



# Agenda

**Special Council Meeting to be held Tuesday 24 October  
2023**

**4.00 pm in Council Chambers, Nannup**

Agenda Paper for the Special Meeting of the Shire of Nannup to be held on Tuesday 24 October 2023 commencing at 4.00 pm in the Council Chambers, Adam Street, Nannup for:

- The swearing-in of Returned Councillors
- Elections of Shire President, Deputy Shire President, and appointment of Councillor representatives on Committees.

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## **A G E N D A**

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### **1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS/ACKNOWLEDGMENT OF COUNTRY:**

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The Chief Executive Officer (CEO) will open the meeting and chair the process of the Swearing-In of newly elected Councillors and the election of the Shire President and the Swearing-In of this position.

Sergeant Jeff Cooke, Acting Sergeant at Nannup Police, will be in attendance to witness the Swearing-In process.

Following the election of the Shire President, the CEO will vacate the Chair and the newly elected Shire President will undertake the election process for the Deputy Shire President position.

The CEO is to acknowledge the traditional custodians of the land, the Wardandi and Bibbulmun people, paying respects to Elders past, present and emerging.

### **2. ATTENDANCE/APOLOGIES:**

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### **3. PUBLIC QUESTION TIME:**

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### **4. MEMBERS ON LEAVE OF ABSENCE AND APPLICATIONS FOR LEAVE OF ABSENCE:**

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### **5. SWEARING IN OF NEWLY ELECTED COUNCILLORS:**

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Returned Councillors will be individually called upon to make the Declaration of Elected Member in the presence of Acting Sergeant Jeff Cooke.

### **6. ELECTION OF SHIRE PRESIDENT:**

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*Local Government Act 1995 - Schedule 2.3*

#### **2. When council elects 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.

### **Section 3. CEO to preside**

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

### **4. How 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.

(5) 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.

***Following the election, the Shire President will make the Declaration of the position before Sergeant Jeff Cooke.***

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*Local Government Act 1995 - Schedule 2.3*

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

(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;

### **8. How 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.

### **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.

***Following the election, the Deputy President will make the Declaration of the position before Sergeant Jeff Cooke.***

## **7. ELECTION OF COUNCILLORS TO VARIOUS ADVISORY COMMITTEES:**

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### **7.1 AUDIT ADVISORY COMMITTEE**

Section 7.1A of the *Local Government Act* states the following in respect to the appointment of an Audit Committee:-

- (1) *A local government is to establish an audit committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.*
- (2) *The members of the audit committee of a local government are to be appointed\* by the local government and at least 3 of the members, and the majority of the members, are to be council members.*  
*\* Absolute majority required.*
- (3) *A CEO is not to be a member of an audit committee and may not nominate a person to be a member of an audit committee or have a person to represent him or her as a member of an audit committee.*
- (4) *An employee is not to be a member of an audit committee.*

Previous Representation of the Audit Advisory Committee consisted of the whole of Council.

**VOTING REQUIREMENTS:**

Absolute Majority

**OFFICER RECOMMENDATION:**

That the Shire of Nannup Audit Advisory Committee be comprised of all Councillors.

**7.2 RISK MANAGEMENT ADVISORY COMMITTEE**

Councillor **Hansen** was Council's previous representatives on the Risk Management Advisory Committee

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICER RECOMMENDATION:**

That Council appoints Cr \_\_\_\_\_ as its representatives on the Risk Management Advisory Committee.

**7.3 BUSH FIRE ADVISORY COMMITTEE**

Crs **Brown and Fraser** were Council's previous representatives on the Bush Fire Advisory Committee.

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICER RECOMMENDATION:**

That Council appoints Cr \_\_\_\_\_ and Cr \_\_\_\_\_ as its representatives on the Bush Fire Advisory Committee.



#### **7.4 LOCAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE**

Crs **Dean and Gibb** were Council's previous representatives on the Local Emergency Management Advisory Committee.

#### **VOTING REQUIREMENTS:**

Simple Majority

#### **OFFICER RECOMMENDATION:**

That Council appoints Cr \_\_\_\_\_ and Cr \_\_\_\_\_ as its representatives on the Local Emergency Management Advisory Committee.

#### **7.5 LOCAL DRUG ACTION GROUP COMMITTEE**

Cr **Hansen and Brown** were Council's previous representatives on the Local Drug Action Group Committee.

#### **VOTING REQUIREMENTS:**

Simple Majority

#### **OFFICER RECOMMENDATION:**

That Council appoints Cr \_\_\_\_\_ and Cr \_\_\_\_\_ as its representatives on the Local Drug Action Group Committee.

#### **7.6 TOURISM COMMITTEE**

All Council members were representatives on the previous Tourism Committee.

#### **VOTING REQUIREMENTS:**

Simple Majority

#### **OFFICER RECOMMENDATION:**

That Council appoints all councillors as members on the Tourism Committee.

## 7.7 AUSTRALIA DAY ADVISORY COMMITTEE

Crs **Buckland, Fraser, Hansen and Gibb** were Council's previous representatives on the Australia Day Advisory Committee.

The purpose of this Committee is to assess the Nominations for the Citizen of the Year Awards.

For Councillors information, Policy No ADM 16 states the following in respect to the process for selection of the Awards:-

*The Australia Day Advisory Committee will select recipients of awards in each category with assistance from the Economic and Community Development Officer. The Australia Day Advisory Committee's decision on the successful recipients is final and the decisions will be kept in confidence until the Australia Day ceremony.*

### VOTING REQUIREMENTS:

Simple Majority

### OFFICER RECOMMENDATION:

That Council appoints Crs \_\_\_\_\_ to the Australia Day Advisory Committee.

