



Swearing In Ceremony  
and  
Special Council Meeting  
Minutes

Thursday 21 October 2021  
4:00pm

**Purpose:** Election of Shire President  
Election of Deputy Shire President  
Allocation of Seating  
Appointment of Committees and Delegates

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## Swearing In Ceremony

### **1. Introduction and welcome**

Chief Executive Officer, Mr Dale Putland commenced proceedings at 4.04pm and welcomed attendees.

We acknowledge and pay our respects to the traditional custodians of the land on which we meet and work.

### **2. Declaration of Council Members**

In accordance with section 2.29 of the Local Government Act 1995, Councillors-elect declared an Oath of Office in the presence of Sergeant Phil Huggins:

Councillor Richard F Walker  
Councillor Helen C O'Connell  
Councillor Sarah E G Alexander  
Councillor Charles Caldwell  
Councillor Philippe Kaltenrieder

### **3. Election of Shire President**

The Chief Executive Officer called for nominations for the position of Shire President.

Cr Kevin J Moir nominated Cr Richard Walker to be Shire President.

Cr Richard Walker accepted the nomination.

There were no further nominations.

The Presiding Member declared Cr Walker as Shire President.

#### **3.1 Declaration by Shire President**

In accordance with the Local Government Act 1995 and Regulations 13(1) (c) of the Local Government (*Constitution*) Regulations 198, the Shire President, Councillor Richard Walker made his declaration in the presence of Sergeant Phil Huggins.

The Shire President took the chair for the next part of the proceedings and the remainder of the meeting.

### **4. Election of Deputy Shire President**

The Chief Executive Officer called for nominations for the position of Deputy Shire President.

Cr Sarah E G Alexander nominated Cr Helen C O'Connell as Deputy Shire President.

Cr Helen C O'Connell accepted the nomination.

There were no further nominations.

The Shire President declared Cr Helen C O'Connell as Deputy Shire President.

#### **4.1 Declaration by Deputy Shire President**

In accordance with the Local Government Act 1995 and Regulations 13(1) (c) of the Local Government (*Constitution*) Regulations 198, the Deputy Shire President, Councillor Helen C O'Connell made her declaration in the presence of Sergeant Phil Huggins.

### **5 Allocation of seating**

In accordance with Clause 11.2 of the *Shire's Standing Orders Local Law*, the Chief Executive Officer conducted a random draw for the allocation of Councillor seat positions in the Chambers.

### **6 Attendance and apologies (including leave of absence)**

#### **In Attendance:**

Richard F Walker – Shire President

Helen C O'Connell – Deputy Shire President

Cr Sarah E G Alexander

Cr Steele Alexander

Cr Charles C Caldwell

Cr Philippe Kaltenrieder

Cr Darren King  
Cr Kevin J Moir  
Cr Adrian Price

**Officers:**

Mr Dale Putland – Chief Executive Officer  
Mrs Maria Lane – Executive Officer

**Apologies:** Nil

**Invited Guest:**

Sergeant Phil Huggins

**7 PUBLIC QUESTION TIME**

No public questions were asked.

**8 PETITIONS/DEPUTATIONS/PRESENTATIONS/REPORTS**

Nil

**9 COUNCILLOR QUESTIONS ON NOTICE**

Nil

**10 CHIEF EXECUTIVE OFFICER REPORT**

**10.1 Appointment of Committees and Delegates**

Committees and Representatives

The local Government Act provides as follows:

**5.11. Tenure of committee membership**

- (1) Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until —
  - (a) the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be;
  - (b) the person resigns from membership of the committee;
  - (c) the committee is disbanded; or
  - (d) the next ordinary elections day,

whichever happens first.

In accordance with Section 5.11 the term of office for all committees and delegations ceased 21 October 2017 and so Council is now prompted to appoint Committees for the next two years. Council has also made a practice of dealing with delegates to other bodies at the same

time and in a similar fashion to how it deals with committee membership. The recommendation

In dealing with the matter of committees, Council will need to determine if it requires committees, their role, responsibilities and delegation if any. Similarly, Council needs to consider what representatives are required for community organizations for the next two years. It is important that there is a clear understanding of the purpose and role of either committees or representatives.

