



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 and the drawing of seat lots, will be held on Tuesday, 20 October 2015, in the Council Chamber, 48 Old Perth Road, Bassendean, commencing at 7.00pm.

Mr Bob Jarvis
CHIEF EXECUTIVE OFFICER

16 October 2015

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*.

AGENDA

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 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

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 CLOSURE