



## SHIRE OF BODDINGTON

'The Council and Staff of the Shire of Boddington, in partnership with the community, are committed to operating effectively and efficiently to provide quality lifestyle opportunities that encourage population growth and development'

### MINUTES

For The Special Meeting  
To Consider  
The Swearing In  
Election of Council President & Deputy President &  
Allotted Seating & Allocation to Committees to  
councillors

Held At

5:00PM

**WEDNESDAY 6 NOVEMBER 2019**

At The  
Council Chambers  
39 Bannister Road Boddington

## DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Boddington for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff. The Shire of Boddington disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member or officer of the Shire of Boddington during the limitation of approval made by a member or officer of the Shire of Boddington during the course of any meeting is not intended to be and is not taken as notice or approval from the Shire of Boddington. The Shire of Boddington warns that anyone who has an application lodged with the Shire of Boddington must obtain and only should rely on WRITTEN CONFIRMATION of the outcome of that application, and any conditions attaching to the decision made by the Shire of Boddington in respect of the application.

# Minutes

<b>1.</b>	<b>DECLARATION OF OPENING:</b> .....	<b>4</b>
<b>2.</b>	<b>SWEARING IN OF NEW COUNCILLORS</b> .....	<b>4</b>
2.1.1	Swearing in of New Councillors .....	4
<b>3.</b>	<b>ELECTION OF PRESIDENT AND DEPUTY PRESIDENT:</b> .....	<b>7</b>
3.1.1	Election of President .....	7
3.1.2	Election of Shire Deputy President .....	10
3.1.3	Allotment of Councillors' Seats .....	13
<b>4.</b>	<b>ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE:</b> .....	<b>14</b>
4.1.1	Attendance.....	14
4.1.2	Apologies.....	14
4.1.3	Leave of Absence.....	14
<b>5.</b>	<b>DISCLOSURE OF FINANCIAL INTEREST:</b> .....	<b>14</b>
<b>6.</b>	<b>PUBLIC QUESTION TIME:</b> .....	<b>15</b>
<b>6.1</b>	<b>RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE:</b> .....	<b>15</b>
<b>6.2</b>	<b>WRITTEN QUESTIONS PROVIDED IN ADVANCE:</b> .....	<b>15</b>
<b>6.3</b>	<b>PUBLIC QUESTIONS FROM THE GALLERY:</b> .....	<b>15</b>
<b>7.</b>	<b>PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS:</b> .....	<b>15</b>
<b>8.3</b>	<b>CHIEF EXECUTIVE OFFICER:</b> .....	<b>15</b>
8.6.1	Appointments to Committees of Council .....	15
8.6.2	Development Assessment Panel Nominations .....	19
8.6.3	Peel Development Commission .....	24
8.6.4	Peel Harvey Catchment Council Representation.....	29
<b>9.</b>	<b>ELECTED MEMBERS' MOTION OF WHICH PREVIOUS MOTION HAS BEEN GIVEN:</b> .....	<b>36</b>
<b>10.</b>	<b>URGENT BUSINESS WITHOUT NOTICE WITH THE APPROVAL OF THE PRESIDENT OR MEETING:</b> .....	<b>36</b>
<b>11.</b>	<b>CONFIDENTIAL ITEM:</b> .....	<b>36</b>
<b>12.</b>	<b>CLOSURE OF MEETING:</b> .....	<b>36</b>

## 1. DECLARATION OF OPENING:

The Chief Executive Officer, Mr Chris Littlemore opened the meeting at 5:00pm.

"I would like to acknowledge the traditional custodians of the land, the Nyoongar People, and pay my respects to Elders, past and present'.

## 2. SWEARING IN OF NEW COUNCILLORS

### 2.1.1 Swearing in of New Councillors

#### Summary

It is necessary for Councillors elect to be sworn in prior to the commencement of duties as Councillors.

#### Comment

In accordance with 2.29 of the *Local Government Act 1995* and Regulation 13 of the *Local Government (Constitution) Regulations 1996* a person elected to the position of a Council member must make a declaration of office prior to being able to act in that office (refer attachment 1).

"13. Oaths, affirmations and declarations by Elected Members (s. 2.29)

(1) For the purposes of sections 2.29

[(a), (b) deleted]

(c) the form of declaration for a mayor, president, deputy mayor, deputy president or councillor is that in Form 7;

(2) A declaration required by section 2.29 to be made by a person elected as a mayor or president is to be made before –

(a) the immediate predecessor of the person in the office of mayor or president; or

(b) an authorised person.

(3) A declaration required by section 2.29 to be made by a person elected as a councillor, deputy mayor or deputy president is to be made before an authorised person."

Newly elected Councillors shall be invited to make their Declaration of Office, in accordance with section 13(1) and (3) above.

The Chief Executive Officer invited Mr Paul Carrotts, JP, to swear-in the Councillors-elect. Mr Paul Carrotts, JP requested the newly Elected Members of Council to individually take the DECLARATION OF OFFICE in accordance with Section 2.29 of the Local Government Act 1995, after which the Declaration documents were signed. .

The following Members were sworn in as Councillors for the period 2019 to 2023 by Mr Paul Carrotts, JP:

Cr Coert Erasmus

Cr Earl Schreiber

Cr Martin Glynn

The following Member was sworn in as **Shire President** for the period 2019 to 2023 by Mr Paul Carrotts, JP:

Cr Rod McSwain

The following Member was sworn in as **Shire Deputy President** for the period 2019 to 2023 by Mr Paul Carrotts, JP:

Cr Garry Ventris

ATTACHMENT 2.1.1A



Form 7. Declaration by elected member of council

[r. 13(1)(c)]

Local Government Act 1995  
Local Government (Constitution) Regulations 1998  
Declaration by elected member

I, \_\_\_\_\_(full name)

Of \_\_\_\_\_(address)

having been elected to the office of \_\_\_\_\_  
**of the Shire of Boddington**

declare that I take the office upon myself and will duly, faithfully, honestly, and with integrity, fulfil the duties of the office for the people in the district according to the best of my judgment and ability, and will observe the Local Government (Rules of Conduct) Regulations 2007.

Declared at: 39 Bannister Street, Shire of Boddington Chambers

On: **06 November 2019** (date)

By: \_\_\_\_\_(signed)

Before me: \_\_\_\_\_(signed)

**Paul Carrotts, Justice of the Peace**

*[Form 7 inserted in Gazette 21 Aug 2007 p. 4187.]*

### 3. ELECTION OF PRESIDENT AND DEPUTY PRESIDENT:

#### 3.1.1 Election of President

File Ref No: ADM 0081  
Disclosure of Interest: Nil  
Date: 31 October 2019  
Author: Chris Littlemore  
Attachments: Nil

#### Summary

It is necessary for Council to elect a Shire President.

#### Comment

In accordance with Schedule 2.3 of the Local Government Act 1995, written nominations for the office of Presiding Member for the next two years are to be addressed to the Chief Executive Officer.

Nomination forms are enclosed with Councillors Agenda Package for the purpose. If a Councillor is nominated by another Councillor, the nominee must advise the Chief Executive Officer orally or in writing that he/she is willing to be nominated for the office.

Should there be two or more nominees, a secret ballot will be conducted to determine the holder of the office.

Upon election the President is required to make a Declaration.

#### Statutory Environment

##### **Local Government Act 1995**

##### **2.11. Alternative methods of filling office of mayor or president**

(1) When an order is made under section 2.1 declaring an area of the State to be a district, the Governor is, by order, to specify whether the first mayor or president of the local government is to be –

- (a) elected by electors of the district under Part 4; or
- (b) elected by the council from amongst the councillors under Schedule 2.3, Division 1.

##### **Schedule 2.3 – When and how mayors, presidents, deputy mayors and deputy presidents are elected by the council**

##### **Division 1 – Mayors and presidents**

##### **1. Terms used in this Division**

In this Division –

“extraordinary vacancy” means a vacancy that occurs under section 2.34(1);

“the office” means the office of councillor mayor or president.

##### **2. When the council elects the mayor or president**

- (1) The office is to be filled as the first matter dealt with –

- (a) at the first meeting of the council after an inaugural election or a section 4.13 or 4.14 election or after an ordinary elections day; and
  - (b) at the first meeting of the council after an extraordinary vacancy occurs in the office.
- (2) If the first ordinary meeting of the council is more than 3 weeks after an extraordinary vacancy occurs in the office, a special meeting of the council is to be held within that period for the purpose of filling the office.

3. CEO to preside

The CEO is to preside at the meeting until the office is filled.

4. How the mayor or president is elected

- (1) The council is to elect a councillor to fill the office.
- (2) The election is to be conducted by the CEO in accordance with the procedure prescribed.
- (3) Nominations for the office are to be given to the CEO in writing before the meeting or during the meeting before the close of nominations.
- (3a) Nominations close at the meeting at a time announced by the CEO, which is to be a sufficient time after the announcement by the CEO that nominations are about to close to allow for any nominations made to be dealt with.
- (4) If a councillor is nominated by another councillor the CEO is not to accept the nomination unless the nominee has advised the CEO, orally or in writing, that he or she is willing to be nominated for the office.

(5) The councillors are to vote on the matter by secret ballot as if they were electors voting at an election.

(6) Subject to clause 5(1), the votes cast under subclause (5) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 (which deals with determining the result of an election) as if those votes were votes cast at an election.

(7) As soon as is practicable after the result of the election is known, the CEO is to declare and give notice of the result in accordance with regulations, if any.

5. Votes may be cast a second time

(1) If when the votes cast under clause 4(5) are counted there is an equality of votes between 2 or more candidates who are the only candidates in, or remaining in, the count, the count is to be discontinued and the meeting is to be adjourned for not more than 7 days.

(2) Any nomination for the office may be withdrawn, and further nominations may be made, before or when the meeting resumes.

(3) When the meeting resumes the councillors are to vote again on the matter by secret ballot as if they were electors voting at an election.

(4) The votes cast under subclause (3) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 as if those votes were votes cast at an election.

[Clause 9 amended by No. 49 of 2004 s. 69(10).]

Policy Implications - Nil

Financial Implications - Nil

Strategic Implications - Nil

Economic Implications - Nil

Social Implications - Nil

Environmental Considerations - Nil



Consultation – None required.

Options

Council can:

1. adopt the recommendation;
2. adopt the recommendation with further amendments; or
3. not accept the recommendation, giving reasons.

Voting Requirements – Simple Majority

OFFICER'S RECOMMENDATION – ITEM 3.1.1
---------------------------------------

That the Chief Executive Officer conduct an election for the position of Shire President if required.

The Chief Executive Officer advised that the following nominations had been received for the position of Shire President:

- Cr Glynn nominated by Cr Glynn
- Cr McSwain nominated by Cr McGrath

Ballot Paper

- Cr McSwain was elected for the position of Shire President.  
Cr McSwain 4 votes  
Cr Glynn 3 votes
- Cr McSwain was sworn in as Shire President by P Carrotts JP.

### 3.1.2 Election of Shire Deputy President

File Ref No: ADM 0081  
Disclosure of Interest: Nil  
Date: 29 October 2019  
Author: Chris Littlemore  
Attachments: Nil.

#### Summary

It is necessary for Council to elect a Deputy Shire President.

#### Comment

In accordance with Schedule 2.3 of the Local Government Act 1995, written nominations for the office of Deputy President for the next two years are to be addressed to the Chief Executive Officer. Nomination forms are enclosed with Councillors Agenda Package for the purpose. If a Councillor is nominated by another Councillor, the nominee must advise the Chief Executive Officer orally or in writing that he/she is willing to be nominated for the office.

Should there be two or more nominees, a secret ballot will be conducted to determine the holder of the office.

Upon election the Deputy President is required to make a Declaration.

#### Statutory Environment

##### *Local Government Act 1995*

##### *2.15. Filling the office of deputy mayor or deputy president*

*The deputy mayor or deputy president is to be elected by the council under Schedule 2.3, Division 2.*

*[Section 2.15 amended by No. 49 of 2004 s. 18.]*

*Schedule 2.3 – When and how mayors, presidents, deputy mayors and deputy presidents are elected by the council [Sections 2.11(1)(b) and 2.15]*

*Division 2 – Deputy mayors and deputy presidents*

##### *6. Terms used in this Division*

*In this Division –*

*“extraordinary vacancy” means a vacancy that occurs under section 2.34(1);*

*“the office” means the office of deputy mayor or deputy president.*

##### *7. When the council elects the deputy mayor or deputy president*

*(1) If the local government has an elector mayor or president the office of deputy mayor or deputy president is to be filled as the first matter dealt with –*

*(a) at the first meeting of the council after an inaugural election or a section 4.13 or 4.14 election or after an ordinary elections day; and*

*(b) at the first meeting of the council after an extraordinary vacancy occurs in the office.*

*(2) If the local government has a councillor mayor or president the office of deputy mayor or deputy president is to be filled –*

(a) as the next matter dealt with after the mayor or president is elected at the first meeting of the council after an inaugural election or a section 4.13 or 4.14 election or after an ordinary elections day; and

(b) subject to subclause (3), as the first matter dealt with at the first meeting of the council after an extraordinary vacancy occurs in the office.

(3) If at a meeting referred to in clause 2(1)(b) the deputy mayor or deputy president is elected to be the mayor or president, the resulting extraordinary vacancy in the office is to be filled as the next matter dealt with at the same meeting.

8. How the deputy mayor or deputy president is elected

(1) The council is to elect a councillor (other than the mayor or president) to fill the office.

(2) The election is to be conducted in accordance with the procedure prescribed by the mayor or president, or if he or she is not present, by the CEO.

(3) Nominations for the office are to be given to the person conducting the election in writing before the meeting or during the meeting before the close of nominations.

(3a) Nominations close at the meeting at a time announced by the person conducting the election, which is to be a sufficient time after the announcement by that person that nominations are about to close to allow for any nominations made to be dealt with.

(4) If a councillor is nominated by another councillor the person conducting the election is not to accept the nomination unless the nominee has advised the person conducting the election, orally or in writing, that he or she is willing to be nominated for the office.

(5) The council members are to vote on the matter by secret ballot as if they were electors voting at an election.

(6) Subject to clause 9(1) the votes cast under subclause (5) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 as if those votes were votes cast at an election.

(7) As soon as is practicable after the result of the election is known, the person conducting the election is to declare and give notice of the result in accordance with regulations, if any.

[Clause 8 amended by No. 64 of 1998 s. 54(2)-(4); No. 49 of 2004 s. 69(6) (9).]

9. Votes may be cast a second time

(1) If, when the votes cast under clause 8(5) are counted, there is an equality of votes between 2 or more candidates who are the only candidates in, or remaining in, the count, the count is to be discontinued and, not more than 7 days later, a special meeting of the council is to be held.

(2) Any nomination for the office may be withdrawn, and further nominations may be made, before or when the special meeting is held.

(3) When the special meeting is held the council members are to vote again on the matter by secret ballot as if they were voting at an election.

(4) The votes cast under subclause (3) are to be counted, and the successful candidate determined, under Schedule 4.1 as if those votes were votes cast at an election.

Policy Implications - Nil

Financial Implications - Nil

Economic Implications - Nil

Strategic Implications - Nil

Social Implications - Nil

Environmental Considerations - Nil

Consultation – None required.

Options

Council can:

1. adopt the recommendation;
2. adopt the recommendation with further amendments; or
3. not accept the recommendation, giving reasons.

Voting Requirements – Simple Majority

OFFICER'S RECOMMENDATION – ITEM 3.1.2
---------------------------------------

That the Chief Executive Officer conduct an election for the position of Shire Deputy President if required.

The Chief Executive Officer advised that the following nominations had been received for the position of Shire Deputy President:

- Cr Schreiber nominated by Cr McGrath
- Cr Ventris nominated by Cr Ventris

Ballot

- Cr Ventris was elected for the position of Shire Deputy President

Voted: Cr Ventris 4 votes

Voted: Cr Schreiber 3 votes

- Cr Ventris was sworn in as Deputy Shire President by Paul Carrotts, JP

### 3.1.3 Allotment of Councillors' Seats

File Ref No:	ADM 0081
Disclosure of Interest:	Nil
Date:	29 October 2019
Author:	Chris Littlemore
Attachments:	Nil

#### Summary

It is recommended that Council complete a reorganisation of seating at the Council table.

#### Comment

Council's Standing Orders Local Law requires that the Chief Executive Officer allocate a position at the Council table at the first ordinary meeting after an election.

The Shire President will sit at the head of the Council and Council has established a precedent where the Deputy President sits at the nearest seat to the right of the President.

#### Statutory Environment -

Shire of Boddington -Standing Orders Local Law

#### *9.2 Members to Occupy Own Seats*

*At the first ordinary meeting attended by a member after election, the Chief Executive Officer shall allot a position at the Council table to each member and the member shall, until such time as there is a call by an absolute majority of members for a re-allotment of positions, occupy that position when present at meetings of Council.*

Policy Implications - Nil

Financial Implications

Economic Implications – Nil

Strategic Implications - Nil

Social Implications - Nil

Environmental Considerations - Nil

Consultation – None required.

#### Options

Council can:

1. adopt the recommendation/s;
2. adopt the recommendation/s with further amendments; or
3. not accept the recommendation/s, giving reasons.

Voting Requirements – Simple Majority

#### OFFICER RECOMMENDATION – ITEM 3.1.3

That Council suspends Standing Orders 9.4 - Members to Occupy Own Seats to enable the Chief Executive Officer to allot seats at the Council table for Councillors.

The Chief Executive Officer allotted seats at the Council Table for Councillors.

## 4. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE:

### 4.1.1 Attendance

Cr R McSwain	Shire President
Cr G Ventris	Deputy Shire President

Cr C Erasmus  
Cr M Glynn  
Cr J Hoffman  
Cr W McGrath  
Cr E Schreiber

Mr C Littlemore	Chief Executive Officer
Mr G Stanley	Director of Corporate & Community Services
Mr P Haas	Principal Environmental Health Officer/Building Surveyor
Mr C Browne	Manager of Works & Services
Ms T Hodder	Executive Officer

Paul Carrots – JP

10 visitors

### 4.1.2 Apologies

Nil.

### 4.1.3 Leave of Absence

Nil.

## 5. DISCLOSURE OF FINANCIAL INTEREST:

Nil.

## 6. PUBLIC QUESTION TIME:

Nil.

## 6.1 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE:

Nil.

## 6.2 WRITTEN QUESTIONS PROVIDED IN ADVANCE:

Nil.

## 6.3 PUBLIC QUESTIONS FROM THE GALLERY:

## 7. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS:

Nil.

## 8.3 CHIEF EXECUTIVE OFFICER:

### 8.6.1 Appointments to Committees of Council

File Ref No:	ADM 0081
Disclosure of Interest:	Nil
Date:	29 October 2019
Author:	C Littlemore
Attachments:	Nil

#### Summary

Council is to consider appointments to Committees of Council and Council delegates to organisations and Committees to which Council has membership or representation.

#### Background

At an Ordinary Meeting of Council held on 31<sup>st</sup> October 2017, Council appointed delegates to committees and since that decision of Council there had been amendments to some of the committees.

#### Comment

A review of some of the committees and delegates that Council participates in may be appropriate.

#### Statutory Environment

*Local Government Act (1995)*

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

#### 5.10. Appointment of committee members

(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.

#### 5.11. 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.

(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;

(b) the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant;

(c) the committee is disbanded; or

(d) the next ordinary elections day,  
whichever happens first



Policy Implications - Nil  
Financial Implications  
Economic Implications – Nil  
Strategic Implications - Nil  
Social Implications - Nil  
Environmental Considerations - Nil

Consultation – None required.

Options

Council can:

1. adopt the recommendation/s;
2. adopt the recommendation/s with further amendments; or
3. not accept the recommendation/s, giving reasons..

Voting Requirement – Absolute Majority

OFFICER'S RECOMMENDATION – ITEM 8.6.1

COUNCIL RESOLUTION

96/19

Moved Cr Ventris

That Council appoint the following as members of Committees of Council and as delegates of Council to the respective committee or organisation as included in the following table:

No	Committee/Organisation	Delegate	Proxy Delegate
1	Shire of Boddington Audit Committee	Cr Glynn Cr Ventris Cr McSwain	Remaining Councillors
2	CEO Employment and Performance Appraisal Committee	Shire President and all Councillors	Remaining Councillors
3	Shire of Boddington Cemeteries Advisory Committee	Cr Hoffman	Cr McGrath
4	Local Emergency Management Committee	Cr Schreiber Principal Environmental Health Officer (PEHO)	Cr McGrath
5	Advance Peel	Shire President	Shire Deputy President

No	Committee/Organisation	Delegate	Proxy Delegate
	formerly (Peel Regional Leaders Forum)	Chief Executive Officer (CEO)	Director Corporate & Community Services (DCCS)
6	Peel Zone of WALGA Delegate	Shire President, Shire Deputy President	Cr Glynn CEO
7	Hotham William Economic Development Alliance	Cr Glynn Local Business Rep Cr McSwain	Cr McGrath CEO
8	South West Regional Road Group	Cr Hoffman	Manager Works & Services (MWS)
9	Bushfire Advisory Committee	DCCS	CEO
10	Boddington Local Health Advisory Group	Cr Ventris Cr Erasmus Community & Economic Development Officer (CEDO)	Cr Schreiber Cr McGrath CEO
11	SOUTH 32 Worsley Community Liaison Committee	Cr McGrath	Cr McSwain
12	Industry Roads Safety Alliance	MWS	DCCS
13	Peel Community Development Group	Cr McSwain	Cr Ventris
14	Boddington Tidy Town/Townscape Committee	CEDO	CEO
15	Rail Heritage Foundation of WA	Cr Glynn	CEO
16	Boddington Youth Centre Advisory Committee	Cr Schreiber	Cr Hoffman
17	Community Reference Group (Newmont)	Cr Erasmus	Cr McGrath

Seconded:

Cr Schreiber

Carried: 7/0

## 8.6.2 Development Assessment Panel Nominations

File Ref. No: ADM 0039  
Disclosure of Interest: Nil  
Date: 29 October 2019  
Author: Chris Littlemore CEO  
Attachment: Attachment 8.6.2A Letter from DAP

### Summary

Council is to consider selecting Councillors to be recommended to the Minister for Planning to be appointed as members and alternate members of the Development Assessment Panel to decide on very large development applications in the Shire of Boddington.

### Background

The DAPs are made up of two types of members, specialist and local government members. The DAP regulations require that specialist members hold particular qualifications in the fields listed in the next section of this document. Local government members are members of a local government council who are nominated by that local government to sit on a DAP.

All DAP members will be paid sitting fees.

In addition, the DAP regulations provide for reimbursement of DAP members' motor vehicle and travel costs.

DAP meetings will be open to the public and submitters may be given the opportunity to present their case to the DAP directly, if they wish, before a decision is made on the application.

### Comment

Under DAP regulation 26, the Minister for Planning, has invited the Shire of Boddington to nominate four elected members of Council, comprising two local members and two alternate local members to sit on the Peel DAP as required for the next two year period.

All appointed local members will be placed on the local government member register and advised of DAP training dates and times. It is mandatory for all DAP members to attend training before they sit on a DAP. Priority training will be provided to high application volume DAPs.

### Strategic Implications

It is not anticipated that many development applications submitted to the Shire of Boddington will reach the levels required to be referred for a decision by the DAP. However all of those applications requiring DAP approval will be significantly important to the Shire.

Statutory Environment - Nil

Policy Implications - Nil

Financial Implications - Nil

Economic Implications – Nil  
Social Implications - Nil  
Environmental Considerations - Nil  
Consultation - Nil

Options

Council can:

1. resolve the Officer's Recommendation with the names of Councillors included;
2. resolve to select as many Councillors as nominate to be recommend to the Minister for Planning as DAP Members and alternate DAP Members;
3. resolve to not select any Councillors to be nominated to the Minister and allow the Minister to select other local electors to be DAP Members and alternate DAP Members.

Voting Requirements - Simple Majority

OFFICER'S RECOMMENDATION – ITEM 8.6.2
---------------------------------------

COUNCIL RESOLUTION:                      97/19                                      Moved: Cr Glynn

That Council nominate:

1. Councillor McSwain and Councillor Ventris to the Minister for Planning as Development Assessment Panel members; and
2. Councillor McGrath and Councillor Schreiber to the Minister for Planning as alternate Development Assessment Panel members.

Seconded:                                      McGrath    Carried: 7/0



Government of **Western Australia**  
Development Assessment Panels

SHIRE OF  
BODDINGTON  
RECEIVED

16 OCT 2019

Distribute to:

DCS  DSP  MINS  
 PEHO  FM  CEO  
 MWS  TPC  MCS

Our Ref: DP/12/00609  
Enquiries: DAP Secretariat  
Telephone: 6551 9919

Mr Chris Littlemore  
Chief Executive Officer  
Shire of Boddington  
PO Box 4  
BODDINGTON WA 6390

File No ADMO253  
Date \_\_\_\_\_  
Initial \_\_\_\_\_

Dear Mr <sup>Chris</sup> Littlemore,

**DEVELOPMENT ASSESSMENT PANELS – LOCAL GOVERNMENT NOMINATIONS**

Following the upcoming local government elections to be held on 19 October 2019, there may be a change in your local government DAP membership if the composition of your council changes. In this instance, your local government will need to nominate replacement DAP members for appointment by the Minister for Planning.

Each DAP comprises of five members, being three specialist members and two local government members. All current local government DAP members were appointed on the 26 July 2018, for a term ending 26 January 2020.

Representation of local interests is a key aspect of the DAPs system. Under regulation 24 of the *Planning and Development (Development Assessment Panels) Regulations 2011* your local council is requested to nominate, as soon as possible following the elections, four elected council members to sit as DAP members for your local government. Using the attached form, nominations should be submitted via email to the DAPs Secretariat at [daps@dplh.wa.gov.au](mailto:daps@dplh.wa.gov.au).

All local government councils are requested to provide nominations for local government DAP members by Friday 8 November 2019, to ensure local interests are represented in future DAP determinations. If you are unable to provide nominations by the above date, please contact the DAPs Secretariat to discuss alternative arrangements and implications. If there is no change to your local government DAP representation following the local government elections, confirmation of this should be provided to the DAPs Secretariat as soon as possible. Once nominations are received, the Minister will appoint local government DAP members for the term ending 26 January 2022.

The McGowan Government launched OnBoardWA as part of its commitment to increase the diversity and backgrounds of Government board and committees along with the total number of women appointed to 50 per cent by 2019.

Postal address: Locked Bag 2506 Perth WA 6001 Street address: 140 William Street Perth WA 6000  
Tel: (08) 6551 8002 info@dplh.wa.gov.au [www.dplh.wa.gov.au](http://www.dplh.wa.gov.au)  
ABN 68 565 723 484  
wa.gov.au


## ATTACHMENT 8.6.2A

I encourage you to consider diversity of representation when putting forward your local government nominations in supporting this important election commitment. Further information about OnBoardWA can be found at <http://www.onboardwa.jobs.wa.gov.au>.

The Action Plan for Planning Reform has been released to ensure the Western Australian planning system continues to deliver great outcomes and great places for Western Australians. Changes to the DAP system have been identified as part of the reform initiatives to provide a more robust DAP process that promotes consistency and transparency in decision-making. Please note that the local government membership configuration on the DAP will not be affected by the reform initiatives.

If you have any queries regarding this request for nominations, please contact the DAPs secretariat on (08) 6551 9919 or email [daps@dplh.wa.gov.au](mailto:daps@dplh.wa.gov.au). Further information is available online at <https://www.dplh.wa.gov.au/daps>.

Yours sincerely



Gail McGowan PSM  
Director General

10 October 2019

## ATTACHMENT 8.6.2A



Government of Western Australia  
Development Assessment Panels

### DEVELOPMENT ASSESSMENT PANELS LOCAL GOVERNMENT MEMBER NOMINATION

Please complete the form and submit to [daps@dph.wa.gov.au](mailto:daps@dph.wa.gov.au).

<b>Local Government</b>	
<b>DAP Name</b>	

	Member 1		Member 2	
<b>Name</b>				
<b>Address</b>				
<b>Phone</b>				
<b>Email</b>				
<b>Date of Birth</b>				
<b>Sex</b>				
<b>*Employer Name/s</b>				
<b>*Position/s</b>				
<b>*Employment Status</b>	Full Time	Part Time/Casual - Specify hours per week	Full Time	Part Time/Casual - Specify hours per week
<b>*Eligibility for Payment</b>	Yes	No	Yes	No

	Alternate Member 1		Alternate Member 2	
<b>Name</b>				
<b>Address</b>				
<b>Phone</b>				
<b>Email</b>				
<b>Date of Birth</b>				
<b>Sex</b>				
<b>*Employer Name/s</b>				
<b>*Position/s</b>				
<b>*Employment Status</b>	Full Time	Part Time/Casual - Specify hours per week	Full Time	Part Time/Casual - Specify hours per week
<b>*Eligibility for Payment</b>	Yes	No	Yes	No

*\* The employment details refer only to external employment and does not include your role as a Local Government member. Eligibility for DAP sitting fees is determined in accordance with the [Premier's Circular 2017/18](#).*

LOCAL GOVERNMENT CONTACT DETAILS – MINUTE TAKER			
<b>Name</b>			
<b>Phone</b>		<b>Email</b>	

## 8.6.3 Peel Development Commission

File Ref. No:	ADM 0552
Disclosure of Interest:	Nil
Date:	30 October 2019
Author:	Chris Littlemore CEO
Attachment:	Attachment 8.6.3 A letter from PDC Attachment 8.6,3 B Vacancy Information Attachment 8.6.3 C Nomination form

### Summary

Council is to consider nomination of a board member to the Peel Development Commission.

### Background

Nominations have been called for to fill two vacancies On the Board of the Peel Development Commission that have become available due to recent local elections and expiry of term.

### Comment

Nominees are expected to be experienced in economic development and investment attraction.

Boddington has been represented on the board of the Peel Development Commission in previous years.

The Objects of the Commission are to:

- Maximise job creation and economic diversification within the region;
- Develop and broaden the economic base of the region; Identifying infrastructure services to promote economic and social development within the region;
- Provide information and advice to promote business development within the region;
- Seek to ensure that the general standard of government services and access to those services in the region is comparable to that which applies in the metropolitan area; and
- Generally take steps to encourage, promote, facilitate and monitor the economic development in the region.

The Minister for Regional Development will receive written nominations until Monday 02 December 2019.

Strategic Implications Nil

Policy Implications - Nil

Financial Implications Nil

Economic Implications Nil

Social Implications – Nil

Environmental Considerations - Nil



Consultation -\_Nil

Options

Council can:

1. adopt the recommendation/s;
2. adopt the recommendation/s with further amendments; or
3. not accept the recommendation/s, giving reasons..

Voting Requirements - Simple Majority

OFFICER'S RECOMMENDATION – ITEM 8.6.3
---------------------------------------

That Council consider if it is appropriate to nominate one of its Councillors as board member on the Peel Development Commission.

Seconded: Cr Glynn

COUNCIL RESOLUTION: 98/19

Moved: Cr Schreiber

That this Motion Lay On The Table.

Seconded: Cr McGrath

Carried: 7/0

## Attachment 8.6.3A



45 Mandurah Terrace  
PO Box 543  
Mandurah WA 6210  
P (08) 9535 4140  
F (08) 9535 2119  
E [peel@peel.wa.gov.au](mailto:peel@peel.wa.gov.au)  
[www.peel.wa.gov.au](http://www.peel.wa.gov.au)

Mr Chris Littlemore  
Chief Executive Officer  
Shire of Boddington  
PO Box 4  
BODDINGTON WA 6210

Dear Chris

### **PEEL DEVELOPMENT COMMISSION BOARD NOMINATIONS**

The Peel Development Commission is seeking nominations for one Local Government representative vacancy on its Board due to one member's term expiring on 31/12/19. In accordance with the *Regional Development Commission's Act 1993*, nominees for the vacancy must be members of the Council of a Local Government in the region and are to be nominated by Local Governments in the region.

All Local Governments in the Peel region are invited to nominate up to two Councillors, who are willing and able to be candidates, for appointment. The Commission is seeking nominees that have experience in economic development and investment attraction.

Nominations are to be submitted either by post or e-mail to the Executive officer at [eo@peel.wa.gov.au](mailto:eo@peel.wa.gov.au) at this office, no later than 4.30pm on Monday, 2 December 2019.

Nomination/application form is attached. Please complete a separate nomination form for each nominee.

Any further information can be obtained by contacting Kylie Wilson at the Commission on 9535 4140.

We look forward to receiving your nominations.

Yours sincerely

A handwritten signature in black ink, appearing to read "Andrew Ward".

Andrew Ward  
**CHIEF EXECUTIVE OFFICER**

22 October 2019

enc. Nomination Form

Attachment 8.6.3 B

<b>LOCAL GOVERNMENT VACANCY INFORMATION PEEL DEVELOPMENT COMMISSION</b>	
<b>Contact at Peel Development Commission</b>	Kylie Wilson Executive Officer Peel Development Commission 45 Mandurah Terrace Mandurah Telephone 9535 4140 Email <a href="mailto:eo@peel.wa.gov.au">eo@peel.wa.gov.au</a>
<b>Name of Minister for the Peel Development Commission</b>	Hon Alannah MacTiernan MLC Minister for Regional Development; Agriculture and Food; Ports; Minister assisting the Minister for State Development, Jobs and Trade
<b>Description of Position</b>	The Peel Development Commission requires one Elected Member/LGA representative experienced in economic development and investment attraction. Other qualities should include decision making abilities, business acumen, an ability to work cooperatively within a team environment and interests relevant to the Peel community.
<b>Length of term</b>	Maximum of three years
<b>Current representative and reason for vacancy</b>	1 x LGA vacancy has arisen as a result of a LGA representative's board term expiring as at 31 December 2019.
<b>Commencement date</b>	To be advised
<b>Meeting schedule</b>	Approximately 5 meetings per year
<b>Location of meetings</b>	Various locations within the Peel region
<b>Day/time of meeting</b>	2020 Board meeting dates to be advised
<b>Duration of meeting</b>	4-7 hours
<b>Meeting fee</b>	\$622 per day \$403 per half day
<b>Travelling allowances</b>	As per public sector standards
<b>Objectives of Peel Development Commission</b>	The objectives of the Commission are to: <ul style="list-style-type: none"> <li>• Maximise job creation and economic diversification within the region;</li> <li>• Develop and broaden the economic base of the region;</li> <li>• Identify infrastructure services to promote economic and social development within the region;</li> <li>• Provide information and advice to promote business development within the region;</li> <li>• Seek to ensure that the general standard of government services and access to those services in the region is comparable to that which applies in the metropolitan area; and</li> <li>• Generally take steps to encourage, promote, facilitate and monitor the economic development in the region.</li> </ul>




---

## NOMINATION FORM

---

**LOCAL GOVERNMENT REPRESENTATIVE  
PEEL DEVELOPMENT COMMISSION  
Nominations close Monday, 2 December 2019**

<b>Nominee Title</b> (eg Mayor/President/Cr)		
<b>Last Name</b>		
<b>Given Names</b>		
<b>Date of Birth</b>		
<b>Council</b>		
<b>Home address</b>		
<b>Email address</b>		
<b>Contact Details</b>	<b>Home:</b>	
	<b>Work:</b>	
	<b>Council:</b>	
	<b>Mobile:</b>	
<b>Occupation</b>		
<b>Qualifications</b>		
<b>Resume</b>	Please attach a copy of your Resume/CV	

I hereby submit my nomination, made in accordance with my Council's policy on representation, for the position of Local Government representative on the Peel Development Commission. Should my nomination be successful I will make every endeavour to commit the time and effort necessary to undertake this position. I will adhere to the eligibility criteria which specifies that should I no longer be a serving Elected Member, I will resign from the Development Commission as the Local Government representative.

Nominee: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

## 8.6.4 Peel Harvey Catchment Council Representation

File Ref. No:	ADM 0193
Disclosure of Interest:	Nil
Date:	22 November 2019
Author:	Chris Littlemore CEO
Attachments:	8.6.4A PHCC Nomination letter 8.6.4B PHCC Nomination information

### Summary

Council is to consider nomination of a Local Government Representative (Inland) to the Peel Harvey Catchment Council.

### Background

Nominations have been called for to fill the vacancy on the Board of the Peel Harvey Catchment Council.

### Comment

The PHCC has invited Council to nominate one of its elected members to the PHCC as a member or deputy member. Given the continued support of the PHCC by the Boddington Shire Council, it would be good for Boddington to be represented on the board.

Nominees are expected to have knowledge and experience in relation to natural resource management, local government, board governance and strategic planning.

