



Shire of  
**Nannup**  
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# Minutes

Special Council Meeting held Monday 23 October 2017

**PUBLIC COPY**

**UNCONFIRMED**

# C o n t e n t s

<b>Item</b>	<b>Minute</b>	<b>Title</b>	<b>Page</b>
1		Declaration of Opening/Announcement of Visitors	1
2		Record of Attendance/Apologies/Leave of Absence (Previously Approved)	1
3		Response to Previous Public Questions Taken on Notice	1
4		Public Question Time	1
5		Swearing-In of Newly Elected Councilors	1
6		Election of Shire President and Deputy Shire President	2
	17184	Procedural Motion	2
7	17185	Election of Councilors to Various Advisory Committees.	3
	17186	Procedural Motion	9
8	17187	Elected Members Seating Arrangements	10
9		Closure of Meeting	10

**Shire of Nannup  
Special Meeting of Council Minutes  
Monday 23 October 2017**

---

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

The CEO declared the Special Meeting of Council open at 4.30pm and advised that the meetings purpose was to undertake the formalities of Swearing-In of Newly Elected and Returned Councillors and Elections of Shire President, Deputy Shire President and appointment of Councillor representatives on Committees.

The CEO welcomed Mr Ross Croft JP who had been invited to officiate in the Swearing-In processes and also welcomed those in the gallery who had attended to witness the above processes.

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

**ATTENDANCE:**

**COUNCILLORS:**

A Dean, R Mellema, B Longmore, N Steer, C Stevenson, P Fraser, V Hansen and C Buckland

**STAFF:**

Mr P Clarke, Chief Executive Officer

Ms Tracie Bishop, Manager Corporate Services

Mrs Jane Buckland, Development Services Officer

**APOLOGIES:** Nil

**GALLERY:** Mrs M Longmore, Mr P Hansen and Ms B Dearden

**LEAVE OF ABSENCE:** Nil

**3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

**4. PUBLIC QUESTION TIME:** Nil

**5. SWEARING-IN OF NEWLY ELECTED COUNCILLORS**

The CEO individually called upon Councillors Mellema, Hansen, Buckland and Stevenson to take the Oath of Office of Councillor of the Shire of Nannup in the presence of Mr Ross Croft JP.

Following the taking the Oath of Office the above Councillors were congratulated by acclamation.

**Shire of Nannup**  
**Special Meeting of Council Minutes**  
**Monday 23 October 2017**

---

**6. ELECTION OF SHIRE PRESIDENT**

The CEO advised Councillors that the Agenda document comprehensively outlined the process for the election of the Shire President position.

The CEO advised that he had received one (1) written nomination for the position as Shire President and prior to closing nominations invited any further nominations for this position. No further nominations were received.

The CEO advised that Cr Dean had submitted his own nomination. There being no further nominations received the CEO declared Cr Dean elected to the position of Shire President of the Shire of Nannup for the ensuing two (2) years.

*Following the election, Cr Dean took the Oath of Office as Shire President in the presence of Mr Ross Croft JP.*

Cr Dean was congratulated by acclamation.

The CEO vacated the Chair and Cr Dean as Shire President took the Chair.

**ELECTION OF DEPUTY SHIRE PRESIDENT**

The Shire President advised that the process for the election of the Deputy Shire President was the same as the Shire President.

The Shire President advised that that two (2) written nomination for the position as Deputy Shire President and prior to closing nominations invited any further nominations for this position. No further nominations were received.

The Shire President advised that Cr Mellema and Cr Longmore had submitted their own nominations for the Deputy Shire President position and in view of two (2) nominations being received, a secret ballot would be conducted to determine the successful candidate.

Following all Councillors submitting their ballot papers, the Shire President declared the vote as 5/3 in favour of Cr Mellema. Therefore, the Shire President declared Cr Mellema elected to the position of Deputy Shire President of the Shire of Nannup for the ensuing two (2) years.

*Following the election, Cr Mellema took Oath of Office as Deputy Shire President in the presence of Mr Ross Croft JP.*

Cr Mellema was congratulated by acclamation.

**Shire of Nannup  
Special Meeting of Council Minutes  
Monday 23 October 2017**

---

**SUSPENSION OF STANDING ORDERS**

***17184 STEVENSON/MELLEMA***

*That Council Suspends Standing Orders to allow discussion on the various Committees and representatives for same prior to them being officially resolved by Council.*

***CARRIED (8/0)***

Councillors then proceeded to discuss representation on the following Committees with nominations being agreed upon.

The Shire President advised that once all appointments had been resolved, a motion to endorse representatives would be taken en-bloc following this process.

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

- **AUDIT ADVISORY COMMITTEE**

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

The CEO advised Council that Council, if it wishes, could seek the interest of a community representative to be appointed to the Audit Committee which is a further way of Council being open and transparent with the financial operations of the Shire.

