NOTICE OF SPECIAL COUNCIL MEETING

Dear Elected Member

The Special Council Meeting of the Shire of Perenjori will be held on Wednesday 21st October 2015 in the Council Chambers, Fowler Street, Perenjori commencing at 6pm.

Ali Mills
Chief Executive Officer
21st October 2015

Shire of Perenjori
Special Council Meeting
21st October 2015

Agenda

21st October 2015
Copies forward to:

Cr LC Butler
Cr RP Desmond
Cr GK Reid
Cr JR Cunningham
Cr LJ Smith
Cr PJ Waterhouse
Robin Spencer
Kirk Pohl
Joanne Hirsch
Shire of Perenjori

AGENDA

Special Council Meeting

21st October 2015

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Executive Summary
This item seeks Councillors consideration for membership to Statutory and community committees.

Background
A number of committees exist within Council and across the community which will either require or request participation from Councillors.

Statutory Environment
Local Government Act 1995:
Sections 5.8 – 5.11 sets out the provisions for forming committees and appointing members.

Elected Members should note that:

- Council may appoint Deputy Members to act when a committee member is absent. Council is to determine the order of seniority of Deputies if more than one is appointed. (Shire of Perenjori Local Law Standing Orders 2015)

- When staff members or non elected members are appointed to committees they are entitled (and required) to exercise a vote. They are also included in any determination of whether a quorum exists.

- A Council Committee consists of a minimum of 3 members

- Tenure of all committee membership ceases at an Ordinary Election

The President and CEO have particular rights under S5.10 in relation to Council committees:

(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.

The proposed process for the election for these positions is that Council and individual members agree by consensus, and that all appointments are moved as a single resolution at the end of discussion of this item.

**Policy Implications**
Nil

**Financial Implications**
Nil

**Strategic Implications**

Area 5: Investing in Councils Capacity – Our Leadership

Goal: Strengthen the Shire’s position as an innovative, independent local Government providing excellence in all areas of governance, management and leadership.

**Consultation**
Nil

**Comment**
Nil

**Voting Requirements – Absolute Majority**

**15103  STATUTORY COMMITTEES**

15103.1  **FINANCE COMMITTEE**

Previous members were;

- Cr C King
- Cr J Hirsch
- Cr R Desmond
- Cr H Wass

The following are previous appointed as Deputy members in order of seniority.

- Cr R Desmond
- Cr J Cunningham

**Officer Recommendation**

That Council appoint the CEO, Deputy CEO, Senior Finance Officer and the following four elected member to the Finance Committee:

- Cr _______________
- Cr _______________
- Cr _______________
Shire of Perenjori

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Cr ______________

The following are appointed as Deputy members in order of seniority.
Cr ______________
Cr ______________

15103.2  PLANT & WORKS COMMITTEE

Previous members were CEO, Works Supervisor, Plant Mechanic,

Cr L Butler
Cr G Reid
Cr J Cunningham
Cr P Waterhouse

The following are appointed as Deputy members in order of seniority.
Cr H Wass
Cr R Desmond

Officer Recommendation

That Council appoint the CEO, Manager of Infrastructure Services, Team Leaders (as required), and the following four elected member to the Plant & Works Committee:

Cr ______________
Cr ______________
Cr ______________
Cr ______________

The following are appointed as Deputy members in order of seniority.
Cr ______________
Cr ______________

15103.3  HEALTH, BUILDING & PLANNING COMMITTEE

This committee has not met in 2014/2015 and is not expected to be required from 2015 to 2017. Discussions are held through budget workshops and necessary items presented to Council for consideration at Ordinary Council meetings.

Officer Recommendation

That the Health Building and Planning Committee be disbanded as it is no longer required.

Absolute Majority
15103.4 AUDIT COMMITTEE

Previous members were:

- Cr L Butler
- Cr J Hirsch
- Cr H Wass
- Cr L Smith

The following are appointed as Deputy members in order of seniority.

- Cr J Cunningham
- Cr R Desmond

Staff members, including the CEO, are not permitted to be members of the Audit Committee.

**Officer Recommendation**

That Council appoint the following four elected member to the Audit Committee:

- Cr ____________
- Cr ____________
- Cr ____________
- Cr ____________

The following are appointed as Deputy members in order of seniority.

- Cr ____________
- Cr ____________

15103.5 ECONOMIC DEVELOPMENT COMMITTEE

The Economic Development Committee has not met in recent times and is not expected to be required for the 2015 to 2017 years. Discussions are held with Councillors during the budget workshops and reviews of the Community and Corporate Plans.

