation report – If brigade amalgamation proposals are adopted by Council then advertising and public comment periods would occur.

### **WORKFORCE IMPLICATIONS:**

Nil

### **RECOMMENDATION:**

That Council adopt the following Brigade recommendations:-

1. That the Shire adopt changes to the boundaries of the Shire of Kulin Bushfire Brigades in accordance with the attached report map and that following adoption by the Shire a period of advertising and public comment to the proposal be undertaken.
2. That the Shire of Kulin Prohibited Burning Period be amended to the 15 February each year.
3. That the Shire of Kulin adopt policy to allow the Chief Fire Control Officer and the Shire President by agreement, to amend Prohibited Period dates as provided under the Bush Fires Act 1954.
4. That Noel Mason and Nicole Thompson be appointed as Fire Control Officers for the purpose of AVL administration.

### **VOTING REQUIREMENTS:**

Simple majority required.

10/0417

Moved Cr Robins Seconded Cr Duckworth that Council adopt the following Brigade recommendations:-

1. That the Shire adopt changes to the boundaries of the Shire of Kulin Bushfire Brigades in accordance with the attached report map and that following adoption by the Shire a period of advertising and public comment to the proposal be undertaken.
2. That the Shire of Kulin Prohibited Burning Period be amended to the 15 February each year.
3. That the Shire of Kulin adopt policy to allow the Chief Fire Control Officer and the Shire President by agreement, to amend Prohibited Period dates as provided under the Bush Fires Act 1954.
4. That Noel Mason and Nicole Thompson be appointed as Fire Control Officers for the purpose of AVL administration.

Carried 8/0

## 6.6 Varley Progress Association – FM Retransmission Equipment

**RESPONSIBLE OFFICER:** CEO  
**FILE REFERENCE:** 02.11 Progress Associations  
**AUTHOR:** CEO  
**STRATEGIC REFERENCE/S:**  
**DISCLOSURE OF INTEREST:** Nil

### **SUMMARY:**

Gavin Hill has written to Council on behalf of the Varley Progress Association requesting Council to consider making reimbursement to the value of \$1,563.36 for repair costs to the FM retransmission site in 2016.

### **BACKGROUND & COMMENT:**

The Varley Progress Association operates the FM retransmission site which transmits Triple J and Red FM. Although the site is on private property the Progress Association retains ownership of all equipment.

The site has been operating since 2015 and was a joint project between Progress and the Shires of Kulin, Kondinin and Lake Grace who equally contributed to capital costs. Running costs including insurance and electricity are paid by Progress throughout the year and then divided 3 ways between the Shires annually. The annual cost is approx. \$2000 each Shire.

The group advises that during 2016 there were numerous issues with the running of the site, but these have been rectified and now is running well, though came at a cost which when shared between Shires totals \$1563.36.

### **FINANCIAL IMPLICATIONS:**

No current budget allocation for radio repairs (over and above running costs) in Television Re-Broadcasting – \$1,563.36 unbudgeted expenditure needs Council approval.

### **STATUTORY AND PLANNING IMPLICATIONS:**

Nil

### **POLICY IMPLICATIONS:**

Nil

### **COMMUNITY/CONSULTATION:**

Nil

### **WORKFORCE IMPLICATIONS:**

Nil

### **RECOMMENDATION:**

That Council agree to reimburse the Varley Progress Association \$1,563.36 for repairs to the FM transmission equipment undertaken in 2016.

### **VOTING REQUIREMENTS:**

Simple majority required.

11/0417

Moved Cr Duckworth Seconded Cr O'Brien that Council agree to reimburse the Varley Progress Association \$1,563.36 for repairs to the FM transmission equipment undertaken in 2016.

Carried 8/0

## 6.7 WALGA – Notice of Annual General Meeting 2017

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**RESPONSIBLE OFFICER:** CEO  
**FILE REFERENCE:** 04.08 WALGA  
**AUTHOR:** CEO  
**STRATEGIC REFERENCE/S:**  
**DISCLOSURE OF INTEREST:** Nil

**SUMMARY:**

Notice of the WALGA Annual General Meeting to be held on 2 August 2017 has been received.