The Goals of the PHCC are:

- Governing, leading and managing the Peel Harvey Catchment Council
- Securing our Future
- Influencing key decision-makers for better catchment governance
- Facilitating collaborative adaptive management
- Delivering quality environmental outcomes
- Engaging and enabling individuals and communities

The PHCC holds formal meetings a maximum of six times a year, usually on the third Thursday of every second month, with travel costs for those meetings being reimbursed by the PHCC. Members are expected to be active ambassadors and contribute beyond general meeting attendance, on behalf of all Inland councils. The successful applicant would be provided clarity as to those expectations via an induction process and mentoring

The Peel Harvey Catchment Council has requested nominations by Thursday, 21 November 2019.

Strategic Implications- Nil

Policy Implications - Nil

Financial Implications -Nil

Economic Implications- Nil

Social Implications – Nil

Environmental Considerations -Nil

Consultation - Nil

Options

Council can:

1. adopt the recommendation/s;
2. adopt the recommendation/s with further amendments; or
3. not accept the recommendation/s, giving reasons..

Voting Requirements - Simple Majority

OFFICER'S RECOMMENDATION – ITEM 8.6.4
---------------------------------------

Moved: Cr Glynn

That Council nominate Councillor .....as Local Government Representation (Inland) on the Peel Harvey Catchment Council.

Seconded: Cr Schreiber

COUNCIL RESOLUTION: 99/19 Moved: Cr Ventris

That this Motion Lay On The Table.

Seconded: Cr Hoffman Carried: 7/0

ATTACHMENT 8.6.4 A

Enquiries: Jane O'Malley  
Our Ref: 100\_2019\_0903  
File No: BO\_M\_100

3 September 2019

Mr Chris Littlemore  
Chief Executive Officer  
Shire of Boddington  
PO Box 4  
BODDINGTON WA 6390

Dear Chris

SHIRE OF  
BODDINGTON  
RECEIVED

09 SEP 2019

Distribute to:

- DCS  DSP  MINS
- PEHO  FM  CEO
- MWS  TPC  MCS

EA

File No \_\_\_\_\_  
Date \_\_\_\_\_  
Initial HL



**PHCC** Working Together  
Peel-Harvey Catchment Council

Call for Nomination for Local Government Representation (Inland) on the Peel-Harvey Catchment Council – **closes 10am Thursday 21 November 2019**

After the completion of the October Local Government elections, the Peel-Harvey Catchment Council (PHCC) invites you to nominate one of your Elected Members to be a Member or Deputy Member of the PHCC. Applications are considered by an independent panel that makes a recommendation to the PHCC. The PHCC makes their determination and endorsement at the December meeting. The successful applicant will become the Local Government Member (or Deputy), representing all Inland local governments within the Peel-Harvey Catchment.

I have attached a copy of our Strategic Directions, Annual Report, our Constitution and a map of the Catchment to assist you to select a nominee who has the capacity and ability to help meet our vision for the Peel-Harvey Catchment.

The PHCC hold formal meetings a minimum of six times a year, usually on the third Thursday of every second month, with travel costs for these meetings being reimbursed by the PHCC. Members are expected to be active ambassadors and contribute beyond general meeting attendance, on behalf of all Inland Councils. The successful applicant will be provided clarity as to these expectations via an induction process and mentoring.

If you choose to nominate an Elected Member and he or she is successful, your nominee will be joining a dedicated group with representation from community, industry and government. Selection will be made via a recommendation from an independent panel to the 12 December meeting of the PHCC.

Applications are requested in writing on the attached form, with endorsement from Council, outlining the applicant's reasons for nominating and their knowledge and experience in relation to natural resource management, local government, board governance, strategic planning and/or any other relevant skills that they can bring to the PHCC.



*We acknowledge the Noongar people as Traditional Custodians of this land and pay our respects to all Elders past and present*

58 Sutton Street, Mandurah  
Western Australia 6210  
T: +61 8 6369 8800  
[www.peel-harvey.org.au](http://www.peel-harvey.org.au)

## ATTACHMENT 8.6.4 A

If you would like to nominate a representative, please ensure we receive your nomination by **10am Thursday 21 November 2019**. Please don't hesitate to contact myself or Patricia Sutton on 6369 8800 or email [jane.omalley@peel-harvey.org.au](mailto:jane.omalley@peel-harvey.org.au) if you would like any further information.

I look forward to hearing from you.

Yours sincerely



Jane O'Malley  
Chief Executive Officer

Enc.

1. *Nomination Form*
2. *Strategic Directions*
3. *Annual Report*
4. *Constitution*
5. *Map of Peel-Harvey Catchment*



100\_2019\_09\_03\_Nominations\_Loc Govt\_Inland\_PS\_ID

Page 2 of 2



**Join a Team that Really Makes a Difference!**

**Nomination for Local Government Representative**

The Peel-Harvey Catchment Council (PHCC) is seeking suitably qualified councilors to nominate for the position of Local Government Representative on the PHCC Board.

If you tick any, or many of the following boxes, you may be just what we are looking for:

- Knowledge, interest and understanding of the ecological principles of natural resource management
- Experience and expertise in sustainable natural resource management practice
- Knowledge of social, economic, environmental and/or indigenous issues in the Peel-Harvey Catchment
- Experience in coordinating and managing projects or businesses
- Experience in legislative programs or environmental policy framing
- Ability to communicate and use community networks effectively
- Ability to analyse and work strategically across a wide range of complex integrated issues
- Knowledge and experience in financial management

The term of your tenure will be two years, plenty of time to make a significant impact for the local environment.

If successful, you will be one two local government members, ten community members, one representative from each of the main State agencies with environmental responsibilities and the Peel Development Commission. Meetings are held on the third Thursday of every second month. Some recompense is made for the cost of travel to meetings.

**As part of the nomination process, we ask that you provide a letter addressing the selection criteria and complete the 'Self-Assessment' over the page using the assessment levels below:**

- VERY HIGH** Supported with demonstrated, significant professional experience or extensive, practical experience in the area and/or relevant qualification/s
- HIGH** Supported with demonstrated, professional experience or significant, practical experience in the area and/or relevant qualification/s
- MEDIUM** Supported with demonstrated practical experience in the area
- LOW** Some practical experience in the area
- NONE** Awareness/Interest only with no practical experience. Little or no knowledge or skill in the area

Refer to the 'Self-Assessment Guide' below for more information about the requirements of each level as it applies.

VERY HIGH	HIGH as for MEDIUM but also	MEDIUM	LOW
A Post Graduate Degree or higher qualification in a related discipline and at least 8 years of professional experience.	A Degree or Diploma / Certificate in a related discipline and / or at least 5 year's experience.	At least 3 years practical experience the Natural Resource Management Sector.	Some practical experience (including volunteering) in the Natural Resource Management Sector.

## ATTACHMENT 8.6.4 B

### Self-Assessment

The self-assessment requires you to reflect on your level of knowledge, experience and skill in the following key areas:

Knowledge/Skill Area	VERY HIGH	HIGH	MED	LOW	NONE
Knowledge, interest and understanding of the ecological principles of natural resource					
Experience and expertise in sustainable natural resource management practice					
Knowledge of social, economic, environmental and/or indigenous issues in the Peel-Harvey					
Experience in Indigenous engagement, participation and/or capacity building					
Experience in coordinating and managing projects or businesses					
Experience in legislative programs or environmental policy					
Ability to communicate and use community networks effectively					
Ability to analyse and work strategically across a wide range of complex integrated issues					
Financial Management/Audit					
Risk Management					

These criteria are guidelines only and, if you believe you can demonstrate high level skills, knowledge or experience outside of these areas, we encourage you to inform us within your supporting documentation.

Name .....

Address .....

Phone ..... Mobile .....

Email .....

Checklist to complete and return to PHCC:

- I have completed the self-assessment table above
- I have attached a letter detailing the skills and knowledge I would bring to the PHCC as a Local Govt Representative
- I have completed the Association Liability Insurance Questions for Members/Proposed Members (Attachment 1)

Signed: ..... Date: .....

Written nominations must be received by **10am, Thursday 21 November 2019** and addressed to:

**Peel-Harvey Catchment Council (Inc)**  
**58 Sutton Street**  
**MANDURAH WA 6210**

For further information, contact Patricia Sutton at [patricia.sutton@peel-harvey.org.au](mailto:patricia.sutton@peel-harvey.org.au) or phone 08 6369 8800

Refer also [www.peel-harvey.org.au](http://www.peel-harvey.org.au), [facebook](#) and Constitution ([http://www.peel-harvey.org.au/?page\\_id=33](http://www.peel-harvey.org.au/?page_id=33))

## ATTACHMENT 8.6.4 B

ATTACHMENT 1

### Association Liability Insurance & ACNC Questions for Members/Proposed Members

Name:

Signature:

Residential address:

Bus hrs phone:

Date:

In order to comply with the PHCC Association Liability Insurance Policy and our membership of the Australian Charities and Not for profits Commission (ACNC), you are required to answer the following questions. (\*\*See bottom of page for definition of "Insured Person"). Please note that all responses will be treated with the utmost confidentiality.

#### Q 1 – Insured Person's details – circle YES or NO

- Has any former or current **Insured Person** of the Association (PHCC) ever been declared bankrupt? **YES / NO**
- Has any former or current **Insured Person** of the Association (PHCC) ever been an **Insured Person** of an organisation placed in receivership, liquidation or provisional liquidation? **YES / NO**
- Has any former or current **Insured Person** of the Association (PHCC) ever had a conviction for crimes involving dishonesty? **YES / NO**

If you answered YES to any of the above questions, please provide full details using a separate sheet.

#### Q11 – Claims History – circle YES or NO

For the purpose of answering this question, please note that reference to "Association" includes all of its past and current subsidiaries.

- Has any claim ever been made or civil, criminal or regulatory proceedings brought against the Association or any **Insured Person** (whether as **Insured Persons** of the Association or any other entity), in respect of the risks of the kind to which this Proposal Form relates? **YES / NO**
- Has any **Insured Person** ever received a notice to attend an official investigation, examination, inquiry or other proceedings ordered or commissioned by an official body or institution, in respect of the risks of the kind to which this Proposal Form relates? **YES / NO**
- During the past 5 years has the Association suffered any loss as a result of any dishonest or fraudulent act of any **Insured Person**, in respect of the risks of the kind to which this Proposal Form relates? **YES / NO**
- During the past 5 years has the Association or any **Insured Person** had any fine or penalty or infringement notice (other than for traffic offences) imposed by any Federal, State, Territory or local government or other regulatory authority, in respect of the risks of the kind to which this Proposal Form relates? **YES / NO**

If you answered YES to any of the above questions, please provide full details using a separate sheet.

#### Q 12 – Known Circumstances – circle YES or NO

For the purpose of answering this question, please note that reference to "Association" includes all of its past and current subsidiaries.

After enquiry, are any of the **Insured Persons** aware of any act, omission, conduct, fact, event, circumstance or matter which might reasonably be expected to:

- Give rise to a claim or lead to civil or criminal proceedings against the Association or any **Insured Person**. **YES / NO**
  - Result in the Association or any **Insured Person** being required to attend an official investigation, examination, inquiry or other proceedings? **YES / NO**
  - Give rise to a fine or penalty being imposed on the Association or any **Insured Person** (other than for traffic offences) by a Federal, State, Territory or local government or other regulatory authority? **YES / NO**
- Is this person of Aboriginal origin? **circle YES or NO**
  - Is this person of Torres Strait Island origin? **circle YES or NO**
  - What language does this person generally speak at home? \_\_\_\_\_

If you answered YES to any of the above questions, please provide full details using a separate sheet.

**\*\* Insured Person** means any natural person who was **prior to the Policy Period**, or is **during or after the Policy Period**;

(a) a director, secretary, officer, trustee, committee member, employee (whether salaried or not) or volunteer of the **Association**; or

(b) a person acting on behalf of the **Association** at the direction of an officer or board or committee of management of the **Association**, but only in his or her capacity as such.

9. ELECTED MEMBERS' MOTION OF WHICH PREVIOUS MOTION HAS BEEN GIVEN:

Nil

10. URGENT BUSINESS WITHOUT NOTICE WITH THE APPROVAL OF THE PRESIDENT OR MEETING:

Nil

11. CONFIDENTIAL ITEM:

Nil.

12. CLOSURE OF MEETING:

With no further business to discuss the Shire President Rod McSwain closed the meeting at 5:49pm.

These minutes were confirmed by the Council as a true and accurate record at the Ordinary Council Meeting on 19 November 2019.

-----  
Cr R McSwain  
(Shire President)