

Securing Our Future...

**MINUTES**

**SEARTG**

**BOARD MEETING**

**8 JULY 2014**

**South East Avon Regional Transition Group**  
Cunderdin, Quairading, Tammin and York

# **SOUTH EAST AVON REGIONAL TRANSITION GROUP**

**(S E A R T G)**

## **MINUTES**

### **MEETING OF BOARD MEMBERS**

SHIRE OF TAMMIN – LESSER HALL  
10:00AM TUESDAY, 8 JULY 2014

#### **1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

##### **1.1 Opening**

The Chairman welcomed attendees, suggesting that this will be the concluding meeting of the South East Avon Regional Transition Group (SEARTG). Members of the South East Avon Voluntary Regional Organisation of Councils (SEAVROC) were then welcomed as observers.

Attendees were advised that SEAVROC will reconvene following this meeting to consider available options following the Minister's rejection of the amalgamation proposal.

Those involved in the SEARTG Group were thanked by the Chairman for their hard work and positive contributions along the way, with the suggestion that this Group had achieved somewhat more than the metropolitan groups, in particular agreement on the majority of areas that needed to be addressed in relation to amalgamation.

Whilst suggesting that the Group may have underestimated the reduction of State Government Funding, they were however left with a mood of cooperation among the Councils involved. The Chairman stated that he looked forward to pursuing this through the SEAVROC Group, and then declared the meeting open.

##### **1.2 Announcement of Visitors**

Invitations extended to:

- Ms Caroline Tuthill - Senior Project Officer - Department of Local Government.
- Mr Tony Brown – Executive Manager, Governance and Strategy – Western Australian Local Government Association.
- Ms Joanne Burges – Regional Cooperation Manager – Western Australian Local Government Association.

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

### **2.1 Present**

Shire of Cunderdin	- Cr Rod Carter	- Shire President (Chair)
Shire of Cunderdin	- Cr Clive Gibbsone	- Deputy Shire President
Shire of Cunderdin	- Mr Peter Naylor	- Chief Executive Officer
Shire of Quairading	- Cr Darryl Richards	- Shire President
Shire of Quairading	- Cr Brian Caporn	- Deputy Shire President
Shire of Quairading	- Mr Graeme Fardon	- Chief Executive Officer
Shire of Tammin	- Cr Scott Uppill	- Shire President
Shire of Tammin	- Mr Brian Jones	- Chief Executive Officer
Shire of York	- Cr Matthew Reid	- Shire President
Shire of York	- Mr Michael Keeble	- Chief Executive Officer
Western Australian Local Government Association	- Ms Joanne Burges	- Regional Cooperation Manager <i>(From 10:23am)</i>
Dominic Carbone and Associates (DCA)	- Mr D Carbone	- Executive Officer

### **2.2 Apologies**

Shire of Quairading	- Cr Gillian McRae	- Councillor
Department of Local Government	- Ms Caroline Tuthill	- Senior Project Officer
Western Australian Local Government Association	- Mr Tony Brown	- Executive Manager, Governance and Strategy

### **2.3 Leave of Absence**

Nil.

**3. DEPUTATIONS/PRESENTATIONS****3.1 Deputations**

Nil.

**3.2 Presentations**

Nil.

**4. CONFIRMATION OF MINUTES**

4.1 South East Avon Regional Transition Group Board Meeting held at the Shire of York Council Chambers on Monday, 3 February 2014.

Following Cr B Caporn's moving of the Minutes, Mr G Fardon sought clarification on voting rights for the SEARTG Group.

The Executive Officer advised that voting rights rested with Shire Presidents only, with this right moving to Deputy Shire Presidents in the absence of the President.

It was then:

***MOVED Cr M Reid, Seconded Cr S Uppill, that the Minutes of the South East Avon Regional Transition Group Board Meeting, held at the Shire of York Council Chambers on Monday, 3 February 2014, be received.***

**CARRIED UNANIMOUSLY**

**Business Arising from Minutes**

Nil.

**5. ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSION**

Nil.

## **6. REPORTS**

**RTG-002-14      STATUS REPORT – OUTSTANDING BUSINESS FROM THE SOUTH EAST AVON REGIONAL TRANSITION GROUP (SEARTG) BOARD MEETINGS**  
 (File: rtg002-14)

The Chairman drew attention to this item of business, with the Executive Officer providing comment, summarised as follows:

- The only outstanding matter for the SEARTG Group which requires completion is the review Policies and Delegations for the four Participating Local Governments.
- These documents are partially complete.
- Responses are required from Participating Local Governments in relation to relevant Delegations.
- Once received, Delegations and Policies can be finalised.

<b><i>Item</i></b>	<b><i>Comment</i></b>
<p>Review and Consolidation of Delegations and Administrative Policies:</p> <ul style="list-style-type: none"> <li>• Pre release funding for the SEARTG Group included the following:           <ul style="list-style-type: none"> <li>◦ \$5,000 for the preparation of new Delegations for the Participating Local Governments and new entity.</li> <li>◦ \$8,000 Policy Manual – review current policy manuals for each Participating Local Government and develop new Policy Manual for the new entity.</li> </ul> </li> </ul>	<p>Consultants have prepared Draft Delegations and are awaiting confirmation from Participating Local Governments as to which Delegations will apply to their respective Councils. The compilation of the Administrative Policies is dependent on finalising the Delegations component as the two documents will be linked.</p>

The Chairman sought input from Chief Executive Officers, and confirmation that the SEARTG Group were happy to proceed with the finalisation of the Policy and Delegation review as detailed by the Executive Officer.

Feedback was provided in relation to Participating Local Governments concluding budgetary obligations prior to finalising their respective Delegations and Policies, with Mr G Fardon seeking clarification on SEARTG funding finalisation and how this relates to the project.

The Executive Officer advised that funding had already been provided for this project, therefore finalisation was assured, and that this had been detailed in the relevant funding acquittal.

It was then

***MOVED Cr D Richards, Seconded Cr S Uppill, that Report No RTG-002-14 – Status Report – Outstanding Business from the South East Avon Regional Transition Group (SEARTG) Board Meetings, be received.***

CARRIED UNANIMOUSLY

<b>RTG-003-14</b>	<b>FINANCIAL STATEMENTS FOR THE PERIOD ENDED 26 JUNE 2014</b>
(File: rtg003-14)	

The Executive Officer drew attention to this item of business, advising that

- Financials are at zero (\$0.02 deficit).
- All grant monies have been acquitted, with confirmation received from the Department of Local Government in this regard.

Following the Chairman's query, the Executive Officer advised that the Shire of York as Host Council would carry the \$0.02 deficit.

It was then:

***MOVED Cr S Uppill, Seconded Cr D Richards, that the following Statements of Receipts and Payments for the period ended 26 June 2014, be received:***

- ***Strategic Planning;***
- ***Regional Business Plan;***
- ***Asset Management Plans;***
- ***Financial Planning; and***
- ***Amalgamation Planning and Implementation.***

CARRIED UNANIMOUSLY

**RTG-004-14 MEETING WITH THE MINISTER FOR LOCAL GOVERNMENT – WEDNESDAY, 9 APRIL 2014**  
(File: rtg004-14)

The Executive Officer drew attention to this item of business, and provided comment on the following:

- This report results from a Meeting with the Minister.
- The Minister had advised he was prepared to consider the Group reconvening and seeking funds for regional cooperative projects and service delivery investigation.
- A resolution of the SEARTG Board is required in order to forward the report to SEAVROC for consideration.

The Chairman provided comment in relation to the "door remaining open", however queried availability of State Government funding. Further, suggesting that the Group accept the report presented, with a part (b) concluding the existence of the SEARTG Board.

Following Cr D Richards' suggestion that the conclusion of the SEARTG Board would be effective from 8 July 2014, it was then:

***MOVED Cr D Richards, Seconded Cr S Uppill that:***

- (a) ***Report RTG-004-14 – Meeting with the Minister for Local Government, Wednesday, 9 April 2014, be referred to the South East Avon Voluntary Regional Organisation of Councils (SEAVROC), for consideration.***
- (b) ***The South East Avon Regional Transition Group cease operation from Tuesday, 8 July 2014.***

**CARRIED UNANIMOUSLY**

**7. BOARD MEMBERS' MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil.

**8. NEW BUSINESS OF AN URGENT NATURE**

Nil.

**GENERAL BUSINESS**

Nil

**9. NEXT SOUTH EAST AVON REGIONAL TRANSITION BOARD MEETING**

No further meetings to be held in accordance with the South East Avon Regional Transition Group Board resolution (RTG-004-14), relating to the cessation of operations.

**10. CLOSURE OF MEETING**

The Chairman took the opportunity of again thanking all Participating Local Governments for their spirit of cooperation and hard work over the years. In particular, thanks were extended to Cr D Richards for his Chairmanship and professionalism, particularly when difficult issues were being addressed. In addition, the Chairman expressed his pride in what the Group had achieved.

Lastly, the Chairman drew attention to the major role played by the Executive Officer, Mr Darren Long, and the DCA Team, then led a round of applause expressing the Groups' sincere appreciation.

Cr D Richards responded, thanking the Chairman for his kind words, whilst acknowledging and thanking the Chairman, Cr S Uppill, the Executive Officer, and Mr D Long, for their support and involvement in the process. Further, stating that it had been an incredible experience to be involved with such Councils, Council Staff, and professionals, and that what had been achieved was terrific. In addition, the camaraderie and professionalism within the Group was outstanding, and congratulations were extended to one and all.

The Chairman advised that the meeting could not be closed without a vote of thanks to the Executive Officer and the DCA Team for the work undertaken.

It was then:

***MOVED Cr D Richards, Seconded Cr S Uppill, that a formal vote of thanks be extended to Mr Dominic Carbone, Executive Officer, and the DCA Team for their efforts and professionalism over the years.***

**CARRIED UNANIMOUSLY**

There was then a resounding round of applause demonstrating the Groups' appreciation as moved.

There being no further business, the Chairman declared the Meeting closed at 10:17am.

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