



SHIRE
of
DANDARAGAN

MINUTES
of the
ORDINARY COUNCIL MEETING
held at the
COUNCIL CHAMBERS, JURIEBAY
on
THURSDAY 24 OCTOBER 2019
COMMENCING AT 4.01PM

(THIS DOCUMENT IS AVAILABLE IN LARGER PRINT ON REQUEST)

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1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

1.1 DECLARATION OF OPENING

The Chief Executive Officer declared the meeting open at 4.01pm and welcomed those present.

"I would like to acknowledge the traditional owners of the land we are meeting on today, the Yued people of the great Nyungar Nation and we pay our respects to Elders both past, present and emerging."

1.2 ELECTION AND DECLARATION OF PRESIDENT AND DEPUTY PRESIDENT

1.2.1 ELECTION OF PRESIDENT

The Chief Executive Officer advised that he had received one written nomination for Councillor Holmes. The Chief Executive Officer then called for nominations from the floor, none were forthcoming and the Chief Executive Officer declared the nomination period closed. Being that there was only the one nomination for President which was accepted by Councillor Holmes, the Chief Executive Officer announced that Councillor Holmes had been elected unopposed to the office of President for a period of two (2) years.

1.2.2 SWEARING IN OF PRESIDENT

Councillor Holmes made the declaration in the prescribed form before Ann Eyre, JP. The forms were duly signed.

Councillor Holmes took the Chair and presided over the meeting.

1.2.3 ELECTION OF DEPUTY PRESIDENT

The President advised that she had received one written nomination for Councillor Scharf and there were no further nominations from the floor. Being that there was only one nomination for Deputy President which was accepted by Councillor Scharf, the President announced that Councillor Scharf had been elected unopposed to the office of Deputy President for a period of two (2) years.

1.2.4 SWEARING IN OF DEPUTY PRESIDENT

Councillor Scharf made the declaration in the prescribed form before Ann Eyre, JP. The forms were duly signed.

As part of the Shire of Dandaragan's tradition, Councillor Holmes, the Presiding Member congratulated the Deputy President and new Councillors in recognition of their election to the Council.

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Councillor Holmes also thanked Ann Eyre, JP, for officiating the oaths.

1.3 DISCLAIMER READING

The disclaimer was read aloud as there were 4 members of the public present.

“No responsibility whatsoever is implied or accepted by the Shire of Dandaragan for any act, omission, statement or intimation occurring during this meeting.

It is strongly advised that persons do not act on what is heard, and should only rely on written confirmation of Council’s decision, which will be provided within fourteen days.”

2 RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

Members

Councillor L Holmes	(President)
Councillor P Scharf	(Deputy President)
Councillor J Clarke	
Councillor A Eyre	
Councillor W Gibson	
Councillor D Richardson	
Councillor R Rybarczyk	
Councillor R Shanhun	
Councillor D Slyns	

Staff

Mr B Bailey	(Chief Executive Officer)
Mr S Clayton	(Executive Manager Corporate & Community Services)
Mr D Chidlow	(Executive Manager Development Services)
Ms R Headland	(Council Secretary & Personal Assistant)
Mr R Mackay	(Planning Officer)
Ms M Perkins	(Manager Customer & Community Services)

Apologies

Nil

Approved Leave of Absence

Nil

Observers

Mr M Sheppard, Mr T Bailey, Mr B Pepper, Mr S Elliss

3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4 PUBLIC QUESTION TIME

Nil

5 APPLICATIONS FOR LEAVE OF ABSENCE**COUNCIL DECISION**

Moved Cr Shanhun, seconded Cr Clarke

That the following request for leave of absence be approved:

Cr Eyre – 27 October 2019 to 15 December 2019 inclusive

CARRIED 9 / 0

6 CONFIRMATION OF MINUTES**6.1 MINUTES OF THE ORDINARY COUNCIL MEETING HELD 26 SEPTEMBER 2019****COUNCIL DECISION**

Moved Cr Gibson, seconded Cr Eyre

That the minutes of the Ordinary Meeting of Council held Thursday 26 September 2019 be confirmed.

CARRIED 9 / 0

7 NOTICES AND ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

The Shire President thanked Councillors for their confidence and support in her re-election as President. She also congratulated Cr Scharf on the position of Deputy Shire President and newly elected Councillors saying that she was looking forward to working with them.

8 PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

9 REPORTS OF COMMITTEES AND OFFICERS

9.1 CORPORATE & COMMUNITY SERVICES

9.1.1 ACCOUNTS FOR PAYMENT – SEPTEMBER 2019

Location:	Shire of Dandaragan
Applicant:	N/A
Folder Path:	Business Classification Scheme / Financial Management / Creditors / Expenditure
Disclosure of Interest:	None
Date:	11 October 2019
Author:	Scott Clayton, Executive Manager Corporate & Community Services
Senior Officer:	Brent Bailey, Chief Executive Officer

PROPOSAL

To accept the cheque, EFT and direct debit listing for the month of September 2019.

BACKGROUND

As part of the Local Government Act 1995, Financial Management Regulations 1996, a list of expenditure payments is required to be presented to Council.

COMMENT

The cheque, electronic funds transfer (EFT) and direct debit payments for September 2019 totalled \$761,616.76 for the Municipal Fund.

Should Councillors wish to raise any issues relating to the September 2019 Accounts for payment, please do not hesitate to contact the Executive Manager Corporate and Community Services prior to the Council Meeting, in order that research can be undertaken and details provided either at the time of the query or at the meeting.

CONSULTATION

- Chief Executive Officer

STATUTORY ENVIRONMENT

- Regulation 13 of the Local Government Financial Management Regulations 1997.

POLICY IMPLICATIONS

There are no policy implications relevant to this item.

FINANCIAL IMPLICATIONS

There are no adverse trends to report at this time.

STRATEGIC IMPLICATIONS

There are no strategic implications relevant to this item.

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ATTACHMENTS

Circulated with the agenda are the following items relevant to this report:

- Cheque, EFT and direct debit listings for September 2019 (Doc Id: 141437)

(Marked 9.1.1)

VOTING REQUIREMENT

Simple majority

OFFICER RECOMMENDATION / COUNCIL DECISION

Moved Cr Shanhun, seconded Cr Richardson

That the Cheque and EFT listing for the period ending 30 September 2019 totalling \$761,616.76 for the Municipal Fund be accepted.

CARRIED 9 / 0

9.1.2 FINANCIAL STATEMENTS - MONTHLY REPORTING FOR THE PERIOD ENDING 30 SEPTEMBER 2019

Location:	Shire of Dandaragan
Applicant:	N/A
Folder	Business Classification Scheme / Financial Management / Financial Reporting / Periodic Reports
Disclosure of Interest:	None
Date:	14 October 2019
Author:	Scott Clayton, Executive Manager Corporate and Community Services
Senior Officer:	Brent Bailey, Chief Executive Officer

PROPOSAL

To table and adopt the monthly financial statements for the period ending 30 September 2019.

BACKGROUND

As part of the Local Government Act 1995 and Financial Management Regulations (1996), monthly financial statements are required to be presented to Council. Circulated are the monthly financial statements for the period ending 30 September 2019.

COMMENT

Regulation 34 of the Financial Management Regulations (1996) requires the following information to be provided to Council:

1. Net Current Assets

Council's Net Current Assets [i.e. surplus / (deficit)] position as at the 30 September 2019 was \$7,909,941. The composition of this equates to Current Assets minus Current Liabilities less Cash Assets that have restrictions on their use placed on them, in this case Reserves and Restricted Assets. The current

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position indicates that Council can easily meet its short-term liquidity or solvency.

The Net Current Asset position is reflected on page 11 and reconciled with the Statement of Financial Activity on page 3 of the financial statements.

The amount raised from rates, shown on the Statement of Financial Activity (page 3), reconciles with note 6 (page 12) of the financial statements and provides information to Council on the budget vs actual rates raised.

2. Material Variances

During budget adoption a 10 percent and \$10,000 threshold for these variances to be reported was set.