Council is a decision making body and so any committee appointed by Council should be for the purpose of assisting Council to make a decision. The Local Government Act sets out the following:

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.*

*[Section 2.7 amended by No. 17 of 2009 s. 4.]*

2.8. *Role of mayor or president*

(1) *The mayor or president —*

- (a) *presides at meetings in accordance with this Act; and*
- (b) *provides leadership and guidance to the community in the district; and*
- (c) *carries out civic and ceremonial duties on behalf of the local government; and*
- (d) *speaks on behalf of the local government; and*
- (e) *performs such other functions as are given to the mayor or president by this Act or any other written law; and*
- (f) *liaises with the CEO on the local government's affairs and the performance of its functions.*

(2) *Section 2.10 applies to a councillor who is also the mayor or president and extends to a mayor or president who is not a councillor.*

2.9. *Role of deputy mayor or deputy president*

*The deputy mayor or deputy president performs the functions of the mayor or president when authorised to do so under section 5.34.*

2.10. *Role of councillors*

*A councillor —*

- (a) *represents the interests of electors, ratepayers and residents of the district; and*
- (b) *provides leadership and guidance to the community in the district; and*
- (c) *facilitates communication between the community and the council; and*
- (d) *participates in the local government’s decision-making processes at council and committee meetings; and*
- (e) *performs such other functions as are given to a councillor by this Act or any other written law.*

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.*

There are several committees that Council is required by legislation to appoint or may appoint, these include:-

- \* Audit Committee (Local Government Act)
- \* LEMC Committee (Emergency Management Act)
- \* Bush Fire Advisory Committee (Bush Fires Act)

The following sections of the Local Government Act have relevance to the Audit committee

**Division 1A — Audit committee**

*[Heading inserted by No. 49 of 2004 s. 5.]*

**7.1A. Audit committee**

- (1) *A local government is to establish an audit committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.*
- (2) *The members of the audit committee of a local government are to be appointed\* by the local government and at least 3 of the members, and the majority of the members, are to be council members.*

*\* Absolute majority required.*

- (3) *A CEO is not to be a member of an audit committee and may not nominate a person to be a member of an audit committee or have a person to represent him or her as a member of an audit committee.*
- (4) *An employee is not to be a member of an audit committee.*

*[Section 7.1A inserted by No. 49 of 2004 s. 5.]*

**7.1B. Delegation of some powers and duties to audit committees**

- (1) *Despite section 5.16, the only powers and duties that a local government may delegate\* to its audit committee are any of its powers and duties under this Part other than this power of delegation.*

*\* Absolute majority required.*

- (2) *A delegation to an audit committee is not subject to section 5.17.*

### **7.1C. Decisions of audit committees**

*Despite section 5.20, a decision of an audit committee is to be made by a simple majority.*

The following section of the Emergency Management Act 2005 has relevance

### **38. Local emergency management committees**

- (1) A local government is to establish one or more local emergency management committees for the local government's district.*
- (2) If more than one local emergency management committee is established, the local government is to specify the area in respect of which the committee is to exercise its functions.*
- (3) A local emergency management committee consists of —*
  - (a) a chairman and other members appointed by the relevant local government in accordance with subsection (4); and*
  - (b) if the local emergency coordinator is not appointed as chairman of the committee, the local emergency coordinator for the local government district.*
- (4) Subject to this section, 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.*

### **39. Functions of local emergency management committees**

*The functions of a local emergency management committee are, in relation to its district or the area for which it is established —*

- (a) to advise and assist the local government in ensuring that local emergency management arrangements are established for its district;*
- (b) to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and*
- (c) to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.*

### **13. State Emergency Management Committee**

- (1) The State Emergency Management Committee is established.*
- (2) The SEMC is to consist of —*
  - (a) a chairman appointed by the Minister;*
  - (b) a deputy chairman appointed by the Minister;*
  - (c) an executive officer of the SEMC appointed by the Minister;*
  - (d) a person who is representative of local government, appointed by the Minister; and*
  - (e) such other members as are provided for, and appointed in accordance with, the regulations.*
- (3) The Minister is to ensure that —*



- (a) *the chairman has expertise or experience that, in the Minister’s opinion, is relevant to the functions of the SEMC and the State Emergency Coordination Group; and*
  - (b) *each other member has expertise or experience that, in the Minister’s opinion, is relevant to the functions of the SEMC.*
- (4) *The regulations may make provision as to the constitution and procedures of the SEMC.*
- (5) *Subject to the regulations the SEMC may determine its own procedures.*

#### **14. Functions of the SEMC**

*The SEMC has the following functions —*

- (a) *to advise the Minister on emergency management and the preparedness of the State to combat emergencies;*
- (b) *to provide direction, advice and support to public authorities, industry, commerce and the community in order to plan and prepare for an efficient emergency management capability for the State;*
- (c) *to provide a forum for whole of community coordination to ensure the minimisation of the effects of emergencies;*
- (d) *to provide a forum for the development of community wide information systems to improve communications during emergencies;*
- (e) *to develop and coordinate risk management strategies to assess community vulnerability to emergencies;*
- (f) *to perform other functions given to the SEMC under this Act;*
- (g) *to perform any other function prescribed by the regulations for the purposes of this section.*

#### **15. Powers of the SEMC**

- (1) *The SEMC may do all things necessary or convenient to be done for or in connection with the performance of its functions.*
- (2) *Without limiting subsection (1) and any other powers conferred on the SEMC by this Act, the SEMC may —*
- (a) *produce and publish information on matters related to its functions; and*
  - (b) *act in conjunction with another public authority or any other person.*

The following sections of the Bush Fires Act 1954 have relevance.

#### **67. Advisory committees**

- (1) *A local government may at any time appoint such persons as it thinks fit as a bush fire advisory committee for the purpose of advising the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire-breaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified in this subsection.*

- (2) *A committee appointed under this section shall include a member of the council of the local government nominated by it for that purpose as a member of the committee, and the committee shall elect one of their number to be chairman thereof.*
- (3) *In respect to a committee so appointed, the local government shall fix the quorum for the transaction of business at meetings of the committee and may —*
  - (a) *make rules for the guidance of the committee;*
  - (b) *accept the resignation in writing of, or remove, any member of the committee; and*
  - (c) *where for any reason a vacancy occurs in the office of a member of the committee, appoint a person to fill that vacancy.*
- (4) *A committee appointed under this section —*
  - (a) *may from time to time meet and adjourn as the committee thinks fit;*
  - (b) *shall not transact business at a meeting unless the quorum fixed by the local government is present;*
  - (c) *is answerable to the local government and shall, as and when required by the local government, report fully on its activities.*

Committees set up under the Local Government Act other than the Audit Committee are controlled by the following sections of the Local Government Act.

*Subdivision 2 — Committees and their meetings*

5.8. *Establishment of committees*

*A local government may establish\* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.*

*\* Absolute majority required.*

5.9. *Committees, types of*

- (1) *In this section —*

***other person*** *means a person who is not a council member or an employee.*

- (2) *A committee is to comprise —*

- (a) *council members only; or*
- (b) *council members and employees; or*
- (c) *council members, employees and other persons; or*
- (d) *council members and other persons; or*
- (e) *employees and other persons; or*
- (f) *other persons only.*

5.10. *Committee members, appointment of*

- (1) *A committee is to have as its members —*

- (a) *persons appointed\* by the local government to be members of the committee (other than those referred to in paragraph (b)); and*
- (b) *persons who are appointed to be members of the committee under subsection (4) or (5).*

*\* Absolute majority required.*

- (2) *At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.*
- (3) *Section 52 of the Interpretation Act 1984 applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the local government.*
- (4) *If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.*
- (5) *If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish —*
  - (a) *to be a member of the committee; or*
  - (b) *that a representative of the CEO be a member of the committee,**the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.*

**5.11A. Deputy committee members**

- (1) *The local government may appoint\* a person to be a deputy of a member of a committee and may terminate such an appointment\* at any time.*

*\* Absolute majority required.*

- (2) *A person who is appointed as a deputy of a member of a committee is to be —*
  - (a) *if the member of the committee is a council member — a council member; or*
  - (b) *if the member of the committee is an employee — an employee; or*
  - (c) *if the member of the committee is not a council member or an employee — a person who is not a council member or an employee; or*
  - (d) *if the member of the committee is a person appointed under section 5.10(5) — a person nominated by the CEO.*
- (3) *A deputy of a member of a committee may perform the functions of the member when the member is unable to do so by reason of illness, absence or other cause.*

- (4) *A deputy of a member of a committee, while acting as a member, has all the functions of and all the protection given to a member.*

*[Section 5.11A inserted by No. 17 of 2009 s. 20.]*

5.11. *Committee membership, tenure of*

- (1) *Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person’s membership of the committee continues until —*
- (a) *the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO’s representative, as the case may be; or*
  - (b) *the person resigns from membership of the committee; or*
  - (c) *the committee is disbanded; or*
  - (d) *the next ordinary elections day,*
- whichever happens first.*
- (2) *Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person’s membership of the committee continues until —*
- (a) *the term of the person’s appointment as a committee member expires; or*
  - (b) *the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant; or*
  - (c) *the committee is disbanded; or*
  - (d) *the next ordinary elections day,*
- whichever happens first.*

5.12. *Presiding members and deputies, election of*

- (1) *The members of a committee are to elect a presiding member from amongst themselves in accordance with Schedule 2.3, Division 1 as if the references in that Schedule —*
- (a) *to “office” were references to “office of presiding member”; and*
  - (b) *to “council” were references to “committee”; and*
  - (c) *to “councillors” were references to “committee members”.*
- (2) *The members of a committee may elect a deputy presiding member from amongst themselves but any such election is to be in accordance with Schedule 2.3, Division 2 as if the references in that Schedule —*
- (a) *to “office” were references to “office of deputy presiding member”; and*
  - (b) *to “council” were references to “committee”; and*
  - (c) *to “councillors” were references to “committee members”; and*
  - (d) *to “mayor or president” were references to “presiding member”.*

5.13. *Deputy presiding members, functions of*

*If, in relation to the presiding member of a committee —*

- (a) the office of presiding member is vacant; or*
- (b) the presiding member is not available or is unable or unwilling to perform the functions of presiding member,*

*then the deputy presiding member, if any, may perform the functions of presiding member.*

5.14. *Who acts if no presiding member*

*If, in relation to the presiding member of a committee —*

- (a) the office of presiding member and the office of deputy presiding member are vacant; or*
- (b) the presiding member and the deputy presiding member, if any, are not available or are unable or unwilling to perform the functions of presiding member,*

*then the committee members present at the meeting are to choose one of themselves to preside at the meeting.*

5.15. *Reduction of quorum for committees*

*The local government may reduce\* the number of offices of committee member required for a quorum at a committee meeting specified by the local government if there would not otherwise be a quorum for the meeting.*

*\* Absolute majority required.*

5.16. *Delegation of some powers and duties to certain committees*

- (1) Under and subject to section 5.17, a local government may delegate\* to a committee any of its powers and duties other than this power of delegation.*

*\* Absolute majority required.*

- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.*
- (3) Without limiting the application of sections 58 and 59 of the Interpretation Act 1984 —*
  - (a) a delegation made under this section has effect for the period of time specified in the delegation or if no period has been specified, indefinitely; and*
  - (b) any decision to amend or revoke a delegation under this section is to be by an absolute majority.*
- (4) Nothing in this section is to be read as preventing a local government from performing any of its functions by acting through another person.*

5.17. *Limits on delegation of powers and duties to certain committees*

- (1) A local government can delegate —*

- (a) *to a committee comprising council members only, any of the council's powers or duties under this Act except —*
    - (i) *any power or duty that requires a decision of an absolute majority or a 75% majority of the local government; and*
    - (ii) *any other power or duty that is prescribed;*