**Officer Recommendation**

That Council endorse that the Economic Development Committee is disbanded as it is no longer required.

**Absolute Majority**

15103.6 PERENJORI PUBLIC COMMUNITY BENEFIT FUND

This committee allocates funds twice annually to Perenjori community groups and services, providing funds to assist them in meeting the needs of our community. The committee consists of a representative from the community and two representatives from Mount Gibson Mining. Council’s Community Development Officer is the Executive Officer for the committee.
Officer Recommendation

That Council appoint the following elected member to the PECC Committee:
Cr _______________

The following is appointed as a Deputy member.
Cr _______________

COUNCIL RESOLUTION – Statutory Committee Members

That Council endorse the above Statutory Committee Members.

Absolute Majority

15104 COUNCIL DELEGATES TO EXTERNAL COMMITTEES

15104.1 NORTHERN ZONE

The Northern Country Zone of WALGA is the representative structure for the association. Member Councils are Carnamah, Chapman Valley, Coorow, Geraldton Greenough, Irwin, Mingenew, Morawa, Mullewa, Northampton, Perenjori and Three Springs.

Previously Cr King and Cr Butler were previous Delegates with Cr Smith as Deputy Delegate.

Officer Recommendation

That Council appoint the following three elected members as Delegate and Deputy Delegate respectively to the external Northern Zone Committee.

Cr _______________ (Delegate)
Cr _______________ (Delegate)
Cr _______________ (Deputy Delegate)

15104.2 MOORE CATCHMENT COUNCIL

This group manages NRM issues for the Moore River Catchment. Ideally delegate should have some association with the Moore catchment, which covers the south west of the Shire of Perenjori. The previous delegate was Cr P Waterhouse.

Officer Recommendation

That Council seek a volunteer from the South West of the Shire to take on this task.
Cr _______________ (Delegate)

15104.3 WILDFLOWER COUNTRY TOURISM GROUP

This group meet quarterly and aim to work together across the Midwest region to coordinate tourism approaches to the wildflower season.

Officer Recommendation
15104.4 LOCAL EMERGENCY MANAGEMENT COMMITTEE

This Committee meets bi-monthly and is a combination of the Shires of Mingenew, Three Springs, Morawa and Perenjori. The group work together to coordinate emergency preparation, response and resources to ensure all are well equipped to attend to any matters as they arise.

**Officer Recommendation**

That Council appoint the following elected members as Delegate and Deputy Delegate respectively to the Local Emergency Management Committee.

Cr ________________ (Delegate)
Cr ________________ (Deputy Delegate)

15104.5 NORTH MIDLANDS SUB – REGIONAL ROAD GROUP

This group helps develop regional roads policy and oversees the distribution of State road funds to priority local roads within the region. Previous delegate was Cr Butler, with Cr Waterhouse as Deputy.

**Officer Recommendation**

That Council appoint the following elected members as Delegate and Deputy Delegate respectively to the North Midlands sub-Regional Road Group.

Cr ________________ (Delegate)
Cr ________________ (Deputy Delegate)

COUNCIL RESOLUTION – External Committee Members

That Council endorse the above External Committee Members.

By Absolute Majority

15105 COUNCIL DELEGATES TO COMMUNITY COMMITTEES

The committees below do not meet the requirements to be committees of Council constituted under the Local Government Act. They are however important forums on which Council should be represented.

15105.1 TOURISM COMMITTEES

The Perenjori Tourist Bureau and Museum Committee meets twice per year, and the regional Wildflower Country Tourism Committee meets several times the CEO also attends these meetings when available.

**Officer Recommendation**

That Council appoint the following elected members as Delegates to the external tourism committees.
15105.2 PERENJORI EARLY CHILDHOOD CENTRE ADVISORY COMMITTEE

This committee is to overview and make recommendation to Council on the Strategic direction of the centre. The centre includes a licenced 19 place Child Care Centre, Family Centre, meeting room and consulting rooms for health professionals.

Previous appointments were CEO (Delegate), Cr Smith, (Delegate – Chairperson).

Officer Recommendation

That Council appoint the following elected member to the PECC Committee:

Cr ______________

The following is appointed as a Deputy member.

Cr ______________

15105.3 PERENJORI TOWNSCAPE COMMITTEE

This committee is to overview and make recommendation to Council on the appeal of the Main Street and street infrastructure of the township of Perenjori.

