



# 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 Monday 18 October 2021, in the Council Chamber, 48 Old Perth Road, Bassendean, commencing at 6.00pm.

Peta Mabbs  
**CHIEF EXECUTIVE OFFICER**

14 October 2021

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

Tune in to live streaming from the comfort of your own home by going to:  
<https://www.youtube.com/channel/UC46mMs3D7vmHuO0ePibihg/live>

or if you miss it live, go to:  
<https://www.youtube.com/channel/UC46mMs3D7vmHuO0ePibihg>

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

I <full name> 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 Code of Conduct adopted by the Town of Bassendean under section 5.104 of the *Local Government Act 1995*.

## **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 and 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 1995* – 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, verbally 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 <full name> 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 Code of Conduct adopted by the Town of Bassendean under section 5.104 of the *Local Government Act 1995*.

#### **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 1995* – 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, verbally 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 <full name> 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 Code of Conduct adopted by the Town of Bassendean under section 5.104 of the *Local Government Act 1995*.

## **5.0 PUBLIC QUESTION TIME**

## **6.0 DRAWING OF LOTS FOR SEATING OF COUNCILLORS**

Council's Meeting Procedures Local Law 2020, 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 procedures and as follows:

CEO/MAYOR TABLE
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*L to R from Mayor's Chair*

Seat 2	Seat 1
Seat 4	Seat 3
Seat 6	Seat 5

## **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 5.10, 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.

WALGA

WALGA’s Zones, as the first item of business at the November meeting, will elect State Councillors, Deputy State Councillors, Zone Chair and Zone Deputy Chair. Member Councils are to appoint their Zone Delegates and to advise WALGA by 9am, Friday 5 November 2021.

- For the purpose of electing their representatives and deputy representatives to the WALGA State Council, Zones are required to hold these elections at their 17 November 2021 meeting and advise WALGA, in writing, of their elected State Council representative and deputy representative immediately following the meeting.
- State Councillor Induction Session – 4:00pm-6:30pm, Wednesday, 24 November 2021.
- New State Council will take office at the Ordinary Meeting of State Council on 1 December 2021.
- The position of President and Deputy President of WALGA, will be elected at the 2 March 2022 State Council Meeting.

Metropolitan Central Joint Development Assessment Panel

Local Government members of the Town of Bassendean – Crs McLennan, Hamilton and Alternative Local Member, Cr MacWilliam, have been appointed until 26 January 2022. After this date, 4 vacant positions will need to be filled and a separate report will be provided to Council.

Should Cr Hamilton 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 McLennan	Cr _____	Cr MacWilliam	Cr _____

Eastern Metropolitan Regional Council

The EMRC is a regional local government with 5 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 its website: [www.emrc.org.au](http://www.emrc.org.au).

EMRC Meeting dates

There will be a special meeting of Council on Thursday 4 November 2021 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 a Committee meeting on 4 November 2021 and the last EMRC Ordinary meeting of Council on 25 November 2021.

EMRC Councillor Induction

There will be a Councillor Induction on 18 November 2021 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 2021/2023 fees as adjusted by the Salaries & Allowances Tribunal are listed below:

	<b>EMRC Payments for 2021/2023</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>
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#metcidap">https://www.dplh.wa.gov.au/about/development-assessment-panels/daps-region-information#metcidap</a>	2 members	2 members	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
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	2 members	1 member	Annually

The following table shows the number of Members and Deputy Members required for each Committee of Council for the 2021/23 term.

Audit and Governance Committee	Cr _____ Cr _____ Cr _____ Cr _____	Cr _____
Bassendean Local Emergency Management Committee	Cr _____ Cr _____	Cr _____
Complaints Committee	All Councillors	

#### Audit and Governance Committees

The Audit and Governance Committee and Bassendean Local Emergency Management Committee are statutory Committees, which are required to proceed under the Local Government Act. The Complaints Committee is to meet as and when required.

Committee meeting dates for the remainder of 2021 are as follows:

- Bassendean Local Emergency Management Committee – 3 November 2021; and
- Audit and Governance Committee – 1 December 2021.

#### Complaints Committee

The Complaints Committee is a Committee of Council Members only in accordance with s. 5.9(2)(a) of the Act. Membership of the Complaints Committee will comprise all 7 Council Members, appointed by Council in accordance with s.5.10 of the Act.

The 2022 Meeting Dates for Council Committees are to be considered on 26 October 2021 and adopted by Council on 2 November 2021.

In the event that a delegate is unable to attend a meeting of an external body, then the Mayor and then the Deputy Mayor and other Councillors in order of length of service, are 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.

Audit and Governance Committee	Cr _____ Cr _____ Cr _____ Cr _____	Cr _____
Bassendean Local Emergency Management Committee	Cr _____ Cr _____	Cr _____
Complaints Committee	All Councillors	

**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 2021/23 term:

<b>Committee</b>	<b>Member(s)</b>	<b>Deputy/Deputies</b>
Eastern Metropolitan Regional Council (EMRC)	Cr _____ Cr _____	Cr _____
Metropolitan Regional Road Group – Eastern Region	Cr _____	Cr _____
Perth Airports Municipalities Group (PAMG)	Cr _____	Cr _____
WALGA — East Metropolitan Zone	Cr _____ Cr _____ Cr _____	Cr _____
WALGA — Annual General Meeting	Cr _____ Cr _____	Cr _____

2. Endorses the following to sit on the Metro Central Joint Development Assessment Panel, for the term ending 26 January 2022.

<b>Committee</b>	<b>Member(s)</b>	<b>Deputy/Deputies</b>
Metro Central Joint Development Assessment Panel	Cr McLennan Cr _____	Cr MacWilliam Cr _____

3. Appoints the following Councillors to be Members and Deputy Members to the following internal Committees for the 2021/23 term:

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

4. Notes that all Councillors are members of the Complaints Committee for the 2021/23 term.

**Voting Requirement: Absolute majority**

**8.0 CLOSURE**