Note 12 of the attached report details any significant variances. Should Councillors wish to raise any issues relating to the 30 September 2019 financial statements, please do not hesitate to contact the Executive Manager Corporate and Community Services prior to the Council Meeting in order that research can be undertaken and details provided either at the time of the query or at the meeting.

CONSULTATION

- Chief Executive Officer

STATUTORY ENVIRONMENT

- Regulation 34 of the Local Government Financial Management Regulations (1996)

POLICY IMPLICATIONS

There are no policy implications relevant to this item.

FINANCIAL IMPLICATIONS

There are no adverse trends to report at this time.

STRATEGIC IMPLICATIONS

There are not strategic implications relevant to this item.

ATTACHMENTS

Circulated with the agenda is the following item relevant to this report:

- Financial statements for the period ending 30 September 2019
(Doc Id: 141457)
(Marked 9.1.2)

VOTING REQUIREMENT

Simple majority

OFFICER RECOMMENDATION / COUNCIL DECISION

Moved Cr Clarke, seconded Cr Eyre
That the monthly financial statements for the period 30
September 2019 be adopted.

CARRIED 9 / 0

9.2 INFRASTRUCTURE SERVICES**9.3 DEVELOPMENT SERVICES****9.4 GOVERNANCE & ADMINISTRATION****9.4.1 ELECTION OF DELEGATES TO VARIOUS COMMITTEES AND ORGANISATIONS**

Location:	N/A
Applicant:	N/A
Folder Path:	Business Classification Scheme / Government Relations / Meetings / Representatives
Disclosure of Interest:	None
Date:	14 October 2019
Author:	Brent Bailey, Chief Executive Officer

PROPOSAL

To adopt Council representatives to various committees and organisations.

BACKGROUND

The Shire of Dandaragan provides representation to a range of community organisations as well as its own working groups. Delegates to these organisations are elected immediately following the election of each new Council and effectively serve a term of two years.

COMMENT

The following table shows the Shire of Dandaragan list of delegates to outside committees & organisations as at 27 October 2017. Council will need to work through the table to reappoint representatives to the various groups.

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Advance Dandaragan	Cr McGlew, Cr Slyns (proxy)
Aggies Cottage Management Committee (Wolba Wolba)	Cr McGlew
Audit Committee (Shire of Dandaragan)	Cr Eyre, Cr Scharf, Cr McGlew, Cr Slyns
Avon Midland Zone WALGA	President & Deputy President, Cr Slyns
Badgingarra Community Centre Management Committee	Cr Richardson
Badgingarra Community Association	Cr Richardson, Cr Gibson (Proxy)
Central Coast Health Advisory Group	Cr Richardson, Cr Eyre
Central West Coast Senior Citizen Group Inc.	Cr Holmes, Cr Scharf (Proxy)
Cervantes Chamber of Commerce	Cr Holmes, Cr Shanhun (Proxy)
Cervantes Community Recreation Centre Inc.	Cr Holmes, Cr McGlew (Proxy)
Cervantes Ratepayers and Progress Association	Cr Gibson, Cr Clarke (Proxy)
Community Grants	Cr Holmes, Cr McGlew, Cr Richardson, Cr Slyns
Dandaragan Community Centre Management Committee	Cr McGlew
Dept of Transport - Marine Advisory Committee - Cervantes	Cr Slyns
Dept of Transport - Marine Advisory Committee – Jurien Bay	Cr Scharf
Gingin-Kalbarri Sub-Regional Planning Steering Group (Project Complete)	Cr Scharf, Cr Holmes
Jurien Bay Chamber of Commerce	Cr Shanhun, Cr Gibson (Proxy)
Jurien Bay Community Resource Centre Committee	Cr McGlew, Cr Shanhun (Proxy)
Jurien Bay Community Centre Management Committee	Cr Gibson
Jurien Bay Ratepayers and Progress Association	Cr Eyre
Jurien Bay Airport Working Party	Cr Gibson, Cr Scharf
Lancelin Defence Training Area Management Advisory Committee	Cr Scharf, Cr Gibson
Leeuwin Scholarship Panel	Cr Shanhun, Cr Scharf, Cr Slyns, Cr Richardson
Local Emergency Management Committee	Cr Slyns, Cr Scharf (Proxy)
Mid-West / Wheatbelt Joint Development Assessment Panel	Member Cr Scharf Member Cr Eyre Alternate Member Cr McGlew Alternate Member Cr Richardson
<i>(Existing members do not require re-nomination as this is a Ministerial Appointment)</i>	
Moora Local Health Advisory Group	Cr Richardson
Moore Catchment Council	Cr McGlew, Cr Richardson (Proxy)
Moora Sub Regional Road Group	Cr Gibson, Cr McGlew (Proxy)
Northern Growth Alliance (Chittering, Dandaragan & Gingin)	Shire President Deputy President (proxy)

