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*with access to modern services and infrastructure,*

*in a unique part of the world*

**Minutes**

**of the**

**Special Meeting of Council**

**to conduct the election of Councillors to the Positions of Shire President, Deputy Shire President and to appoint Councillors to committees**

**held**

**THURSDAY 22nd October 2015**

Shire of Cuballing

Council Chambers

Campbell Street, Cuballing

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# DECLARATION OF OPENING:

The Chief Executive Officer, Mr Gary Sherry declared the meeting open at 5.45pm.

# ELECTION OF PRESIDENT AND DEPUTY PRESIDENT:

### Election of President

|  |  |
| --- | --- |
| File Ref. No: | CMR 3 |
| Author: | Gary Sherry |
| Disclosure of Interest: | Nil |
| Date: | 18th October 2015 |

**Summary**

**It is necessary for Council to elect a Shire President.**

Comment

In accordance with Schedule 2.3 of the Local Government Act 1995, written nominations for the office of Presiding Member for the next two years are to be addressed to the Chief Executive Officer.

Nomination forms are enclosed with Councillors Agenda Package for the purpose. If a Councillor is nominated by another Councillor, the nominee must advise the Chief Executive Officer orally or in writing that he/she is willing to be nominated for the office.

Should there be two or more nominees, a secret ballot will be conducted to determine the holder of the office.

Upon election the President is required to make a Declaration

Statutory Environment

**Local Government Act 1995**

##### 2.11. Alternative methods of filling office of mayor or president

(1) When an order is made under section 2.1 declaring an area of the State to be a district, the Governor is, by order, to specify whether the first mayor or president of the local government is to be —

(a) elected by electors of the district under Part 4; or

(b) elected by the council from amongst the councillors under Schedule 2.3, Division**1.**

**Schedule 2.3 — When and how mayors, presidents, deputy mayors and deputy presidents are elected by the council**

**Division 1 — Mayors and presidents**

1. Terms used in this Division

In this Division —

“extraordinary vacancy” means a vacancy that occurs under section 2.34(1);

“the office” means the office of councillor mayor or president.

2. When the council elects the 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 the 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.

[Clause 9 amended by No. 49 of 2004 s. 69(10).]

OFFICER’S RECOMMENDATION – ITEM 2.1.1

The Chief Executive Officer will conduct an election for the position of Shire President if required.

**The Chief Executive Officer advised that the following nomination had been received for the position of Shire President:**

**• Cr Conley nominated by Cr Newman.**

**With no further nominations the Chief Executive Officer declared that Cr Conley was elected to the position of Shire President.**

### Election of Shire Deputy President

|  |  |
| --- | --- |
| File Ref. No: | CMR 3 |
| Author: | Gary Sherry |
| Disclosure of Interest: | Nil |
| Date: | 18th October 2015 |

Summary

**It is necessary for Council to elect a Deputy Shire President.**

Comment

In accordance with Schedule 2.3 of the Local Government Act 1995, written nominations for the office of Deputy President for the next two years are to be addressed to the Chief Executive Officer. Nomination forms are enclosed with Councillors Agenda Package for the purpose. If a Councillor is nominated by another Councillor, the nominee must advise the Chief Executive Officer orally or in writing that he/she is willing to be nominated for the office.

Should there be two or more nominees, a secret ballot will be conducted to determine the holder of the office.

Upon election the Deputy President is required to make a Declaration

Statutory Environment

Local Government Act 1995

**2.15. Filling the office of deputy mayor or deputy president**

The deputy mayor or deputy president is to be elected by the council under Schedule 2.3, Division 2.

[Section 2.15 amended by No. 49 of 2004 s. 18.]

**Schedule 2.3 — When and how mayors, presidents, deputy mayors and deputy presidents are elected by the council [Sections 2.11(1)(b) and 2.15]**

Division 2 — Deputy mayors and deputy presidents

6. Terms used in this Division

In this Division —

“extraordinary vacancy” means a vacancy that occurs under section 2.34(1);

“the office” means the office of deputy mayor or deputy president.

7. When the council elects the deputy mayor or deputy president

(1) If the local government has an elector mayor or president the office of deputy mayor or deputy president 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 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; and

(b) subject to subclause (3), as the first matter dealt with at the first meeting of the council after an extraordinary vacancy occurs in the office.

(3) If at a meeting referred to in clause 2(1)(b) the deputy mayor or deputy president is elected to be the mayor or president, the resulting extraordinary vacancy in the office is to be filled as the next matter dealt with at the same meeting.

8. How the 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.

[Clause 8 amended by No. 64 of 1998 s. 54(2)-(4); No. 49 of 2004 s. 69(6)‑(9).]

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.

OFFICER’S RECOMMENDATION – ITEM 2.1.2

The Chief Executive Officer will conduct an election for the position of Shire Deputy President if required.

**The Chief Executive Officer advised that the following nomination had been received for the position of Shire Deputy President:**

**• Cr Dowling nominated by Cr Newman**

**With no further nominations the Chief Executive Officer declared that Cr Dowling was elected to the position of Shire Deputy President.**

### Allotment of Councillors Seats

|  |  |
| --- | --- |
| File Ref. No: | ADM 0081 |
| Author: | Gary Sherry |
| Disclosure of Interest: | Nil |
| Date: | 18th October 2015 |

Summary

**Council is to allocate seats at the Council table for Councillors.**

Comment

Council’s Standing Orders Local Law requires that the Chief Executive Officer allocate a position at the Council table at the first ordinary meeting after an election.

The only Councillor not to be allocated a seat at the table is the Shire President who will sit at the head of the Council.

Statutory Environment

Shire of Cuballing -Standing Orders Local Law

8.2 Members to Occupy Own Seats

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.

OFFICER RECOMMENDATION – ITEM 2.1.3

The Chief Executive Officer will allot seats at the Council table for Councillors.

**The Chief Executive Officer allotted seats at the Council Table for Councillors.**

# ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE:

3.1.1 Attendance

Cr Mark Conley President

Cr Roger Newman Deputy President

Cr Dawson Bradford

Cr Eliza Dowling

Cr Tim Haslam

Mr Gary Sherry Chief Executive Officer

Ms Tonya Williams Deputy Chief Executive Officer

Mr Bruce Brennan Works Supervisor

Ms D Hopper JP

3.1.2 Apologies

Cr Scott Ballantyne

3.1.3 Leave of Absence

Nil

# STANDING ORDERS:

**COUNCIL DECISION:**

**That Standing Orders be suspended for the duration of the meeting to allow for greater debate on items.**

**Moved: Cr Newman Seconded: Cr Bradford**

**Carried 5/0**

# DISCLOSURE OF FINANCIAL INTEREST:

Nil

# PUBLIC QUESTION TIME:

## 6.1 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE:

Nil

## WRITTEN QUESTIONS PROVIDED IN ADVANCE:

Nil

## PUBLIC QUESTIONS FROM THE GALLERY:

Nil

# PETITIONS/ DEPUTATIONS/ PRESENTATIONS/ SUBMISSIONS:

Nil

# CONFIRMATION OF MINUTES:

Nil. Unconfirmed minutes will be confirmed at the next Ordinary Meeting of Council.

# ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION:

Nil

# REPORTS OF OFFICERS AND COMMITTEES:

## CHIEF EXECUTIVE OFFICER:

### Appointment to Committees and of Delegates

|  |  |
| --- | --- |
| File Ref. No: | ADM 0081 |
| Author: | Gary Sherry |
| Disclosure of Interest: | Nil |
| Date: | 16th October 2009 |

Summary

**Council is to consider appointments to Committees of Council and Council delegate to organisations and Committees to which Council has membership or representation.**

Background

At the Ordinary Meeting of Council held on Thursday 24th October 2013, Council appointed the following delegates to committees:

|  |  |  |
| --- | --- | --- |
| **Committee/Service** | **Delegate** | **Proxy /Delegate** |
| Bush Fire Advisory | Cr Haslam | Cr Newman |
| Dryandra Regional Equestrian Park Management Committee | Cr Haslam | Cr Newman |
| Dryandra Voluntary Regional Organisation of Councils (DVROC) | Cr Dowling | Cr Conley |
| Education (School Awards, etc) | Cr Bradford | Cr Dowling |
| Emergency Management  2 members | Cr Haslam | Cr Ballantyne  A Mort Proxy |
| Safety Committee |  |  |
| Popanyinning Progress Association | Cr Haslam | Cr Dowling |
| Regional Road Group | Cr Conley | Cr Newman |
| Regional Waste Management | Cr Conley | Cr Newman |
| Central Country Zone  2 members | President | Deputy President  CEO - proxy |
| Audit Committee | All of Council |  |
| Development Assessment Panel  2 delegates and 2 Deputy Delegates | Cr Conley  Cr Bradford | Cr Ballantyne  Cr Newman |
| Narrogin Healthy Lifestyles Committee | Cr Dowling |  |
| Cuballing Progress Committee | Cr Ballantyne | Cr Newman |
| Plant Replacement Committee | Cr Bradford | Cr Newman |

Comment

A review of some of the committees and delegates that Council participates in may be appropriate.

|  |  |
| --- | --- |
| **Committee/Service** | **Comment** |
| Audit Committee | In the past all Councillors have been members of this committee. Council can continue this or select only a portion of the Council. Council can also appoint delegates with valuable or worthwhile skills to the committee from outside Council. |
| Bush Fire Advisory Committee | Council can appoint any people it is believes appropriate to this committee under the Bush Fires Act. It is appropriate to have a Councillor appointed as a delegate to this committee. |
| Dryandra Regional Equestrian Park Management Committee | Committee with representation from Council, Dryandra Regional Equestrian Assoc. and Dryandra Pony Club. Meet irregularly to discuss management of Dryandra Regional Equestrian Centre. |
| Dryandra Voluntary Regional Organisation of Councils (DVROC) | This Committee has not met in the last year. The Committee’s purpose was to allocate Royalties for Regions regional funding allocations. Suggest maintain a delegate and a proxy in case further meetings are required. |
| Education (School Awards, etc) | Council Delegate is anticipated to attend school events to present awards. |
| Cuballing Wickepin Local Emergency Management Committee | Continue with Delegate and Proxy. It may be in the interests of the Proxy to attend a meeting to observe this Committee for at least some meetings. |
| Safety Committee | Suggest no Council delegate is required. This is a staff committee that meets the Shire's OH&S requirements |
| Popanyinning Progress Association | No formal membership of this committee is required and there is no formal role for the delegate. While Councillors may choose to nominate and be appointed, other Councillors with interests in Popanyinning may still attend meetings. |
| Wheatbelt South Regional Road Group | Continue with Delegate and Proxy. It may be in the interests of the Proxy to attend a meeting to observe this Committee. |
| Great Southern Regional Waste Alliance | Continue with Delegate and proxy. It may be in the interests of the Proxy to attend a meeting to observe this Committee. |
| Central Country Zone of WALGA | Council is entitled to two delegates. It is suggested that the CEO be a proxy delegate to permit him to attend in absence of Councillor, |
| Development Assessment Panel | Council can nominate 2 delegates and 2 Deputy Delegates to this panel to sit on DAP reviews of large planning applications in the Shire of Cuballing. Council's nominees may be appointed by the Minister and are required to complete training. |
| Narrogin Healthy Lifestyles Committee | This Committee has not met in last year. Suggest no delegate is required at this time and Council can appoint a delegate in the future if required. |
| Cuballing Progress Committee | This Committee has not met in last year. Suggest no delegate is required at this time and Council can appoint a delegate in the future if required. |
| Plant Management Review Group | This is an informal group of 2 elected members, CEO, MWS and Leading Hand who meet to discuss Council plant management. Matters discussed at this meetings are decided by full Council. |
| Wheatbelt South Aged Housing Alliance | New group formed to seek aged housing in this region. Council should appoint a delegate and a proxy delegate. |

Statutory Environment

Local Government Act (1995)

5.8. Establishment of committees

A local government may establish\* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

\* Absolute majority required

5.10. Appointment of committee members

(1) A committee is to have as its members -

(a) persons appointed\* by the local government to be members of the committee (other than those referred to in paragraph (b)); and

(b) persons who are appointed to be members of the committee under subsection (4) or (5).

\* Absolute majority required.

1. At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.
2. Section 52 of the Interpretation Act 1984 applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the local government.
3. 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.
4. 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 -
5. to be a member of the committee; or
6. 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.

5.11. Tenure of committee membership

(1) Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until -

1. the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be;
2. the person resigns from membership of the committee;
3. the committee is disbanded; or

(d) the next ordinary elections day,  
whichever happens first.

(2) Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until -

1. the term of the person's appointment as a committee member expires;
2. the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant;
3. the committee is disbanded; or
4. the next ordinary elections day,

whichever happens first.

Voting Requirement – Absolute Majority

OFFICER’S RECOMMENDATION – ITEM 9.1.1

**That Council appoint the following as members of Committees of Council and as delegates of Council to the respective committee or organisation as included in the following table:**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Committee/Service** | **Delegate** | **Proxy** |
| **1** | **Audit Committee** | **All Councillors** | **N/A** |
| **2** | **Bush Fire Advisory Committee** | **Cr Haslam** | **Cr Newman** |
| **3** | **Dryandra Regional Equestrian Park Management Committee** | **Cr Haslam** | **Cr Newman** |
| **4** | **Dryandra Voluntary Regional Organisation of Councils (DVROC)** | **Cr Conley** | **Cr Dowling** |
| **5** | **Education (School Awards, etc)** | **Cr Bradford** | **Cr Dowling** |
| **6** | **Cuballing Wickepin Local Emergency Management Committee** | **Cr Haslam** | **Cr Ballantyne CEO** |
| **7** | **Popanyinning Progress Association** | **Cr Haslam** | **Cr Dowling** |
| **8** | **Wheatbelt South Regional Road Group** | **Cr Conley** | **Cr Newman** |
| **9** | **Great Southern Regional Waste Alliance** | **Cr Conley** | **Cr Dowling** |
| **10** | **Dryandra Country Visitors Centre** | **Cr Dowling** | **Deputy CEO** |
| **11** | **Central Country Zone of WALGA** | **Cr Conley Cr Dowling** | **CEO** |
| **12** | **Development Assessment Panel** | **Cr Conley Cr Bradford** | **Cr Ballantyne Cr Newman** |
| **13** | **Plant Management Review Group** | **Cr Bradford Cr Newman** | **Cr Haslam** |
| **14** | **Cuballing Progress Association** | **Cr Newman** | **Cr Bradford** |
| **15** | **Wheatbelt South Aged Housing Alliance** | **Cr Dowling** | **Cr Conley** |

**Moved: Cr Haslam Seconded: Cr Dowling**

**Carried 5/0**

# ELECTED MEMBERS’ MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN:

Nil

# URGENT BUSINESS WITHOUT NOTICE (WITH THE APPROVAL OF THE PRESIDENT OR MEETING):

Nil

# CONFIDENTIAL ITEMS:

Nil

# CLOSURE OF MEETING:

There being no further business, the Shire President, Cr Conley, closed the meeting at 6.15pm.