



# 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 committees, will be held on Tuesday 22 October 2019, in the Council Chamber, 48 Old Perth Road, Bassendean, commencing at 7.00pm.

Peta Mabbs  
**CHIEF EXECUTIVE OFFICER**

18 October 2019

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## **A G E N D A**

### **1.0 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.

### **2.0 ATTENDANCES, APOLOGIES & APPLICATIONS FOR LEAVE OF ABSENCE**

### **3.0 SWEARING-IN OF NEW COUNCILLORS**

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

I <fullname> of <address> 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*.

### **4.0 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.*

#### **4.1 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 of Mayor 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 <fullname> of <address> 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*.

#### **4.2 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 <fullname> of <address> 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*.

## **5.0 PUBLIC QUESTION TIME**

## **6.0 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.

## **7.0 APPOINTMENT OF DELEGATES AND REPRESENTATIVES TO EXTERNAL ORGANISATIONS AND COMMITTEES' OF COUNCIL**

### **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 the Local Government Act – Section 5.11, appointments to Committees are for a period of two years, expiring at the next Local Government Elections. 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.

In August 2019, Council disbanded its Committees for the 2017-2019 term, except for the Audit and Governance Committee and the Bassendean Local Emergency Management Committee. These two Committees will meet on 6 and 13 November 2019, respectively, and therefore nominations to these Committees are included in this agenda.

Membership for the Town Assets Committee was also extended (Councillors only) so that it could hold its last meeting for the year, which was held in October 2019.

Council will consider a new engagement structure, including the requirement for committees, which will be considered at a future Councillors' Workshop post appointment of the new Council.

Metropolitan Central Joint Development Assessment Panel

Local Government members have been appointed until 26 January 2020, as follows. Cr Hamilton is currently a Local Member of the Assessment Panel. Cr Wilson is a Deputy Local Member on the JDAP and will remain in that position, unless he wishes to nominate as a local member. Should Cr McLennan not be returned as a Councillor, two positions - 1 local member and 1 deputy member will therefore need to be filled.

Metro Central JDAP	Local Member 1	Local Member 2	Alternate Local Member 1	Alternate Local Member 2
Town of Bassendean	Cr _____	Cr Kath Hamilton	Cr	Cr Jai Wilson

Eastern Metropolitan Regional Council

The EMRC is a regional local government with 6 member Councils, with each member Council having two Councillor representatives and one deputy representative. The EMRC provides services in waste management, resource recovery, environmental management and regional development. More details are available on our website ([www.emrc.org.au](http://www.emrc.org.au)).

EMRC Meeting dates

There will be a special meeting of Council on Monday 4 November 2019 at the EMRC, for swearing in and the appointment of Chairman and Deputy Chairman as well as nomination for the various Committees.

There will be Committee meetings held on 21 November 2019 and the last EMRC Ordinary meeting of Council on 5 December 2019.

EMRC Councillor Induction

There will be a Councillor Induction on Thursday 14 November 2019 commencing around 3pm which includes a site tour of the operating sites followed by presentations on Standing Orders as well as the current projects at the EMRC.

EMRC Attendance fees

The 2019/2020 fees as adjusted by the Salaries & Allowances Tribunal are listed below:

	<b>EMRC Payments for 2019/2020</b>
Annual Fee - Members (other than Chairman)	\$10,560 per annum
Annual Fee - Chairman	\$15,839 per annum
Sitting Fee - Deputies of Members	\$238 per meeting
Annual Local Government Fee - Chairman	\$20,063 per annum
Annual Local Government Fee - Deputy Chairman	25% of amount payable to Chairman

The following table shows the number of delegates and deputy delegates required for each External Committee/Organisation. Included are website links to each Committee which provides the function and role.

<b>Committee</b>	<b>Member(s)</b>	<b>Deputy</b>	<b>Meeting Details (TBC)</b>
WALGA — East Metropolitan Zone <a href="https://walga.asn.au/">https://walga.asn.au/</a>	3 members	1 member	Bi-monthly, fourth Thursday, 6.00pm
WALGA — Annual General Meeting <a href="https://walga.asn.au/">https://walga.asn.au/</a>	2 members	1 member	Annually
Eastern Metropolitan Regional Council <a href="https://www.emrc.org.au/">https://www.emrc.org.au/</a>	2 members	1 member	Bi-monthly, third Thursday, 6.00pm (plus additional meetings if required on alternate months)
Metropolitan Central Joint Development Assessment Panel <a href="https://www.dplh.wa.gov.au/about/development-assessment-panels/daps-region-information#metcjdap">https://www.dplh.wa.gov.au/about/development-assessment-panels/daps-region-information#metcjdap</a>	1 member Cr Hamilton	1 member Cr Wilson	Meetings are held as and when required.
Perth Airports Municipalities Group <a href="https://pamg.com.au/">https://pamg.com.au/</a>	1 member	1 member	Quarterly, third Thursday, 6.00pm
Swan River Trust <a href="https://swanrivertrust.dpaw.wa.gov.au/">https://swanrivertrust.dpaw.wa.gov.au/</a>	1 member	1 member	As required.

The following table shows the number of Members and Deputy Members for each Internal Committee for the 2019/21 term. These Committees are statutory Committees required to proceed under the Local Government Act. The Instrument of Appointment and Delegation for each Committee can be found in the links shown below.

Committee	Member(s)	Deputy/Deputies
Audit and Governance Committee (next meeting date is 13 November 2019 @ 5.30pm) <a href="https://www.bassendean.wa.gov.au/council-meetings/">https://www.bassendean.wa.gov.au/council-meetings/</a>	Cr _____ Cr _____ Cr _____	Cr _____
Bassendean Local Emergency Management Committee (next meeting date is 6 November 2019 @ 3.30pm) <a href="https://www.bassendean.wa.gov.au/council-meetings/">https://www.bassendean.wa.gov.au/council-meetings/</a>	Cr _____ Cr _____	Cr _____

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 7.0**

That Council:

1. Appoints the following Councillors to be Members and Deputy Members to the following external Committees for the 2019/21 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 _____
Perth Airports Municipalities Group (PAMG)	Cr _____	Cr _____
Swan River Trust	Cr _____	Cr _____

2. Endorses the following to sit on the Metro Central Joint Development Assessment Panel, for the term ending 26 January 2020.

Committee	Member(s)	Deputy/Deputies
Metro Central Joint Development Assessment Panel	Cr _____ Cr Hamilton (Current member)	Cr _____ Cr Wilson (Current member)

3. Appoints the following Councillors to be Members and Deputy Members to the following internal Committees for the 2019/21 term:

Committee	Member(s)	Deputy/Deputies
Audit and Governance Committee	Cr _____ Cr _____ Cr _____	Cr _____
Bassendean Local Emergency Management Committee	Cr _____ Cr _____	Cr _____

**Voting Requirement: Absolute majority**

**8.0 CLOSURE**