**RECOMMENDATION:**

<p>That the Shire of Nannup Audit Advisory Committee be comprised of all Councillors and that Council advertises calling for nominations from interested members of the community to be a community representative on the Shire of Nannup Audit Committee.</p>
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**It was noted that following the advertising process for the community representative position, nominations would be referred to Council for consideration.**

**Shire of Nannup**  
**Special Meeting of Council Minutes**  
**Monday 23 October 2017**

---

**RISK MANAGEMENT ADVISORY COMMITTEE**

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

**RECOMMENDATION:**

That Council appoints **Crs Longmore and Steer** as its representatives on the Risk Management Advisory Committee.

**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 Crs **Stevenson and Fraser** as its representatives on the Bush Fire Advisory Committee.

- **LOCAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE**

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

The CESO and CEO also attend the Local Emergency Management Advisory Committee meetings.

**RECOMMENDATION:**

That Council appoints the **Shire President and Deputy Shire President** as its representatives on the Local Emergency Management Advisory Committee.

- **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:-

**Shire of Nannup**  
**Special Meeting of Council Minutes**  
**Monday 23 October 2017**

---

*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 Stevenson, Fraser, Buckland and Hansen** as its representatives on the Australia Day Advisory Committee.

**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 Longmore** as its representatives on the Warren Blackwood Alliance of Councils. Council nominates **Cr Hansen** as a deputy to the above appointments as per the Alliance Constitution.

**Shire of Nannup**  
**Special Meeting of Council Minutes**  
**Monday 23 October 2017**

---

- **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.

- **REGIONAL ROAD GROUP**

The Shire President 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 the **Shire President** as its representative on the Regional Road Group.

- **SOUTH WEST EMERGENCY MANAGEMENT ALLIANCE (SWEMA)**

Cr Longmore together with the **CEO, CESO and the Economic and Community Development Officer (ECDO)** were Council's previous representative on the SWLGEMA.

Cr Steer was appointed as Cr Longmore's deputy.

**RECOMMENDATION:**

That Council appoints **Cr Stevenson** and the CESO and ECDO as its representatives on the South West Emergency Management Alliance with **Cr Steer** as the deputy representative.



**Shire of Nannup  
Special Meeting of Council Minutes  
Monday 23 October 2017**

---

- **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 Fraser** as its representative on the Lower Blackwood Vertebrate Pest Management Group.

- **BLACKWOOD BASIN GROUP MANAGEMENT COMMITTEE**

Cr Longmore was Council's previous representative on the Blackwood Basin Group Management Committee

**RECOMMENDATION:**

That Council appoints **Cr Longmore** as its representative on the Blackwood Basin Group Management Committee.

- **LOWER BLACKWOOD CATCHMENT LAND CONSERVATION DISTRICT COMMITTEE**

Cr Longmore was Council's previous representative on the Lower Blackwood Land Conservation District Committee

**RECOMMENDATION:**

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

- **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 Steer** be appointed as a deputy if the Shire President is unavailable to attend meetings.

**Shire of Nannup**  
**Special Meeting of Council Minutes**  
**Monday 23 October 2017**

---

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

There has not been a representative of Council appointed to the BigN however, it is considered appropriate for Council to have representation on this Group.

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

**RECOMMENDATION:**

That Council appoints **Cr Buckland** as its representative on the Business Initiative Group Nannup with Cr Stevenson being appointed as deputy.

- **BLACKWOOD BIO-SECURITY GROUP**

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

**RECOMMENDATION:**

That Council appoints **Cr Fraser** as its representative on the Blackwood Bio-Security Group.

- **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.

**Shire of Nannup  
Special Meeting of Council Minutes  
Monday 23 October 2017**

---

• **DEVELOPMENT ASSESSMENT PANELS (DAPs) – LOCAL GOVERNMENT NOMINATIONS**

Council's current DAP members are as follows:-

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

The current appointments 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 the current DAP Member with **Cr Steer** being appointed as the new Member with **Cr Buckland and Cr Hansen** being appointed as Alternative Members.

**RESUMPTION OF STANDING ORDERS**

**17185 STEER/MELLEMA**

*That Council Resumes Standing Orders to allow formal appointment of the above representatives to the various Committees of Council.*

**CARRIED (8/0)**

**APPOINTMENT OF COUNCIL REPRESENTATIVES TO ADVISORY AND OTHER OCCASIONAL COMMITTEES OF COUNCIL**

**17186 STEVENSON/STEER**

*That Council appoints en-bloc the nominated representatives as listed above to the Advisory, Occasional and other external Committees for the current term of this Council.*

**CARRIED BY ABSOLUTE MAJORITY (8/0)**

**8. 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*

**Shire of Nannup**  
**Special Meeting of Council Minutes**  
**Monday 23 October 2017**

---

*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.

The Shire President suggested that Council does conduct a ballot for seating in accordance with the Standing Orders.

***17187 DEAN/BUCKLAND***

***That Council conducts a ballot for seating arrangements as per Clause 7.2 of the Shire of Nannup Standing Orders.***

***CARRIED (8/0)***

The CEO then conducted the ballot with Councillors taking their newly allocated seats.

**9. CLOSURE OF MEETING**

There being no further business to discuss the Shire President declared the meeting closed at 5.16pm.