**BACKGROUND & COMMENT:**

Closing date for submission of motions is Monday 5 June 2017. All member Councils are entitled to be represented by two (2) voting delegates. To register attendance and voting entitlements a form is required to be completed and returned, only registered delegates or proxy registered delegates will be permitted to exercise voting entitlements.

Council needs to appoint 2 Voting Delegates and 2 Proxy Voting Delegates prior to 3 July 2017. At the March Meeting Council resolved to send Councillors West, Bowey and Varone to the 2017 Local Government Convention.

**FINANCIAL IMPLICATIONS:**

Nil

**STATUTORY AND PLANNING IMPLICATIONS:**

Nil

**POLICY IMPLICATIONS:**

Nil

**COMMUNITY/CONSULTATION:**

Nil

**WORKFORCE IMPLICATIONS:**

Nil

**RECOMMENDATION:**

That Councillors West, Bowey and Varone be appointed as Council's delegates to the WALGA Annual General Meeting 2017 to vote on agenda items in accordance with Council policy with the Councillors determining which two will vote at the AGM.

**VOTING REQUIREMENTS:**

Simple majority required.

12/0417

Moved Cr O'Brien Seconded Cr Robins that Councillors West, Bowey and Varone be appointed as Council's delegates to the WALGA Annual General Meeting 2017 to vote on agenda items in accordance with Council policy with the Councillors determining which two will vote at the AGM.

Carried 8/0

## 7 COMPLIANCE

### 7.1 Compliance Reporting – General & Financial Compliance – March 2017

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**NAME OF APPLICANT:** CEO  
**RESPONSIBLE OFFICER:** CEO  
**FILE REFERENCE:** 12.05 Compliance 12.06 – Accounting Compliance  
**STRATEGIC REFERENCE/S:** CBP 4.1 Civic Leadership, 4.1.8 Compliance methods  
**AUTHOR:** CEO/DCEO  
**DISCLOSURE OF INTEREST:** Nil

**SUMMARY:**

This report addresses General and Financial Compliance matters for March 2017. This process is not definitive, each month additional items and/or actions may be identified that are then added to the monthly checklist. Items not completed each month e.g. quarterly action - will be notations.

The report provides a guide to the compliance requirements being addressed as part of staff workloads and demonstrates the degree of internal audit being completed.

**BACKGROUND & COMMENT:**

The Compliance Team and works staff commence the monthly compliance effort immediately after the Shire meeting each month. At that time, the executive support officer will email the assigned staff member their compliance requirements for the coming month.

As the month progresses, staff in conjunction with their manager, the CEO or DCEO will determine the extent of work/action needed to complete items. During Agenda week, the Compliance Team again meets to ensure the monthly report/list is reviewed and that compliance items are completed. In preparing the Agenda report – the CEO or DCEO sign off on completed items.

Prior month items not completed previously will be reported in the following month so Council remains aware of what items are still outstanding.

**MATTERS OF NON COMPLIANCE FEBRUARY 2017 - GENERAL COMPLIANCE:**

1. **Compliance Audit Return**  
*Completed – Shire results posted on LG Smart Hub in March 2017*
2. **Fair Value Calculations for Inclusion in accounting reporting**  
*In this year Council is required to undertake a fair value assessment for land and buildings. A Contractor will be engaged to undertake this work during April/May.*
3. **Notice to Tenants - Annual Building Inspections**  
*Date still to be set – Notices still to be sent*

**MATTERS OF NON COMPLIANCE – FINANCE COMPLIANCE: MARCH 2017**

1. Annual pre Budget Inspection of Roads – Still to be organised if Councillors have interest. CEO and Works Manager are soon to do road Budget inspections – week after Easter but will only focus on those jobs planned.
2. Health Fees & Charges – EHO Input required – will be organised by email before end of month.

**FINANCIAL IMPLICATIONS:**

In the generation of the report, Nil in terms of meeting compliance. There may be items that require additional administrative effort to complete or require external assistance to resolve. In those cases, individual financial implications will be reported.

**STATUTORY AND PLANNING IMPLICATIONS:**

Nil

**POLICY IMPLICATIONS:**

Identified as necessary – this report Nil

**COMMUNITY CONSULTATION:**

Nil

**WORKFORCE IMPLICATIONS:**

Nil

**OFFICER'S RECOMMENDATION:**

That Council receive the General & Financial Compliance Reports for March 2017 and note the matters of non-compliance.

**VOTING REQUIREMENTS:**

Simple majority required.

**13/0417**

**Moved Cr Duckworth Seconded Cr Robins that Council receive the General & Financial Compliance Report for March 2017 and note the matters of non-compliance.**

**Carried 8/0**

**Cr Bowey left the Council Chambers at 5.13pm**

## 7.2 Compliance Reporting – Delegations Exercised – March 2017

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**NAME OF APPLICANT:** CEO  
**RESPONSIBLE OFFICER:** CEO  
**FILE REFERENCE:** 12.05 - Compliance  
**STRATEGIC REFERENCE/S:** CBP 4.1 Civic Leadership, 4.1.8 Compliance methods  
**AUTHOR:** CEO  
**DISCLOSURE OF INTEREST:** Nil

### SUMMARY:

To report back to Council actions performed under delegated authority from the period 9 March to 12 April 2017.

### BACKGROUND & COMMENT:

This report is prepared for Council detailing actions performed under delegated authority by the respective officers:

#### Finance

- Investment of Surplus Funds (DCEO)
- Agreements for the payment of debts to Council (DCEO)
- Writing Off debts to Council – Up to \$100 (CEO)
- 

#### Approvals

- Building Licenses issued (Building Officer)
- Swimming Pool Inspections completed (EHO)
- Health approvals issued or actions taken (EHO)
- Development Applications (DA's) issued (CEO)
- 

#### Other Delegations

- Fire Fighting – plant hire (CEO)
- Temporary Road Closures (Works Manager)
- Cemeteries Act – exhumations (CEO)
- Use of the Common Seal (CEO)

### COMMENT:

The following tables outline the actions performed within the organisation relative to the delegated authority for the month and are submitted to Council for information.

#### Finance

**Investment of Surplus Funds (DCEO) - Local Government Act 1995, section 6.14**  
*Delegation exercised for February 2017.*

#### Municipal funds

At Call	1.5%	-150,000.00
At Call	1.5%	503,090.81
At Call	1.5%	350,000.00
At Call	1.5%	-150,000.00
At Call	1.5%	-200,000.00
TD	Transfer to on call	-503,090.81

#### Reserve Funds

Nil		
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#### **Agreements for the payment of debts to Council (DCEO) - Local Government Act 1995 section 6.49**

*No delegated decisions were undertaken by staff pursuant to the establishment of agreements for the payment of debts to Council.*

#### **Writing Off debts to Council – Up to \$100 (CEO) - Local Government Act 1995 section 6.12**

*No delegated decisions were undertaken by staff pursuant to the payment of debts for the reporting period.*

#### **Approvals**

*Building Licenses issued (Building Officer) - Building Act 2011, Building Code of Australia were undertaken by staff pursuant to this reporting period.*

Date of Decision	Decision Ref.	Decision Details	Other affected Person(s)
23 March 2017	Building License Application	Lot 130 Day Street – Application for shed	S & SE Herwig

**Swimming Pool Inspections completed (EHO)**

*No delegated decisions were undertaken by staff pursuant to the Inspection of Pools for the reporting period.*

**Health approvals issued or actions taken (EHO) - Health Act 1911, section 26**

*No delegated decisions were undertaken by staff pursuant to the issue of Health Approvals for the reporting period.*

**Development Applications (DA's) issued (CEO) – Shire of Kulin TPS2**

*No delegated decisions were undertaken by staff pursuant to Development Applications issued under the Shire of*

*Note: Approval for Shire residences at 9 Hodgson and 3 Rankin streets KULIN did not require planning approval as residential uses in residential zones.*

**Other Delegations**

**Fire Fighting – plant hire (CEO) - Local Government Act sections 5.42 and 5.44 and Bush Fires Act section 38 (3), (4) and (5).**

*No delegated decisions were undertaken by staff pursuant to the hire of firefighting plant for the reporting period.*

**Temporary Road Closures (Works Manager) - Local Government Act 1995 section 3.50**

*No delegated decisions were undertaken by staff pursuant to the temporary closure of roads for the reporting period.*