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Turquoise Coast Visitor Centre Working Group (<i>Disbanded – replaced by Pinnacles Coast Tourism Association Delegate</i>)	Cr Scharf Cr Shanhun Cr Slys (Proxy)
West Koojan - Gillingarra Land Conservation District Committee	Cr McGlew

CONSULTATION

Nil

STATUTORY ENVIRONMENT

There are no statutory implications relevant to this item.

POLICY IMPLICATIONS

Council Policy 1.7 applies.

FINANCIAL IMPLICATIONS

Elected members representing the Shire of Dandaragan as Council endorsed delegates are eligible to claim travel expenses in accordance with Policy 1.7.

STRATEGIC IMPLICATIONS

A number of the delegate positions relate to working groups or committees that have direct involvement with specific actions within the Shire of Dandaragan Community Strategic Plan.

ATTACHMENTS

Nil

VOTING REQUIREMENT

Simple majority

COUNCIL DECISION**Moved Cr Slys, seconded Cr Gibson****That Council suspend standing orders to allow open discussion on the item's content at 4.10pm.****CARRIED 9 / 0****COUNCIL DECISION****Moved Cr Eyre, seconded Cr Clarke****That Council resume standing orders at 4.19pm.****CARRIED 9 / 0****OFFICER RECOMMENDATION / COUNCIL DECISION****Moved Cr Eyre, seconded Cr Richardson****That Council appoint the following delegates for the term of the current Council:**

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Advance Dandaragan	Cr Holmes, Cr Scharf (proxy)
Aggies Cottage Management Committee (Wolba Wolba)	Cr Scharf, Cr Holmes, (proxy)
Audit Committee (Shire of Dandaragan)	Cr Holmes, Cr Eyre, Cr Slyns, Cr Shanhun
Avon Midland Zone WALGA	Cr Richardson, Cr Holmes (proxy)
Badgingarra Community Centre Management Committee	Cr Richardson
Badgingarra Community Association	Cr Richardson
Central Coast Health Advisory Group	Cr Eyre, Cr Richardson (proxy)
Central West Coast Senior Citizen Group Inc.	Cr Holmes, Cr Eyre (proxy)
Cervantes Chamber of Commerce	Cr Holmes
Cervantes Community Recreation Centre Inc	Cr Rybarczyk
Cervantes Ratepayers and Progress Association	Cr Gibson, Cr Clarke (proxy)
Community Grants Committee	Cr Richardson, Cr Slyns, Cr Shanhun, Cr Scharf
Dandaragan Community Centre Management Committee	Cr Richardson
Dept of Transport - Marine Advisory Committee - Cervantes	Cr Slyns
Dept of Transport - Marine Advisory Committee – Jurien Bay	Cr Slyns
Jurien Bay Chamber of Commerce	Cr Shanhun
Jurien Bay Community Resource Centre Committee	Cr Holmes
Jurien Bay Community Centre Management Committee	Cr Gibson
Jurien Bay Ratepayers and Progress Association	Cr Scharf
Lancelin Defence Training Area Management Advisory Committee	Cr Clarke, Cr Scharf
Local Emergency Management Committee	Cr Slyns, Cr Scharf (also Chair)