Previous appointments were CEO (Delegate), Cr King, (Delegate), Cr Smith (Delegate) and Cr Desmond (Deputy).

Officer Recommendation

That Council appoint the CEO (or delegate) and the following two elected members as Delegate and Deputy Delegate respectively to the Perenjori Townscape Committee.

CEO (Delegate)

Cr ______________ (Delegate)

Cr ______________ (Deputy Delegate)

COUNCIL RESOLUTION – Community Committee Members – 15105

That Council endorse the above Community Committee Members.

15106 OTHER BUSINESS

Councillor Induction workshops – Councillors to indicate best times and dates for three sessions of 1.5 hours each.

15106.1 MOTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN

15106.2 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN
15106.3 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

15106.4 MATTERS BEHIND CLOSED DOORS

15106.5 CONFIDENTIAL

15106.6 DATE OF NEXT MEETING

15106.7 CLOSURE
Attachment

Elected Members Information

Special Council Meeting
21st October 2015
Swearing in of Elected members following Local Government Elections On 17th October 2015.

PLEASE NOTE FORMAL DRESS IS REQUIRED FOR COUNCIL MEETINGS, BEING BUSINESS PANTS, SHIRT, TIE AND JACKET FOR MALES AND BUSINESS DRESS, SKIRT OR PANTS AND JACKET FOR FEMALES.

Schedule for the meeting:

1. Prior to the formal commencement of the meeting the following swearing in procedures will be conducted, in order:
2. The Chief Executive Officer will conduct the swearing in and Declaration of Office of the newly elected members.
3. The Chief Executive Officer will conduct the election of the Shire President, for a two year term in accordance with the procedure. Nomination forms will be provided electronically and will be available at Council on the day and evening of the meeting.
4. The elected Shire President will read aloud and sign the Declaration of Office.
5. The Shire President will draw Councillor Names for seat allocations, first drawn to sit in the first seat left, and so on. (Facing the Shire President).
6. The Shire President will conduct the election for the Deputy Shire President.
7. The Special Council Meeting will be officially declared open.

Additional Information

The previous term of office has now expired, and the new term commenced from Saturday 17th October 2015.

The Election results are as follows:

<table>
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<tr>
<th>Ward</th>
<th>Vacancies</th>
<th>Councillors</th>
</tr>
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</table>
| Caron/Latham Ward     | 2 Vacancies – 4 Year Term | Robin Spencer  
                         | 1 Vacancy – 2 Year Term       | Joanne Hirsch  
                         |                                 | Cr Graeme Reid – re-elected |
| Perenjori Ward        | 1 Vacancy – 4 Year Term | Kirk Pohl                      |
| Maya Ward             | 1 Vacancy – 4 Year Term | Cr Peter Waterhouse – re-elected  
                         |                                 | unopposed                  |
| Bowgada Ward          | 1 Vacancy – 4 Year Term | Cr John Cunningham – re-elected  
                         |                                 | unopposed                  |

The CEO will preside over the proceedings until elected Councillors have been sworn in, and the Shire President has been elected and sworn in.

The President will preside over the remainder of the meeting.
ELECTION OF SHIRE PRESIDENT and DEPUTY SHIRE PRESIDENT

The Local Government Act 1995 (Sections 2.11 to 2.15 and Schedules 2.3 and 4.1) outlines procedures for the election process for the Shire President and Deputy Shire President. In each case the following procedures have to be adhered to:-

i) The election for the Shire President is conducted by the Chief Executive Officer. The election for the Deputy Shire President is conducted by the (newly elected) Shire President.

ii) Nominations for Shire President and Deputy Shire President must be given in writing-
   a) nominations for Shire President must be given in writing to the Chief Executive Officer,
   b) Nominations for Deputy Shire President must be given in writing to the Shire President.

iii) If a Councillor is nominated by another Councillor, the Chief Executive Officer or Shire President (as the case may be) is NOT to accept the nomination unless the nominee has advised the Chief Executive Officer or Shire President orally or in writing that he or she is willing to be nominated for the office.

iv) Councillors are to vote on the nominations by secret ballot just as they would at any Council election. Councillors who have accepted nomination are entitled to cast a vote just the same as those Councillors not nominated.

v) Votes are counted by the Chief Executive Officer on the basis of “first past the post” and the candidate with the highest number of votes is declared elected.

vi) If there is an equality of votes, the meeting is adjourned for a period of not more than 7 days.

vii) During the 7 day period up until the adjourned meeting resumes, existing candidates may withdraw their nominations or new nominations can be made (provisions still apply in relation to written nominations and willingness to accept nominations where the nominee is not the nominating person).

viii) Upon resumption of the adjourned meeting, Councillors all vote for a second time and if there is a clear winner that person is declared.

ix) If upon the second count there is still an equality of votes, the Chief Executive Officer is to draw lots to ascertain a winner.
Attachments

1. Voting Forms

Special Council Meeting
21st October 2015
I  .........................................................................................................................
                (Full name)

(1)   NOMINATE MYSELF

(2)   NOMINATE  ............................................................................................... 
                (name of person being nominated) 

              [delete (1) or (2) as the case may be]

FOR THE POSITION OF:

  ▪   PRESIDENT   ▪

  ▪   DEPUTY PRESIDENT   ▪

..............................................
Signed    .................................

..............................................
Dated    .................................
Form 10. Ballot Paper

BALLOT PAPER

Election of President

Shire of Perenjori:

21st October 2015

How to vote
Put the number 1 in the box opposite the candidate of your choice. Do not make any other marks on the ballot paper.

Candidates

________________________________________    □

________________________________________    □

________________________________________
Notes to Form 10

Notes to Returning Officer when preparing the ballot paper

1 Mayor, president or councillor(s)
   Insert “Mayor”, “President”, “Councillor” or “_______* Councillors” as appropriate.
   (*If the election is for more than one councillor insert the number of councillors to be elected.)

2 District
   Fill in the name of the local government district.

3 Ward
   Fill in name of the ward, or if there is no ward delete this box.

4 Election date
   Fill in the election date.

5 How to vote
   The instructions set out in these boxes are for an election when 3 or more candidates are named on the ballot paper. If an election is of a mayor, president or one councillor, and only 2 candidates are named on the ballot paper, replace these boxes with the following box:

   How to vote
   Put the number 1 in the box opposite the candidate of your choice. Do not make any other marks on the ballot paper.

6 Number of candidates
   Insert the number of candidates.

7 Candidates
   Insert the names of the candidates in the order determined under section 4.56(a) of the Act. Add more lines if necessary and delete any unused lines.
   All names must be in the same size text.
   If 2 names are confusingly similar add such descriptions or additions as are necessary to distinguish them from each other.
**Form 10. Ballot Paper**

**BALLOT PAPER**

**Election of Deputy President**

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<th>Shire of Perenjori:</th>
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</tbody>
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**How to vote**

Put the number 1 in the box opposite the candidate of your choice. Do not make any other marks on the ballot paper.

**Candidates**

______________________________  □

______________________________  □

______________________________
Notes to Form 10

Notes to Returning Officer when preparing the ballot paper

1 Mayor, president or councillor(s)
   Insert “Mayor”, “President”, “Councillor” or “_______ * Councillors” as appropriate.
   (*If the election is for more than one councillor insert the number of councillors to be elected.)

2 District
   Fill in the name of the local government district.

3 Ward
   Fill in name of the ward, or if there is no ward delete this box.

4 Election date
   Fill in the election date.

5 How to vote
   The instructions set out in these boxes are for an election when 3 or more candidates are named on the ballot paper. If an election is of a mayor, president or one councillor, and only 2 candidates are named on the ballot paper, replace these boxes with the following box:

   How to vote
   Put the number 1 in the box opposite the candidate of your choice. Do not make any other marks on the ballot paper.

6 Number of candidates
   Insert the number of candidates.

7 Candidates
   Insert the names of the candidates in the order determined under section 4.56(a) of the Act. Add more lines if necessary and delete any unused lines.
   All names must be in the same size text.
   If 2 names are confusingly similar add such descriptions or additions as are necessary to distinguish them from each other.
SHIRE OF PERENJORI

FORM 7
LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (CONSTITUTION) REGULATIONS 1998 Reg 13(1) (c)

DECLARATION BY ELECTED MEMBER

I, of

having been elected to the office of councillor of the SHIRE OF PERENJORI, declare that I take the office upon myself and will duly, faithfully, honestly and with integrity, fulfill the duties of the office for the people in the district according to the best of my judgement and ability, and will observe the Local Government (Rules of Conduct) Regulations 2007.

Declared at on

by

Signature of Elected Member

before me

Justice of the Peace or other authorised person

Forms 7 Declaration by elected member