**Cemeteries Act – exhumations (CEO) - Cemeteries Act 1986 sections 6 and 59**

*No delegated decisions were undertaken by staff pursuant to exhumations for the reporting period.*

**Use of the Common Seal (CEO) - Local Government Act 1995 – Section 9.49A**

Date of Decision	Decision Ref.	Decision Details	Other affected Person(s)
28 March 2017	License Access to Stock Water	MJ & KM Wilson – Kulin Townsite Dam License to Access stock water – See Feb 17 meeting Council for decision.	Shire of Kulin – License to Access Stock Water from Kulin townsite dam

**STATUTORY ENVIRONMENT:**

*Building Act 2011*

*Bushfires Act 1954*

*Cemeteries Act 1986*

*Health Act 1911, section 26*

*Health Act 1991 – s.107*

*Local Government Act 1995*

*Shire of Kulin TPS2*

*Town Planning Development Act*

*Town Planning Scheme*

*Trustees Act, Part III,*

**FINANCIAL IMPLICATIONS:**

Nil in terms of exercising delegation and reporting to Council though there may be financial implications in the case of each delegation exercised.

**STATUTORY AND PLANNING IMPLICATIONS:**

Nil

**POLICY IMPLICATIONS:**

There are no known policy implications relating to this report.

**COMMUNITY CONSULTATION:**

Nil

**WORKFORCE IMPLICATIONS:**

Nil

**OFFICER'S RECOMMENDATION:**

That Council receive the Delegation Exercised Report for April 2017.

**VOTING REQUIREMENTS:**

Simple majority required.

14/0417

Moved Cr Taylor Seconded Cr O'Brien that Council receive the Delegation Exercised Report for April 2017.

Carried 7/0

Cr Bowey returned to the Council Chambers at 5.15pm

### 7.3 Integrated Planning Framework – Quarterly Review

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**NAME OF APPLICANT:** CEO  
**RESPONSIBLE OFFICER:** CEO  
**FILE REFERENCE:** 04.06 Strategic & Corporate Plans  
**STRATEGIC REFERENCE/S:** Community Strategic Plan and Corporate Business Plan – Civic Leadership – CL4.1.1 a; CEO KRA 3.5  
**AUTHOR:** CEO  
**DISCLOSURE OF INTEREST:** Nil

**SUMMARY:**

Report to complete the quarterly review of the Shire of Kulin's Integrated Plans in accordance with the Local Government (Administration) Regulations 1996 to the 31<sup>st</sup> March 2017.

Council has previously adopted processes/practices that require the CEO to undertake a review every two months of the Shire's combined Integrated Plans, Risk plans, Corporate Business Plan and report in the form of the Corporate Action Plan (previously reported monthly in Forum Agenda –now 2 monthly).

The CAP report has been updated 11 April 2017 to reflect actions taken by staff in addressing both strategic and risk matters. The Annual Budget Review of February 2017 also supports the assessment of strategic achievement and adjustments reflect where the Shire has deemed it necessary to review performance and the associated financial impacts.

This report accommodates the legislative requirement for quarterly review of the IPR.

**BACKGROUND & COMMENT:**

Integrated planning and reporting gives local governments a framework for establishing local priorities as a way of linking this information into operational functions particularly in terms of Budget setting. It provides immediate instruction on the longer term aims and positions thinking in terms of constraints and opportunities. Council completed the Annual Budget Review and adopted some minor changes in February 2017.

The review of the Shire of Kulin Strategic Community Plan 2013-2023, the Kulin Corporate Business Plan, the Workforce Development Plan, Asset Management Plan and Long Term Financial plan have commenced with a round of community consultations from which staff will be developing a draft for Council consideration at this meeting.

At this point with the review underway, no major variances or redirection of resources or energies under the plan is proposed. The aim of the new Community Strategic Plan will be to build on the high degree of alignment and interconnectedness of all the Strategic Planning documents within the Shire's Integrated Planning Report and provide a smooth transition to any changed strategic direction. With this in mind it would appear pointless to be making major changes to existing plans.

Even so, since June 2016 some significant priority improvements have been made to the risk profile of the Shire which includes how we address these IPR reporting requirements. Council is already aware of these items as they flowed through into the monthly meeting process, namely;

- Development of a **Compliance Calendar** showing all monthly compliance actions required to be completed by staff;
- Establishment of a **Compliance team** (CEO, DCEO, TO, ESO, SFO) – required to meet monthly after Council meetings to plan the compliance work for the next month, and then to incorporate non-compliance reports into the monthly Council Meeting Agenda;

- Emails detailing **compliance actions** required by each staff member for the month soon after the Council meeting;
- CEO developed a report template that addresses issues of compliance at the end of each month; (**Compliance Items 7.1 & 7.2**) presented in the monthly Council Agenda;
- Compliance reporting is now produced in one report combining **General and Accounting compliance** by the responsible Officers being CEO and DCEO (effective February 2017);
- **Delegation Exercised reporting** introduced where all CEO delegations exercised for the month are reported to Council; and
- The **Corporate Action Plan** (reported to Council Forum) that brings together information and action items. E.g. Integrated Plans reports, Community Strategic Plan, Corporate Business Plan, Workforce Plan, Long Term Financial Plan, Budget, Financial Management Report Y Bowey 2015 and Risk management report.

This allows the Council to be confident that nothing is being overlooked, forgotten, avoided or misplaced when it comes to ensuring that programmes, projects, policy or legislative changes are being considered and actioned at and after every meeting.

It also means that Council is complying with the requirements of the Regulations when combined with this report.

#### **FINANCIAL IMPLICATIONS:**

In relation to the adoption of the report – nil.

#### **STATUTORY AND PLANNING IMPLICATIONS:**

*Local Government (Administration) Regulations 1996*

Part 5 – Annual reports and planning

#### **19C. Strategic community plans, requirements for (Act s. 5.56)**

- (1) A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.
- (3) A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.
- (4) A local government is to review the current strategic community plan for its district at least once every 4 years.
- (5) In making or reviewing a strategic community plan, a local government is to have regard to —
  - (a) the capacity of its current resources and the anticipated capacity of its future resources; and
  - (b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and
  - (c) demographic trends.
- (6) Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.
- (7) A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.  
\*Absolute majority required.
- (8) If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.
- (9) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.
- (10) A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.

#### **19CA. Information about modifications to certain plans to be included (Act s. 5.53(2)(i))**

- (1) This regulation has effect for the purposes of section 5.53(2)(i).
- (2) If a modification is made during a financial year to a local government's strategic community plan, the annual report of the local government for the financial year is to contain information about that modification.
- (3) If a significant modification is made during a financial year to a local government's corporate business plan, the annual report of the local government for the financial year is to contain information about that significant modification.

#### **19DA. Corporate business plans, requirements for (Act s. 5.56)**

- (1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.

(3) A corporate business plan for a district is to —

(a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and  
(b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and  
(c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.

(4) A local government is to review the current corporate business plan for its district every year.

(5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.

(6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.

\*Absolute majority required.

(7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

The adoption of the Shire of Kulin Corporate Action Plan April 2017 complies with the requirements of the quarterly review.

**POLICY IMPLICATIONS:**

Nil

**COMMUNITY CONSULTATION:**

Not applicable to this quarterly review.

**WORKFORCE IMPLICATIONS:**

Nil

**OFFICER'S RECOMMENDATION:**

That Council:

1. Adopt the review of the Strategic Community Plan 2013-2023 and Corporate Business Plan 2016/17 - 2018/19 action items with associated information contained in the Corporate Action Plan April 2017 of actions taken.
2. Acknowledge that the Shire's Integrated Planning Reports review is underway and that various reports, reviews and drafts will be forthcoming until 30 June 2017 adoption, and that during this period there may be some overlap or divergence in the information and strategic directions.

