



TOWN *of* BASSENDEAN

NOTICE OF A SPECIAL COUNCIL MEETING

Dear Council Member

A Special Meeting of the Council of the Town of Bassendean, for the purpose of swearing in the newly elected Councillors, electing a Mayor and Deputy Mayor, drawing of seat lots and to appoint delegates on external committees, will be held on Monday, 23 October 2017, in the Council Chamber, 48 Old Perth Road, Bassendean, commencing at 7.00pm.

Mr Bob Jarvis
CHIEF EXECUTIVE OFFICER

19 October 2017

A G E N D A

SWEARING-IN OF NEW COUNCILLORS

Mr Michael Kar JP, will be in attendance to swear-in new Councillors, who are to make the following declaration:

I _____ of _____ having been elected to the office of Councillor of the Town of Bassendean, declare that I take the office upon myself and will duly, faithfully, honestly, and with integrity, fulfil 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*.

1.0 ELECTION OF MAYOR & DEPUTY MAYOR

Mr Andrew Wilson, Returning Officer for the Town of Bassendean, will be in attendance to assist in the election of the Mayor & Deputy Mayor.

1.1 Election of the Mayor

The CEO will conduct the election of the Mayor by secret ballot in accordance with the Local Government Act – Schedule 2.3. Nominations will be called for by the CEO.

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.

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.

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.

The election of the Mayor will be followed by the Declaration of Office.

I _____ of _____ having been elected to the office of Mayor of the Town of Bassendean, declare that I take the office upon myself and will duly, faithfully, honestly, and with integrity, fulfil 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*.

1.2 Election of the Deputy Mayor

The Mayor will conduct the election of the Deputy Mayor by secret ballot in accordance with the Local Government Act – Schedule 2.3.

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.

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.

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.

The election of the Deputy Mayor will be followed by the Declaration of Office.

I _____ of _____ having been elected to the office of Deputy Mayor of the Town of Bassendean, declare that I take the office upon myself and will duly, faithfully, honestly, and with integrity, fulfil 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*.

2.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

Acknowledgement of Traditional Owners

The Town of Bassendean acknowledges the past and present traditional owners of the land on which we gather to conduct this meeting, and pays its respects to their Elders, both past and present.

3.0 PUBLIC QUESTION TIME

4.0 ATTENDANCES, APOLOGIES & APPLICATIONS FOR LEAVE OF ABSENCE

5.0 DRAWING OF LOTS FOR SEATING OF COUNCILLORS

Council's Standing Orders Local Law 2011, Part 7, provides for the method of allocating seating positions to elected members.

- (1) At the first meeting held after each election day, the CEO is to draw lots for the seating arrangements of the Councillors in the Chambers.
- (2) Each member is to occupy his or her allotted position at each Council meeting.

The Chief Executive Officer will conduct a random draw for seating positions in accordance with the Standing Orders.

6.0 APPOINTMENT OF DELEGATES AND REPRESENTATIVES TO EXTERNAL ORGANISATIONS

APPLICATION

Councillors are requested to consider nominating as delegates and representatives on external committees and organisations for a two year period, expiring on the next ordinary Local Government election day, unless otherwise indicated.

COMMENT

In accordance with Council Policy, appointments to Committees are for a period of two years. Where a Councillor is to be appointed to an external body and there are more nominations than vacancies, the CEO is to conduct a secret ballot using the first past the post system to establish the preferred delegate or delegates to fill the position. In the event of a tied vote for a position, lots will be drawn by the CEO to determine the preferred delegate.

Council is to endorse the preferred delegate/s to be appointed to the vacant position/s and for the next preferred delegate to be appointed the deputy for the position to carry out the duties of the appointed Councillor in his or her absence when required.

It should be noted that nominations to external Committees and organisations are usually considered with the internal Committees at the next Ordinary Council meeting held after the local government elections. However, Council will consider a new Committee structure in November 2017, and a number of these external organisations will meet prior to this date (see table below for meeting dates) and therefore delegates are to be resolved.

With regard to the WALGA East Metropolitan Zone, the CEO was a deputy voting delegate. The CEO was nominated as the deputy to enable a representative to attend meetings at short notice, in lieu of a Councillor. Council may wish to nominate the CEO once again to this position, or nominate a Councillor.

The Metropolitan Central Joint Development Assessment Panel’s (DAP) membership is from 26 July 2017 to July 2018. Crs McLennan (local member) and Gangell (deputy local member) are current members of the Assessment Panel. At the time of writing this report, Cr Lewis is a deputy local member on the DAP and if returned, will remain in that position. Should Cr Lewis not be returned as a Councillor, two positions - 1 local member and 1 deputy member will therefore need to be filled.

It should also be noted that in inviting DAP nominations, the Director General of the Development Assessment Panels, has recently launched “OnBoardWA” as part of its commitment to increase the number of women appointed to Government Boards and Committees, by 50% in 2019. The Town is encouraged to consider diversity of representation when putting forward Local Government nominations in supporting this important election commitment.

The following table shows the number of delegates and deputy delegates required for each External Committee/Organisation and a summary of the role of the organisation.

Committee	Member(s)	Deputy	Function/Role	Meeting Details
WALGA — East Metropolitan Zone	3 members	1 member	WALGA is the peak organisation of Local Government in Western Australia. The Association provides professional advice and offers services that provide financial benefits to the Local Governments and the communities they serve.	Bi-monthly, fourth Thursday, 6.00pm Next meeting: Thurs 30 November
WALGA — Annual General Meeting	2 members	1 member		Annually

Eastern Metropolitan Regional Council	2 members	1 member	The EMRC is a regional Council comprised of six member Councils (Town of Bassendean, Cities of Bayswater, Belmont and Swan and the Shires of Kalamunda and Mundaring). Its main functions include, waste management, risk management, environmental services and regional development.	Bi-monthly, third Thursday, 6.00pm (plus additional meetings if required on alternate months) Special Council Meeting: Thurs 9 November Ordinary meeting Thurs 7 December
Eastern Districts Planning Advisory Committee	1 member	1 member	The main focus of this Committee is to discuss, at a regional level, proposed amendments to the Metropolitan Regional Scheme and to advise on new legislation and policies.	Meetings are held as and when required by the WAPC.
Metropolitan Central Joint Development Assessment Panel	Cr McLennan 1 member	Cr Gangell 1 member *	Development Assessment Panels determine all applications for planning consent for proposals with a value in excess of \$7 million. The DAPs can also consider applications with a value between \$3 million and \$7 million if the applicant chooses.	Meetings are held as and when required.
Perth Airports Municipalities Group	1 member	1 member	This Group was originally setup in response to noise issues at the Perth Airport. It now concentrates mainly on planning issues associated with the airport land and provides a forum for open discussion, exchange of information and consultation between Local Governments, their local communities and metropolitan airports on issues which relate or impact on the operation of and development at metropolitan airports. The group covers Perth Airport, Jandakot Airport and Pearce Airbase (as needed).	Quarterly, third Thursday, 6.00pm Next meeting: Thurs 7 December
Swan River Trust	1 member	1 member	Council's delegate to this Committee is allowed to attend meetings of the Swan River Trust and speak on applications that affect the Town of Bassendean.	As required.
Swan River Trust — Interagency Foreshore Working Group	2 members	1 member	Through its various programs and associated grants scheme, the Trust works with local and state government land managers to initiate and implement foreshore protection and rehabilitation projects.	As required.

* This will depend on whether or not Cr Lewis is returned as a Councillor.

In the event that a delegate is unable to attend a meeting of an external body, then the Mayor then the Deputy Mayor and other Councillors in order of length of service, is to be appointed to become deputies to Committees in the absence of the first and second deputies. Where two Councillors have the same length of service then the order shall be by alphabetical listing.

OFFICER RECOMMENDATION – ITEM 6.0

That Council:

1. Appoints the following Councillors to be Members and Deputy Members to the following external Committees for the 2017/19 term:

Committee	Member(s)	Deputy/Deputies
WALGA — East Metropolitan Zone	Cr _____ Cr _____ Cr _____	Cr _____
— Annual General Meeting	Cr _____ Cr _____	Cr - _____
Eastern Metropolitan Regional Council (EMRC)	Cr _____ Cr _____	Cr _____
Eastern Districts Planning Advisory Committee	Cr _____	Cr _____
Perth Airports Municipalities Group (PAMG)	Cr _____	Cr _____
Swan River Trust	Cr _____	Cr _____
Swan River Trust - Interagency Foreshore Working Group	Cr _____ Cr _____	Cr _____

2. Endorses the following to sit on the Metro Central Joint Development Assessment Panel, for the term ending 26 July 2018.

Committee	Member(s)	Deputy/Deputies
Metro Central Joint Development Assessment Panel	Cr McLennan Cr _____	Cr Gangell Cr _____

Voting Requirement: Absolute majority

7.0 CLOSURE