*and*
  - (b) *to a committee comprising council members and employees, any of the local government's powers or duties that can be delegated to the CEO under Division 4; and*
  - (c) *to a committee referred to in section 5.9(2)(c), (d) or (e), any of the local government's powers or duties that are necessary or convenient for the proper management of —*
    - (i) *the local government's property; or*
    - (ii) *an event in which the local government is involved.*
- (2) *A local government cannot delegate any of its powers or duties to a committee referred to in section 5.9(2)(f).*

*[Section 5.17 amended by No. 49 of 2004 s. 16(2).]*

*5.18. Register of delegations to committees*

*A local government is to keep a register of the delegations made under this Division and review the delegations at least once every financial year.*

*Subdivision 3 — Matters affecting council and committee meetings*

*5.19. Quorum for meetings*

*The quorum for a meeting of a council or committee is at least 50% of the number of offices (whether vacant or not) of member of the council or the committee.*

*5.20. Decisions of councils and committees*

- (1) *A decision of a council does not have effect unless it has been made by a simple majority or, if another kind of majority is required under any provision of this Act or has been prescribed by regulations or a local law for the particular kind of decision, by that kind of majority.*
- (2) *A decision of a committee does not have effect unless it has been made by a simple majority or, if another kind of majority has been prescribed by regulations or a local law for the particular kind of decision, by that kind of majority.*
- (3) *This section does not apply to elections —*
  - (a) *by a council of the local government's mayor or president under section 2.11; or*
  - (b) *by a council of the local government's deputy mayor or president under section 2.15;*

*or*

- (c) *by a committee of the committee's presiding member or deputy presiding member under section 5.12.*

*5.21. Voting*

- (1) *Each council member and each member of a committee who is present at a meeting of the council or committee is entitled to one vote.*
- (2) *Subject to section 5.67, each council member and each member of a committee to which a local government power or duty has been delegated who is present at a meeting of the council or committee is to vote.*
- (3) *If the votes of members present at a council or a committee meeting are equally divided, the person presiding is to cast a second vote.*
- (4) *If a member of a council or a committee specifically requests that there be recorded —*
- (a) *his or her vote; or*
- (b) *the vote of all members present,*
- on a matter voted on at a meeting of the council or the committee, the person presiding is to cause the vote or votes, as the case may be, to be recorded in the minutes.*
- (5) *A person who fails to comply with subsection (2) or (3) commits an offence.*

*[Section 5.21 amended by No. 49 of 2004 s. 43.]*

*5.22. Minutes of council and committee meetings*

- (1) *The person presiding at a meeting of a council or a committee is to cause minutes to be kept of the meeting's proceedings.*
- (2) *The minutes of a meeting of a council or a committee are to be submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.*
- (3) *The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify the confirmation.*

*5.23. Meetings generally open to public*

- (1) *Subject to subsection (2), the following are to be open to members of the public —*
- (a) *all council meetings; and*
- (b) *all meetings of any committee to which a local government power or duty has been delegated.*
- (2) *If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —*
- (a) *a matter affecting an employee or employees; and*
- (b) *the personal affairs of any person; and*
- (c) *a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and*



- (d) *legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and*
- (e) *a matter that if disclosed, would reveal —*
  - (i) *a trade secret; or*
  - (ii) *information that has a commercial value to a person; or*
  - (iii) *information about the business, professional, commercial or financial affairs of a person,*  
*where the trade secret or information is held by, or is about, a person other than the local government; and*
- (f) *a matter that if disclosed, could be reasonably expected to —*
  - (i) *impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or*
  - (ii) *endanger the security of the local government’s property; or*
  - (iii) *prejudice the maintenance or enforcement of a lawful measure for protecting public safety;**and*
- (g) *information which is the subject of a direction given under section 23(1a) of the Parliamentary Commissioner Act 1971; and*
- (h) *such other matters as may be prescribed.*

(3) *A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.*

5.24.

*Question time for public*

- (1) *Time is to be allocated for questions to be raised by members of the public and responded to at —*
  - (a) *every ordinary meeting of a council; and*
  - (b) *such other meetings of councils or committees as may be prescribed.*
- (2) *Procedures and the minimum time to be allocated for the asking of and responding to questions raised by members of the public at council or committee meetings are to be in accordance with regulations.*

Council will also need to appoint (4) Councillors in accordance with the Annual Awards process policy, to consider nominations for Citizen of the Year, Young Achiever of the Year, Sports Person of the Year etc. The policy provides the panel with the authority to make the selection without any further reference to Council.

It will be noted that the officer recommendation includes the name and functions of each committee. Council should consider the need, if any, for committees, what it wants them to



do and what, if any, powers it wants to give them. The following recommendation is based on the current position and it is important to note that this is a suggestion only for Council's consideration. There is no restriction on the timing of the appointment of committees or on the winding up of committees other than what Council sets (except that appointments to committee expire every two years unless Council sets an early expiry date). The following recommendation includes a similar provision.

It should be noted that Council may set the quorum for committee meetings as provided for in the local Government Act as follows;

### **5.15. Reduction of quorum for committees**

*The local government may reduce\* the number of offices of committee member required for a quorum at a committee meeting specified by the local government if there would not otherwise be a quorum for the meeting.*

However this option has been lost by the following clause in Council's Standing Orders Local Law;

#### **3.1 Quorum at Meetings**

*In accordance with the Act, the quorum at all meetings of Council and its committees shall be a minimum of 50% of the total number of places whether vacant or not.*

With respect to the Local Emergency Management Committee recommended membership that includes Council staff, it is noted that the Local Government Act (5.10) provides as follows;

- (5) *If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish —*
- (a) *to be a member of the committee; or*
  - (b) *that a representative of the CEO be a member of the committee,*

*the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.*

It should be noted that a similar provision exists for the President as is as follows (5.10);

- (4) *If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.*

There are several industry organisations that Council will need to appoint delegates for. These include:-

- \* South West Zone WA Local Government Association
- \* Main Roads Regional Road Group

**That the following Committee/Representatives be appointed:-**

Audit and Finance Committee

The function/role of the Audit and Finance Committee be as follows:-

- a) to provide guidance and assistance to the Council-
  - i. as to the carrying out of its functions in relation to audits;
  - ii. as to the development of a process to be used to select and appoint a person to be the auditor; and
- b) may provide guidance and assistance to the Council as to-
  - i. matters to be audited;
  - ii. the scope of the audit;
  - iii. its functions under Part 6 of the Local Government Act 1995 that relate to financial management; and
  - iv. the carrying out of its functions relating to other audits and other matters related to financial management.
- c) is to conduct budget reviews and report to Council.

• **Audit and Finance Committee**

**COUNCIL DECISION & OFFICER RECOMMENDATION**

**MOVED: Cr Kevin J Moir**

**SECONDED: Cr Sarah E G Alexander**

**That all Council be appointed to Council's Audit and Finance Committee.**

**CARRIED 9/0**

**Res 21/10/135**

• **Grants Committee**

**COUNCIL DECISION & OFFICER RECOMMENDATION**

**MOVED: Cr Steele Alexander                      SECONDED: Cr Philippe Kaltenrieder**

**That the Shire President and all current Councillors be appointed to Council's Grants Committee.**

**CARRIED 9/0    Res 21/10/136**

• **Annual Awards Committee**

**COUNCIL DECISION & OFFICER RECOMMENDATION**

**MOVED: Cr Helen C O'Connell                      SECONDED: Cr Philippe Kaltenrieder**

**That Cr Kevin Moir, Cr Sarah Alexander, Cr Steele Alexander Cr Darren King and Cr Helen O'Connell be appointed to Council's Annual Awards Committee.**

**CARRIED 9/0    Res 21/10/137**

• **Local Emergency Management Committee**

**COUNCIL DECISION & OFFICER RECOMMENDATION**

**MOVED: Cr Sarah E G Alexander                      SECONDED: Cr Steele Alexander**

**That the Shire President be appointed as the Council Representative and that Cr Darren King be appointed as the Deputy Delegate on the LEMC Committee. That the Chief Executive Officer and Ranger be appointed as Council staff representatives.**

**CARRIED 9/0    Res 21/10/138**

• **Bush Fire Advisory Committee**

**COUNCIL DECISION & OFFICER RECOMMENDATION**

**MOVED: Cr Sarah E G Alexander                      SECONDED: Cr Charles Caldwell**

**That the Shire President be appointed as the Council Representative on the Bush Fire Advisory Committee and that Cr Helen O'Connell be appointed at the Deputy Delegate on the Bush Fire Advisory Committee.**

**That the Chief Executive Officer, Manager of Works & Services and Ranger be appointed as Council staff representatives.**

**CARRIED 9/0    Res 21/10/139**

• **Main Roads Regional Road Group**

**COUNCIL DECISION & OFFICER RECOMMENDATION**

**MOVED: Cr Helen C O’Connell**

**SECONDED: Cr Steele Alexander**

**That Cr Helen C O’Connell be appointed as the Council Representative on the Main Road Regional Road Group and Cr Charles Caldwell be appointed as the Deputy Delegate.**

**CARRIED 9/0**

**Res 21/10/140**

• **South West Zone Meeting**

**COUNCIL DECISION & OFFICER RECOMMENDATION**

**MOVED: Cr Charles Caldwell**

**SECONDED: Cr Sarah E G Alexander**

**That the Shire President be appointed as the Council Delegate and that Cr Helen C O’Connell be appointed as the Deputy Delegate for the South West Zone Western Australian Local Government Association.**

**CARRIED 9/0**

**Res 21/10/141**

• **Warren Blackwood Alliance of Councils**

**COUNCIL DECISION & OFFICER RECOMMENDATION**

**MOVED: Cr Adrian Price**

**SECONDED: Cr Darren J King**

**That the Shire President and Deputy Shire President be appointed as Board members on the Warren Blackwood Alliance of Councils.**

**CARRIED 9/0**

**Res 21/10/142**

• **Boyup Brook Tourism Association**

**COUNCIL DECISION & OFFICER RECOMMENDATION**

**MOVED: Cr Philippe Kaltenrieder**

**SECONDED: Cr Darren King**

**That Cr Adrian Price be appointed as the Council Representative on the Boyup Brook Tourism Association.**

**CARRIED 9/0**

**Res 21/10/143**

• **Boyup Brook Community Resource Centre Management Committee**

**COUNCIL DECISION & OFFICER RECOMMENDATION**

**MOVED: Cr Philippe Kaltenrieder**

**SECONDED: Cr Darren J King**

**That Cr Helen C O’Connell be appointed as the Council Representative on the Boyup Brook Community Resource Centre Management Committee.**

**CARRIED 9/0**

**Res 21/10/144**

• **Boyup Brook Museum Committee**

**COUNCIL DECISION & OFFICER RECOMMENDATION**

**MOVED: Cr Adrian Price**

**SECONDED: Cr Steele Alexander**

**That Cr Darren King be appointed as the Council Representative on the Boyup Brook Museum Committee.**

**CARRIED 9/0**

**Res 21/10/145**

• **Blackwood Basin Group Committee**

**COUNCIL DECISION & OFFICER RECOMMENDATION**

**MOVED: Cr Steele Alexander**

**SECONDED: Cr Helen C O’Connell**

**That Cr Darren King be appointed as the Council Representative and that Cr Adrian Price be appointed as the Deputy Delegate on the Blackwood Basin Group Committee**

**CARRIED 9/0**

**Res 21/10/146**

**11 NOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**12 URGENT BUSINESS BY APPROVAL OF THE PRESIDENT OR A MAJORITY OF COUNCILLORS PRESENT**

Nil

**13 CONFIDENTIAL MATTERS – BEHIND CLOSED DOORS**

Nil

**14 CLOSURE OF MEETING**

There being no further business the Shire President, Cr Walker thanked all for attending and declared the meeting closed at 4.44pm.