**VOTING REQUIREMENT:**

Simple Majority

15/0417

**Moved Cr Duckworth Seconded Cr Varone that Council:**

1. **Adopt the review of the Strategic Community Plan 2013-2023 and Corporate Business Plan 2016/17 - 2018/19 action items with associated information contained in the Corporate Action Plan April 2017 of actions taken.**
2. **Acknowledge that the Shire's Integrated Planning Reports review is underway and that various reports, reviews and drafts will be forthcoming until 30 June 2017 adoption, and that during this period there may be some overlap or divergence in the information and strategic directions.**

**Carried 8/0**

## **7.4 Integrated Planning Report – Draft Community Strategic Plan 2017**

**NAME OF APPLICANT:** CEO

**RESPONSIBLE OFFICER:** CEO

**FILE REFERENCE:** 04.06 Strategic & Corporate Plans

**STRATEGIC REFERENCE/S:** Community Strategic Plan and Corporate Business Plan – Civic Leadership – CL4.1.1 a; CEO KRA 3.5

**AUTHOR:** CEO

**DISCLOSURE OF INTEREST:** Nil

## SUMMARY:

To present and adopt the draft Community Strategic Plan (CSP) (2017 review) following community engagement meetings, surveys and community review of the initial Community Strategic Plan adopted in 2013.

Council must undertake a formal review every 4 years to ensure the plan still represents the main strategic themes supported by the community, Council and stakeholders.

When adopted, the Community Strategic Plan review will be presented to the public for a 21 day comment period after which staff will develop (including Council and community changes) the Corporate Business Plan addressing the strategies. Both Plans will be adopted in May/June 2017.

## BACKGROUND & COMMENT:

The Minister for Local Government introduced regulations in 2011 which required local governments to develop and adopt a Community Strategic Plan by 2013. The regulations require informed and supported strategies be developed by the local government which include resourcing and delivery options.

The Department of Local Government also developed the *Integrated Planning and Reporting Advisory Standard* (was also reviewed in 2016) and this advises local governments on presentation, strategy formulation, engagement actions, standards and report compilation. This document details the standards of integrated planning reporting as basic, intermediate and advanced. It is the Shires aim to achieve intermediate standards with this review.

**IPR Engagement** - when reporting to Council in December 2016 it was proposed that the following framework be adopted for the community engagement phase of the work.

Strategic Community Plan - Community Engagement Strategy 2017		
Type of Community Engagement	Attending	Timing
Community Workshop – Open Session	Anyone	28 <sup>th</sup> March 2017 5.30pm – 7.00pm
Kulin District High School sessions	Students	30 <sup>th</sup> March 2017 (link in with Camp Kulin)
Business Forum	Business owners	Evening or weekend
Community Survey	Anyone	3 <sup>rd</sup> April 2017 (open) 7 <sup>th</sup> April 2017 (close)
Draft Plan completed	CEO	10 <sup>th</sup> April 2017
Submissions regarding draft Plan	Anyone wanting to submit a comment regarding the draft Strategic Community Plan	Will be open for a period of 21 days
Adoption of Strategic Community Plan	Council	17 <sup>th</sup> May 2017 (Council Meeting)

The actual work undertaken is detailed below;

- Reviewed the Feb 2015 Peter Kenyon facilitated the Community Health Check Report and Recommendations;
- Produced 250 A4 leaflets produced and put in the mail at Kulin Post Office and 25 to Pingaring advertising the Community Planning Meeting at which 40 people attended at FRC on 28 March 2017;
- Follow up email to attendees of the Community Planning Meeting seeking additional information/feedback;
- Attended KDHS 30/3/17 and spoke to 3 classes (6 year groups) and received over 40 'Kids in Kulin' postcards with ideas from the kids;
- Business Planning Meeting held at Kulin Hotel 3/4/17 - 15 people attended, another 11 invited also and gave apologies, several of those people not in attendance responded with ideas via email;
- Follow up email to attendees of the Business Planning Meeting seeking additional information/feedback;
- Get Feedback Survey emailed to over 150 residents 7/4/17, 40 responded as at 11/4/17;
- Get Feedback Survey link onto Facebook 11/4/17;
- 150 manual copies of the survey to go into the Kulin Update 13<sup>th</sup> April 2017.

The level of engagement has been extensive and comprehensive and a credit to the community for their involvement. Thanks should be recorded to the Community Development staff for their efforts in completing the community engagement processes so effectively and for compiling the information gathered in a comprehensive manner.

## **Conversations about the Community Strategic Plan**

The original Community Strategic Plan document for the Shire of Kulin produced by Solum Wheatbelt Business Solutions consultancy is the plan under review, though the community engagements on this occasion targeted the additional information voiced by the community about strategies the Shire should adopt. Little information was provided about what existed in the current plan (only the themes) and conversations steered away from openly reinforcing the previous view. It was surmised that much of the community input would result in similar themes being presented and this was the case. This information has now been reviewed and incorporated into the 2013 plan in accordance with regulation.

Of the themes that may not have had prominence in the 2013 CSP;

- Camp Kulin – expansion and development
- Education – supporting KDHS and providing opportunities for adult skill development
- Youth – improved and new facilities and networking opportunities
- Early childhood centre – Co-location of services and facilities
- Outdoor gym equipment
- Housing
- Advocate for improved telecommunications infrastructure
- Community Events – more
- Skills/employment register
- Strategic Partnership between Shire, Bank, KBR & School
- Improved communication regarding Shire decisions/projects/activities and increase profile of councillors and staff
- Alternative energy sources (Solar)
- Macrocarpa Trail and Jilakin Rock upgrade
- Tourism – Kulin Visitor Centre, facilitate private tourism initiatives, Caravan Park & RV area

This data and a more specific interpretation of the 2013 information forms the bulk of the draft report actions.

### **Shire role – Councillors role at this point**

Councillors can provide direct feedback as part of their Councillor processes at the Council level, or chose to provide input as a community member during the public comment period. Staff will accept comment information in any format that it is provided.

Once this draft CSP is adopted by Council it will be advertised for a period of 21 days for community feedback which will occur throughout April/early May 2017. The CSP will be completed and then broken down into a Corporate Business Plan (CBP) where strategies and actions will be compiled in a year by year format. This format provides a direct link between the “over time” strategies and the annual budget, project and operational type functions normally occurring annually.

It is hoped to have the CPS and CBP ready for adoption at the May meeting.

Along with the completion of the CSP and CBP staff will be required to compile the supporting documentation namely the Long Term Financial Plan, Workforce Plan and Asset Management Plan for adoption at the June meeting.

### **STATUTORY AND PLANNING IMPLICATIONS:**

Local governments are required to adopt Community Strategic Plans under S5.56 (1) of the *Local Government Act 1995*. Regulations made under S5.56 (2) require the local governments to review the plans every 4 years, and that process of review is to include community engagement and consultation.

Local Government Act 1995 & Local Government (Administration) Regulations 1996

Division 3 - Planning for the future 19C. Planning for the future: strategic community plans — s. 5.56

(1) A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.

(2) A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.

(3) A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.

(4) A local government is to review the current strategic community plan for its district at least once every 4 years.

(5) In making or reviewing a strategic community plan, a local government is to have regard to:-

- (a) the capacity of its current resources and the anticipated capacity of its future resources; and
- (b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and

(c) *demographic trends.*

(6) *Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.*

(7) *A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.*

*\*Absolute majority required.*

(8) *If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*

(9) *A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.*

(10) *A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.*

**19DA. Planning for the future: corporate business plans — s. 5.56**

(1) *A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending*

(2) *A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.*

(3) *A corporate business plan for a district is to —*

*(a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and*

*(b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and*

*(c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.*

(4) *A local government is to review the current corporate business plan for its district every year.*

(5) *A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.*

(6) *A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.*

*\*Absolute majority required.*

(7) *If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*

#### **POLICY IMPLICATIONS:**

Nil

#### **FINANCIAL IMPLICATIONS:**

The Integrated Planning Report (IPR) costs in 2013 should form part of the reflection as to what is being achieved during this review. It is important to recognise that the initial 2013 work laid the foundations (it is a review occurring on this occasion) and that work gave us the framework for reports etc. even though the inconsistency across all plans was noticeable.

This 2017 review involved more community engagement and brings additional community voice to the IPR plans already established.

Previously the consultancy work on elements of the IPR were as follows - Community Strategic Plan and Corporate Business Plan \$21k, Workforce Plan \$5k, Long Term Financial Plan \$6k and Asset Management Plan \$25k - Total IPR costs \$57k.

The CEO informed Councillors via email in March 2017 that additional administrative assistance via the employment of Sharyn McAdam until the 30 June 2017 had been undertaken to ensure sufficient resources are in-house to meet the tight timetable to undertake the engagement processes and produce the CSP and CBP. Estimated cost \$15k.

All CEO resources will be taken from the existing administration staff salaries budget and the Community Development Officer resources will create no additional financial impact doing this review work.

No additional costs will be incurred in preparing the in-house Corporate Business Plan (CEO/CDO/staff), 10yr Long Term Financial Plan (DCEO), Workforce Plan (CEO/CDO/staff) and Asset Management Plan (DCEO).

There will be some design, printing and presentation costs for the IPR Plans once produced.

**COMMUNITY CONSULTATION:**

As detailed in the report.

**WORKFORCE IMPLICATIONS:**

Nil

**OFFICERS RECOMMENDATION:**

That Council adopts the draft Shire of Kulin Strategic Community Plan 2013-2023 review for advertising and public comment and acknowledge the effort of staff in undertaking the community engagement and in meeting the timeframes to this point.

**VOTING REQUIREMENTS:**

Simple majority required to adopt the draft CSP.

16/0417

Moved Cr Duckworth Seconded Cr Robins that Council adopts the draft Shire of Kulin Strategic Community Plan 2013 – 2023 review for advertising and public comment and acknowledge the effort of staff in undertaking the community engagement and in meeting the timeframes to this point.

Carried 8/0

*Note: CEO thanked Community Development staff members Taryn Scadding and Sharyn McAdam for undertaking work on the Strategic Community Plan and completing the draft in a short time frame.*

## **8 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

## **9 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**

### **9.1 Tanya Dupagne – RIRDC Rural Woman of the Year 2017 WA**

**RESPONSIBLE OFFICER:** Shire President

**FILE REFERENCE:** 22.00

**AUTHOR:** Shire President

**STRATEGIC REFERENCE/S:**

**DISCLOSURE OF INTEREST:** Nil

**SUMMARY:**

Camp Kulin Manager, Tanya Dupagne was announced as the winner of the 2017 RIRDC Rural Woman of the Year Award for Western Australia on 5 April 2017. The award was presented at Government House by Her Excellency Hon Kerry Sanderson AC, Governor of Western Australia.

**BACKGROUND & COMMENT:**

Among others things winning the award includes a \$10,000 bursary towards Tanya's chosen project (ladies camp for regional, rural and remote women) and an Australian Institute of Company Directors Course valued at approx. \$10,000.

There has been unprecedented media coverage for Camp Kulin following the announcement which has predominately been statewide.

**FINANCIAL IMPLICATIONS:**

Nil

**STATUTORY AND PLANNING IMPLICATIONS:**

Nil

**POLICY IMPLICATIONS:**

Nil

**COMMUNITY CONSULTATION:**

Nil

**WORKFORCE IMPLICATIONS:**

Nil

**COUNCILLOR'S RECOMMENDATION:**

That Council express their congratulations to Tanya Dupagne on winning the 2017 RIRDC Rural Woman of the Year Award for Western Australia via a letter of congratulations, acknowledging this amazing achievement.

**VOTING REQUIREMENTS:**

Simple majority required.

17/0417

Moved Cr McInnes Seconded Cr Robins that Council express their congratulations to Tanya Dupagne on winning the 2017 RIRDC Rural Woman of the Year Award for Western Australia via a letter of congratulations, acknowledging this amazing achievement.

Carried 8/0

Taryn Scadding left the Council Chambers at 5.34pm

## **10 MATTERS FOR WHICH THE MEETING IS CLOSED TO THE PUBLIC**

### **10.1 Complaint – Sam Jenks – Loss of Casual Hours**

*Section 5.23(b) of the Act – “the personal affairs of a person”*

18/0417

Moved Cr Robins Seconded Cr O'Brien that Council close the meeting to the public under Section 5.23 (b) of the Act – the personal affairs of an employee.

Carried 8/0

Moved Cr Duckworth Seconded Cr McInnes – recommendation 8/0

19/0417

Moved Cr Robins Seconded Cr Varone that Council resume the meeting open to the public and that the items discussed by Council remain confidential until further notice.

Carried 8/0

## **11 DATE AND TIME OF NEXT MEETING**

The next Ordinary Council meeting will be held on Wednesday 17 May 2017 at 3:00pm.

## **12 CLOSURE OF MEETING**

There being no further business the meeting closed at 6.05pm.