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Mid-West / Wheatbelt Joint Development Assessment Panel Existing members do not require re-nomination as this is a Ministerial Appointment. If Cr Scharf and Cr Richardson are re-elected, they remain as members.	Member Cr Scharf Member Cr Eyre Alternate Member Cr Richardson Alternate Member Cr Shanhun
Moora Local Health Advisory Group	Cr Richardson
Moore Catchment Council	Cr Richardson
Moora Sub Regional Road Group	Cr Gibson
Northern Growth Alliance (Chittering, Dandaragan & Gingin)	Shire President Deputy President (proxy)
Pinnacles Coast Tourism Inc.	Cr Shanhun
West Koojan - Gillingarra Land Conservation District Committee	Cr Scharf
Cervantes Men's Shed	Cr Gibson
Jurien Bay Aerodrome Working Group	Cr Gibson, Cr Scharf

CARRIED 9 / 0

9.4.2 COUNCIL POLICY MANUAL UPDATES – RISK MANAGEMENT AND ORGANISATION STRUCTURE / DESIGNATED SENIOR EMPLOYEES

Location:	Shire of Dandaragan
Applicant:	Not Applicable
Folder Path:	Business Classification Scheme / Corporate Management / Policy / Policy Register
Disclosure of Interest:	Nil
Date:	10 October 2019
Author:	Brent Bailey, Chief Executive Officer
Senior Officer:	Not Applicable

PROPOSAL

This item addresses a proposed Risk Management Policy and Organisation Structure / Designated Senior Employees Policy to be added to the Shire of Dandaragan Policy Manual.

BACKGROUND

The purpose of policy documents is to enable the effective and efficient management of Council resources and to assist staff and Council achieve an equitable decision making process.

The Shire of Dandaragan Risk Management framework which was initially developed in 2014 has been updated and transposed in the attached policy statement and supporting management procedure. The new policy will align with current procedures and

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the required processes for the CEO's review of risk management which is currently underway.

The purpose of the Organisation Structure / Designated Senior Employee is to formalise which positions within the Shire of Dandaragan are designated senior employees as referred to in the Local Government Act 1995. The policy also clarifies aspects of the role of the CEO to implement the required organisational structure within budget provisions to deliver the Shire's services and strategic direction.

COMMENT

Risk Management is an essential function of the Shire's operations and an effective framework will ensure that consistent decision making is applied in this area.

A key element of the risk management framework is the risk acceptance criteria which documents the appropriate escalation of decision making when a risk has been identified, reviewed and classified. This table is shown below demonstrating who will take responsibility for various risks which are identified and how they will be treated.

Shire of Dandaragan Risk Acceptance Criteria			
Risk Rank	Description	Criteria	Responsibility
LOW (1-4)	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager
MODERATE (5-9)	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager
HIGH (10-16)	Urgent Attention Required	Risk acceptable with excellent controls, managed by Executive management and subject to monthly monitoring	Executive Manager / CEO
EXTREME (17-25)	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO / Council

The proposed policy does not propose any significant changes to the current risk management process within the Shire. It does however formalise Council's involvement in the process and will provide a more reliable trigger for regular review and implementation.

The Organisational Structure / Designated Senior Employee policy's main purpose is to establish that members of the Shire's Executive Management Team are designated senior employees. The practical outcome of the policy position is that the CEO must refer recommendations to appoint, terminate or create new senior employee positions to Council. Council may then choose to accept or reject the CEO's recommendation.

CONSULTATION

Local Government Insurance Services

STATUTORY ENVIRONMENT

Local Government Act 1995

Section 2.7 Role of council

(1) The council –

- (a) governs the local government's affairs; and*
- (b) is responsible for the performance of the local government's functions.*

(2) Without limiting subsection (1), the council is to –

- (a) oversee the allocation of the local government's finances and resources; and*
- (b) determine the local government's policies.*

Local Government (Audit) Regulations 1996

17. CEO to review certain systems and procedures

(1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to –

- (a) risk management; and*
- (b) internal control; and*
- (c) legislative compliance.*

Local Government Act 1995

5.2 Administration of local governments

The council of a local government is to ensure that there is an appropriate structure for administering the local government.

5.37 Senior employees

- (1) A local government may designate employees or persons belonging to a class of employee to be senior employees.*
- (2) The CEO is to inform the council of each proposal to employ or dismiss a senior employee, other than a senior employee referred to in section 5.39(1a), and the council may accept or reject the CEO's recommendation but if the council rejects a recommendation, it is to inform the CEO of the reasons for its doing so.*

5.38 Annual review of certain employees' performances

The performance of each employee who is employed for a term of more than one year, including the CEO and each senior employee, is to be reviewed at least once in relation to every year of the employment.

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5.39 Contracts for CEO and senior employees

(1a) *Despite subsection (1) —*

(a) an employee may act in the position of a CEO or a senior employee for a term not exceeding one year without a written contract for the position in which he or she is acting.

POLICY IMPLICATIONS

This item recommends Council endorse two new policies to be included in the Policy Manual.

FINANCIAL IMPLICATIONS

There are no financial implications relevant to this item.

STRATEGIC IMPLICATIONS

Strategic Community Plan – Envision 2029

04 – Community	The Shire's resident population will grow more than the WA regional average supported by increased community recreation and cultural opportunities and access to key liveability factors such as health and wellbeing services and educational opportunities
Priority Outcomes	Our Roles
A region that develops and supports community leadership and collective values.	

ATTACHMENTS

Circulated with the agenda are the following items relevant to this report:

- Draft Policy - Risk Management (Doc Id: 141486)
- Policy 2.8 - Organisational Structure and Designation of Senior Employees (Doc Id: 141485)

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION / COUNCIL DECISION

Moved Cr Shanhun, seconded Cr Scharf

That Council:

- 1. Adopt the new Risk Management Policy C-1RM014 (Doc Id: 141486)**
- 2. Adopt the new Organisational Structure / Designated Senior Employees Policy C-20SDSE08 (Doc Id: 141485).**

CARRIED 9 / 0

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9.5 COUNCILLOR INFORMATION BULLETIN
9.5.1 SHIRE OF DANDARAGAN – SEPTEMBER 2019 COUNCIL STATUS REPORT

Document ID: 140923

Attached to the agenda is a copy of the Shire's status report from the Council Meeting held Thursday 26 September 2019. **(Marked 9.5.1)**

9.5.2 SHIRE OF DANDARAGAN – INFRASTRUCTURE REPORT – OCTOBER 2019

Document ID: 141480

Attached to the agenda is a copy of the Shire of Dandaragan's Executive Manager Infrastructure Report for October 2019. **(Marked 9.5.2)**

9.5.3 SHIRE OF DANDARAGAN – BUILDING STATISTICS – SEPTEMBER 2019

Document ID: 141265

Attached to the agenda is a copy of the Shire of Dandaragan Building Statistics for September 2019. **(Marked 9.5.3)**

9.5.4 SHIRE OF DANDARAGAN – PLANNING STATISTICS – SEPTEMBER 2019

Document ID: 141264

Attached to the agenda is a copy of the Shire of Dandaragan Planning Statistics for September 2019. **(Marked 9.5.4)**

9.5.5 SHIRE OF DANDARAGAN TOURISM / LIBRARY REPORT FOR SEPTEMBER 2019

Document ID: 141603

Attached to the agenda is monthly report for Tourism / Library for September 2019. **(Marked 9.5.5)**

9.5.6 SHANE LOVE MLA MEMBER FOR MOORE – STABLE FLY

Document ID: 141326

Attached to the agenda is correspondence from Shane Love MLA with regards to stockpiling and spreading of chicken manure in the Yerramullah area, west of Badgingarra. **(Marked 9.5.6)**

10 NEW BUSINESS OF AN URGENT NATURE – INTRODUCED BY RESOLUTION OF THE MEETING

Nil

11 CONFIDENTIAL ITEMS FOR WHICH MEETING IS CLOSED TO THE PUBLIC

Nil

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12 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

13 CLOSURE OF MEETING

The presiding member declared the meeting closed at 4.24pm.

These minutes were confirmed at a meeting on

Signed

Presiding person at the meeting at which the minutes were confirmed

Date