## ELECTION OF COUNCILLORS TO OCCASIONAL AND OTHER COMMITTEES

### 7.8 WARREN BLACKWOOD ALLIANCE OF COUNCILS

Crs **Dean and Hansen** were previously elected as Council's representatives with **Cr Buckland as a Deputy**.

The CEO attends these meetings with the represented Councillors.

The Alliance Constitution, Clause 11.2, relating to Composition of the Board, states the following:-

#### *11.2 Composition of Board*

*(a) The management and control of the Alliance and its affairs and property shall be vested in the Board of persons comprised of;*

*(i) Two nominated delegates from each of the participating Warren Blackwood Municipalities,*

*(b) Each Municipal Member may nominate a permanent deputy to their Board delegate. In addition, the Chief Executive Officer shall act as deputy if the permanent deputy is not in attendance at a Board meeting.*

Shire President is automatically nominated by Council as one of its representatives on the Warren Blackwood Alliance of Councils with an additional Councillor to be appointed. Clause 11.2 of the Alliance Constitution indicates that Council may nominate a Deputy to attend meetings in the absence of the appointed representatives. The CEO can also act in the deputy capacity.

**VOTING REQUIREMENTS:**

Simple Majority.

**OFFICER RECOMMENDATION:**

That Council appoints the Shire President and Cr \_\_\_\_\_ as its representatives on the Warren Blackwood Alliance of Councils.

Council nominates Cr \_\_\_\_\_ as a deputy to the above appointments as per the Alliance Constitution.

**7.9 CLIMATE CHANGE IMPACT REFERENCE GROUP**

Cr **Dean** and Cr **Hansen** were Council's previous representatives on the Climate Change Impact Reference Group.

**VOTING REQUIREMENTS:**

Simple Majority.

**OFFICER RECOMMENDATION:**

That Council appoints Cr \_\_\_\_\_ and Cr \_\_\_\_\_ as its representatives on the Climate Change Impact Reference Group.

**7.10 REGIONAL ROAD GROUP**

Cr **Gibb** and Cr **Hansen** were Council's previous representative on the Regional Road Group.

The Manager of Infrastructure attends these meetings with the represented Councillors.

**VOTING REQUIREMENTS:**

Simple Majority.

**OFFICER RECOMMENDATION:**

That Council appoints Cr \_\_\_\_\_ and Cr \_\_\_\_\_ as its representatives on the Regional Road Group together with the Manager Infrastructure.

**7.11 BLACKWOOD BASIN GROUP MANAGEMENT COMMITTEE**

**Robert Longmore** was Council's previous community representative on the Blackwood Basin Group Management Committee.

**VOTING REQUIREMENTS:**

Simple Majority.

**OFFICER RECOMMENDATION:**

That Council reaffirms Robert Longmore as its community representative on the Blackwood Basin Group Management Committee.

**7.12 LOWER BLACKWOOD LAND CONSERVATION DISTRICT COMMITTEE**

Cr **Fraser** was Council's previous representative on the Lower Blackwood Land Conservation District Committee.

**VOTING REQUIREMENTS:**

Simple Majority.

**OFFICER RECOMMENDATION:**

That Council appoints Cr \_\_\_\_\_ as its representative on the Lower Blackwood Land Conservation District Committee.

### **7.13 WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA) SOUTH WEST ZONE REPRESENTATIVE**

The Shire President is normally the Shire of Nannup's WALGA South West Zone representative, and the CEO accompanies the President to these meetings.

**Cr Gibb** was appointed as the deputy to the Shire President.

#### **VOTING REQUIREMENTS:**

Simple Majority.

#### **OFFICER RECOMMENDATION:**

That Council appoints the Shire President as its representative on the WALGA South West Zone and that Cr \_\_\_\_\_ be appointed as a deputy if the Shire President is unavailable to attend meetings.

### **7.14 NANNUP CHAMBER OF COMMERCE & INDUSTRY**

Cr **Gibb** was Council's previous representative on the Nannup Chamber of Commerce & Industry.

#### **VOTING REQUIREMENTS:**

Simple Majority.

#### **OFFICER RECOMMENDATION:**

That Council appoints Cr \_\_\_\_\_ as its representative on the Nannup Chamber of Commerce & Industry.

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### 7.15 DEVELOPMENT ASSESSMENT PANELS (DAPs) – LOCAL GOVERNMENT NOMINATIONS

Council's current DAP members were as follows: -

Crs **Dean, Buckland and Hansen** were the Shire of Nannup's appointed DAP Members.

#### VOTING REQUIREMENTS:

Simple Majority.

<b>OFFICER RECOMMENDATION:</b>
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That Council endorses Cr Dean, Cr Hansen and Cr Buckland as current DAP members with Cr _____ being appointed as the new Member.
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### 8. ELECTED MEMBER SEATING ARRANGEMENTS:

The Shire of Nannup's Local Laws relating to Standing Orders 2010, clause 7.2 states, the following in respect to Elected Member Seating Arrangements:-

*“At the first meeting held after each ordinary elections day, the CEO is to allot by random draw, a position at the Council table to each Councillor and the Councillor is to occupy that position when present at meetings of the Council until such time as there is a call by a majority of Councillors for a re-allotment of positions”*

Council needs to determine whether it wishes to impose clause 7.2 or alternatively, retain the status quo in respect to seating arrangements.

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### 9. CLOSURE OF MEETING: