



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'

AGENDA

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

To Be Held At

5:00PM

WEDNESDAY 6 NOVEMBER 2019

At The
Council Chambers
39 Bannister Road Boddington

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1. DECLARATION OF OPENING:

The Chief Executive Officer, Mr Chris Littlemore will open the meeting.

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.



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.

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

Agenda of the Special Meeting of the Shire of Boddington to be held on
Wednesday 6 November 2019

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.

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.

4. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE:

4.1.1	Attendance
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4.1.2	Apologies
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Nil at this time.

4.1.3	Leave of Absence
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Nil at this time.

5. DISCLOSURE OF FINANCIAL INTEREST:

Nil at this time.

6. PUBLIC QUESTION TIME:

Nil at this time.

6.1 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE:

Nil at this time.

6.2 WRITTEN QUESTIONS PROVIDED IN ADVANCE:

Nil at this time.

6.3 PUBLIC QUESTIONS FROM THE GALLERY:

7. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS:

Nil at this time.

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 31st 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

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	At least three Councillors	Remaining Councillors
2	CEO Employment and Performance Appraisal Committee	Shire President and at least two Councillors	Remaining Councillors
2	Shire of Boddington Cemeteries Advisory Committee	Councillor	Councillor
3	Local Emergency Management Committee	Two Councillors Principal Environmental Health Officer (PEHO)	Councillor
4	Advance Peel formerly (Peel Regional Leaders Forum)	Shire President Chief Executive Officer (CEO)	Shire Deputy President Director Corporate & Community Services (DCCS)
5	Peel Zone of WALGA Delegate	Shire President, Shire Deputy President	Councillor CEO
6	Hotham William Economic Development Alliance	Councillor Local Business Rep	Councillor CEO
7	South West Regional Road Group	Councillor	Manager Works & Services (MWS)
8	Bushfire Advisory Committee	DCCS	CEO
9	Boddington Local Health Advisory Group	Two Councillors Community & Economic Development Officer (CEDO)	Two Councillors CEO
10	SOUTH 32 Worsley Community Liaison Committee	Councillor	Councillor
11	Industry Roads Safety Alliance	MWS	DCCS
12	Peel Community Development Group	Councillor	Councillor
13	Boddington Tidy Town/Townscape Committee	CEDO	CEO

No	Committee/Organisation	Delegate	Proxy Delegate
14	Rail Heritage Foundation of WA	Councillor	CEO
15	Boddington Youth Centre Advisory Committee	Councillor	Councillor
16	Community Reference Group (Newmont)	Councillor	Councillor

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

That Council nominate:

1. Councillor _____ and Councillor _____ to the Minister for Planning as Development Assessment Panel members; and
2. Councillor _____ and Councillor _____ to the Minister for Planning as alternate Development Assessment Panel members.

ATTACHMENT 8.6.2A



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

Dear Mr ^{Chris} Littlemore,

File No ADMO253
Date _____
Initial _____

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.

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
ABN 68 565 723 484
wa.gov.au

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. 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.

Local Government	
DAP Name	

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

	Alternate Member 1		Alternate Member 2	
Name				
Address				
Phone				
Email				
Date of Birth				
Sex				
*Employer Name/s				
*Position/s				
*Employment Status	Full Time	Part Time/Casual - Specify hours per week	Full Time	Part Time/Casual - Specify hours per week
*Eligibility for Payment	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			
Name			
Phone		Email	

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.



45 Mandurah Terrace
PO Box 543
Mandurah WA 6210
P (08) 9535 4140
F (08) 9535 2119
E peel@peel.wa.gov.au
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 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

LOCAL GOVERNMENT VACANCY INFORMATION PEEL DEVELOPMENT COMMISSION	
Contact at Peel Development Commission	Kylie Wilson Executive Officer Peel Development Commission 45 Mandurah Terrace Mandurah Telephone 9535 4140 Email eo@peel.wa.gov.au
Name of Minister for the Peel Development Commission	Hon Alannah MacTiernan MLC Minister for Regional Development; Agriculture and Food; Ports; Minister assisting the Minister for State Development, Jobs and Trade
Description of Position	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.
Length of term	Maximum of three years
Current representative and reason for vacancy	1 x LGA vacancy has arisen as a result of a LGA representative's board term expiring as at 31 December 2019.
Commencement date	To be advised
Meeting schedule	Approximately 5 meetings per year
Location of meetings	Various locations within the Peel region
Day/time of meeting	2020 Board meeting dates to be advised
Duration of meeting	4-7 hours
Meeting fee	\$622 per day \$403 per half day
Travelling allowances	As per public sector standards
Objectives of Peel Development Commission	<p>The objectives of the Commission are to:</p> <ul style="list-style-type: none"> • Maximise job creation and economic diversification within the region; • Develop and broaden the economic base of the region; • Identify 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.



NOMINATION FORM

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

Nominee Title (eg Mayor/President/Cr)		
Last Name		
Given Names		
Date of Birth		
Council		
Home address		
Email address		
Contact Details	Home:	
	Work:	
	Council:	
	Mobile:	
Occupation		
Qualifications		
Resume	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:	31 October 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

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

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

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 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_JO

Page 2 of 2

Peel-Harvey Catchment Council (Inc)

Local Government Representative Nomination

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 or phone 08 6369 8800

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

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: