



Shire of  
**Nannup**  
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# Agenda

Special Council Meeting to be held  
on Monday, 23 October 2017  
Commencing at 4.30pm

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# Agenda

Agenda Paper for the Special Meeting of the Shire of Nannup to be held on Monday, 23 October 2017 commencing at 4.30pm in the Council Chambers, Adam Street, Nannup for the purpose of the Swearing-In of Newly Elected and Returned Councillors and Elections of Shire President, Deputy Shire President and appointment of Councillor representatives on Committees.

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

As this meeting is the first official meeting following the Council Elections on Saturday, 21 October 2017, the 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 Swearing-In of this position.

Mr Ross Croft JP, 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.

## **2. RECORD OF ATTENDANCE**

## **3. APOLOGIES**

## **4. LEAVE OF ABSENCE** (Previously Approved)

## **5. PUBLIC QUESTION TIME**

## **6. SWEARING-IN OF NEWLY ELECTED COUNCILLORS**

## **7. ELECTION OF SHIRE PRESIDENT & DEPUTY SHIRE PRESIDENT POSITIONS**

- 8. ELECTION OF COUNCILLORS TO VARIOUS ADVISORY COMMITTEES  
& REPRESENTATIVES TO OCCASIONAL COMMITTEES**
  
- 9. ELECTED MEMBERS SEATING ARRANGEMENTS**
  
- 10. CLOSURE OF MEETING**

## **6. SWEARING-IN OF NEWLY ELECTED COUNCILLORS**

Following the Council Elections on Saturday, 21 October 2017, returned and newly elected Councillors will be individually called upon to make the Declaration of Elected Member in the presence of Mr Ross Croft JP.

## **7. ELECTION OF SHIRE PRESIDENT**

In accordance with Schedule 2.3 of the *Local Government Act 1995*, the following process applies to the election of the Shire President.

### **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.
- (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 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.

*[Clause 4 amended by No. 49 of 2004 s. 69(2)-(5); No. 66 of 2006 s. 14.]*

#### **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.

#### **Tied vote after second election**

If a tied vote occurs at the resumed meeting, in accordance with Schedule 4.1 of the Act, the CEO is to draw lots to decide the matter. The draw should also be conducted by two persons and if available, verified by an independent person. Although not prescribed, it is appropriate to use the same method as drawing for positions on the ballot paper for candidates at an election.

***Following the election, the Shire President will make the Declaration of the position before Mr Ross Croft JP.***

## ELECTION OF DEPUTY SHIRE PRESIDENT

**Note:** *The process for the election of the Deputy Shire President is the same as above however, the Shire President carries out the election process.*

***Following the election, the Deputy Shire President will make the Declaration of the position before Mr Ross Croft JP.***

## 8. ELECTION OF COUNCILLORS TO VARIOUS ADVISORY COMMITTEES

### • 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.

### **RECOMMENDATION:**

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

### **VOTING REQUIREMENTS:**

Absolute Majority

- **RISK MANAGEMENT ADVISORY COMMITTEE**

Crs **Longmore and Steer** were Council's previous representatives on the Risk Management Advisory Committee

**RECOMMENDATION:**

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

**VOTING REQUIREMENTS:**

Simple Majority

- **BUSH FIRE ADVISORY COMMITTEE**

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

Cr Mellema attends the BFAC meetings in his capacity of Chief Bush Fire Control Officer for the Shire of Nannup.

**RECOMMENDATION:**

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

**VOTING REQUIREMENTS:**

Simple Majority

- **LOCAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE**

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

**RECOMMENDATION:**

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

**VOTING REQUIREMENTS:**

Simple Majority

- **AUSTRALIA DAY ADVISORY COMMITTEE**

Crs **Mellema, Gilbert, Slater, Stevenson, and Fraser** 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.*

**RECOMMENDATION:**

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

**VOTING REQUIREMENTS:**

Simple Majority



**ELECTION OF COUNCILLORS TO OCCASIONAL AND OTHER COMMITTEES**

• **WARREN BLACKWOOD ALLIANCE OF COUNCILS**

Crs **Dean and Longmore** were previously elected as Council's representatives with **Cr Slater 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.*

One would assume that the 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.

**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.

**VOTING REQUIREMENTS:**

Simple Majority

- **PLANT REPLACEMENT GROUP**

Crs **Mellema, Slater and Steer** were Council's previous representatives on the Plant Replacement Group.

*It should be noted that this Committee has not met in the past 2 years and therefore it is questioned whether this Committee is relevant as all matters relating to Plant Replacement Programs have been referred to full Council for consideration.*

**RECOMMENDATION:**

That as Plant Replacement Programs and plant replacement issues are referred to full Council for consideration, Council deems that this Group/Committee has no further relevance and therefore Council does not appoint a Plant Replacement Group.

**VOTING REQUIREMENTS:**

Simple Majority

- **REGIONAL ROAD GROUP**

Cr **Dean** was Council's previous representative on the Regional Road Group.

Attendance at any of the Regional Group Meetings would be accompanied by the Manager of Infrastructure.

**RECOMMENDATION:**

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

**VOTING REQUIREMENTS:**

Simple Majority

- **SOUTH WEST EMERGENCY MANAGEMENT ALLIANCE (SWEMA)**  
Cr **Longmore** together with the **Community Emergency Services Officer (CESO)** and the **Economic and Community Development Officer (ECDO)** were Council's previous representative on SWEMA.

Cr **Steer** was appointed as Cr Longmore's deputy.

**RECOMMENDATION:**

That Council appoints Cr \_\_\_\_\_ and the CESO and ECDO as its representatives on the South West Local Government Emergency Management Alliance with Cr \_\_\_\_\_ appointed as the deputy representative.

**VOTING REQUIREMENTS:**

Simple Majority

- **LOWER BLACKWOOD VERTEBRATE PEST MANAGEMENT GROUP**  
Cr **Fraser** was Council's previous representative on the Lower Blackwood Vertebrate Pest Management Group.

**RECOMMENDATION:**

That Council appoints Cr \_\_\_\_\_ as its representative on the Lower Blackwood Vertebrate Pest Management Group.

**VOTING REQUIREMENTS:**

Simple Majority

- **BLACKWOOD BASIN GROUP MANAGEMENT COMMITTEE**  
Cr **Longmore** was Council's previous representative on the Blackwood Basin Group Management Committee

**RECOMMENDATION:**

That Council appoints Cr \_\_\_\_\_ as its representative on the Blackwood Basin Group Management Committee.

**VOTING REQUIREMENTS:**

Simple Majority

- **LOWER BLACKWOOD LAND CONSERVATION DISTRICT COMMITTEE**  
Cr **Longmore** was Council's previous representative on the Lower Blackwood Land Conservation District Committee

**RECOMMENDATION:**

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

**VOTING REQUIREMENTS:**

Simple Majority

- **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 **Steer** was appointed as the deputy to the Shire President.

**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.

**VOTING REQUIREMENTS:**

Simple Majority

- **BUSINESS INITIATIVE GROUP OF NANNUP (BIGN)**

There has not been a Councillor representative appointed to the BigN however, it is considered appropriate for a Councillor to represent the Shire of Nannup on this Group.

Since the appointment of the CEO, he has been attending BigN meetings representing Council.

**RECOMMENDATION:**

That Council appoints Cr \_\_\_\_\_ as its representative on the Business Initiative Group Nannup.

**VOTING REQUIREMENTS:**

Simple Majority

- **BLACKWOOD BIO-SECURITY GROUP**

Cr **Fraser** was Council's previous representative on the Blackwood Bio-Security Group.

**RECOMMENDATION:**

That Council appoints Cr \_\_\_\_\_ as its representative on the Blackwood Bio-Security Group.

**VOTING REQUIREMENTS:**

Simple Majority

- **QUANNUP WORKING PARTY**

All Councillors together with designated Council Staff were appointed to the Quannup Working Party.

**RECOMMENDATION:**

That all Councillors be appointed as representatives of the Quannup Working Party together with appropriate staff.

- **DEVELOPMENT ASSESSMENT PANLES (DAPs) – LOCAL GOVERNMENT NOMINATIONS**

Council's current DAP members were as follows:-

Crs **Dean and Slater** were the Shire of Nannup's appointed DAP Members, with Crs **Stevenson and Steer** as alternative Members.

The current appointment of Cr Dean can remain however, Council will need to re-assess the remaining Member and Alternative members, dependent upon the outcome of the Council Elections, as the Department of Planning needs to be advised of the new Members and Alternative Members.

**RECOMMENDATION:**

That Council re-affirms Cr Dean as a current DAP member with Cr \_\_\_\_\_ being appointed as the new Member with Cr \_\_\_\_\_ and Cr \_\_\_\_\_ being appointed as Alternative Members.

**VOTING REQUIREMENTS:**

Simple Majority

**9. ELECTED MEMBERS 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.

**10. CLOSURE OF MEETING**

There being no further business to discuss the Shire President declared the meeting closed at \_\_\_\_\_.