



NOTICE OF SPECIAL COUNCIL MEETING

23 OCTOBER 2017

Dear Councillor/Candidate,

A Special Meeting of Council is to be held directly following the Swearing in Ceremony (scheduled to commence at 6.00pm) on **Monday 23 October 2017** in the Council Chamber, for the purpose of electing the President and Deputy President.

Please find agenda attached.

Yours sincerely,

Jonathan Throssell
CHIEF EXECUTIVE OFFICER



AGENDA
SPECIAL COUNCIL MEETING
23 OCTOBER 2017

ATTENTION/DISCLAIMER

The purpose of this Council Meeting is to discuss and, where possible, make resolutions about items appearing on the agenda. Whilst Council has the power to resolve such items and may in fact appear to have done so at the meeting, no person should rely on or act on the basis of such decision or on any advice or information provided by an Elected Member or employee, or on the content of any discussion occurring during the course of the Meeting. No person should rely on the decisions made by Council until formal written advice of the Council decision is received by that person.

The Shire of Mundaring expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any resolution of Council, or any advice or information provided by an Elected Member or employee, or the content of any discussion occurring during the course of the Council Meeting.

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**SPECIAL COUNCIL MEETING
COUNCIL CHAMBER – 6.00pm**

1.0 OPENING PROCEDURES

In accordance with Schedule 2.3 (3) of the *Local Government Act 1995* the Chief Executive Officer is to preside at the meeting until the office of President is filled.

Acknowledgement of Country

Shire of Mundaring respectfully acknowledges Noongar elders past and present and their people (specifically the Whadjuk people who are from this area) who are the traditional custodians of this land.

Audio Recording of Proceedings

Members of Council and members of the gallery are advised that this meeting will be audio-recorded.

1.1 Record of Attendance/Apologies/Approved Leave of Absence

Councillors

**Councillors -
elect**

Staff

Apologies

**Leave of
Absence** Nil

Guests

2.0 PUBLIC QUESTION TIME

**3.0 PROCEDURES FOR CONDUCTING THE ELECTION OF PRESIDENT AND
DEPUTY PRESIDENT BY COUNCIL**

Schedule 2.3 of the *Local Government Act 1995* (“the Act”) details the procedures for the election of a councillor to hold the office of President or Deputy President:

“4. How 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 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 adjourned for not more than 7 days. [Note: the meeting can resume on the same day or another day.]*
- (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 again to vote 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.*

...

“8. How deputy mayor or 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 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.*

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, in accordance with Schedule 4.1 as if those votes were votes cast at an election.”*

If a second tied vote occurs for either the office of president or deputy president, Schedule 4.1 of the Act applies, which states, in part:

“Schedule 4.1 – How to count votes and ascertain the result of an election

1. *The number of votes given for each candidate is to be ascertained.*
2. *If the election is to fill the office of mayor or president, the candidate who receives the greater or greatest number of votes is elected.*
- ...
5. *If 2 or more candidates receive the same number of votes so that clause 2 ... cannot be applied, the returning officer is to draw lots in accordance with the regulations to determine which candidate is elected.”*

The regulations referred to in clause (5) of Schedule 4.1 are the *Local Government (Elections) Regulations 1997*. Clause 77A details the procedure for the drawing of lots.

Please note that after nominations for the office of president have been closed, prior to the ballot candidates will be provided an opportunity of addressing council for no more than three minutes each.

4.0 ELECTION OF PRESIDENT

Refer to **ATTACHMENT 1** for a copy of the nomination form to be used when nominating for the office of president.

4.1 Declaration by the President

A councillor elected to the office of president is required to make a declaration in the prescribed form before he or she can act in that office (refer **ATTACHMENT 2**).

Regulation 13 of the *Local Government (Constitution) Regulations 1996* refers:

“13. Oaths, affirmations and declarations (s. 2.29)

(1) *For the purposes of sections 2.29*

[(a), (b) deleted]

(c) the form of declaration for a mayor, president, deputy mayor, deputy president or councillor is that in Form 7;

(2) *A declaration required by section 2.29 to be made by a person elected as a mayor or president is to be made before —*

(a) the immediate predecessor of the person in the office of mayor or president; or

(b) an authorised person.”

The CEO is an authorised person for the purposes of this section.

5.0 ELECTION OF DEPUTY PRESIDENT

Refer to **ATTACHMENT 3** for a copy of the nomination form to be used when nominating for the office of deputy president.

5.1 Declaration by the Deputy President

A councillor elected to the office of deputy president is required to make a declaration in the prescribed form before he or she can act in that office (refer **ATTACHMENT 4**).

Regulation 13 of the *Local Government (Constitution) Regulations 1996* refers:

“13. Oaths, affirmations and declarations (s. 2.29)

(1) *For the purposes of sections 2.29*

[(a), (b) deleted]

(c) the form of declaration for a mayor, president, deputy mayor, deputy president or councillor is that in Form 7;

(2) *A declaration required by section 2.29 to be made by a person elected as a mayor or president is to be made before —*

(a) the immediate predecessor of the person in the office of mayor or president; or

(b) an authorised person.”

6.0 CLOSING PROCEDURES

6.1 Date, Time and Place of the Next Meeting

The next meeting of Council will be a Special Meeting to be held on Wednesday, 25 October 2017, commencing at 6.30pm in the Council Chamber.

6.2 Closure of the Meeting

Attachment 1

Item 4.0

1 Page



NOMINATION FOR OFFICE OF PRESIDENT, SHIRE OF MUNDARING

Please select one option.

I nominate myself for the office of **PRESIDENT**.

Name _____ Signed _____

Date _____

I nominate Cr _____ for the office of **PRESIDENT**.

Name _____ Signed _____

Date _____

I accept the nomination for the office of **PRESIDENT**.

Name _____ Signed _____

Date _____

Attachment 2

Item 4.0

1 Page

Form 7

Declaration by elected member of council [r. 13(1)(c)]

Local Government Act 1995

Local Government (Constitution) Regulations 1998

Declaration by elected member

I,

of

having been elected to the office of **President** of the Shire of Mundaring 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 judgment and ability, and will observe the *Local Government (Rules of Conduct) Regulations 2007*.

Declared at Mundaring on 23 October 2017

by

Before me:

Jonathan Throssell
Chief Executive Officer

Attachment 3

Item 5.0

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NOMINATION FOR OFFICE OF DEPUTY PRESIDENT, SHIRE OF MUNDARING

Please select one option.

I nominate myself for the office of **DEPUTY PRESIDENT**.

Name _____ Signed _____

Date _____

I nominate Cr _____ for the office of **DEPUTY PRESIDENT**.

Name _____ Signed _____

Date _____

I accept the nomination for the office of **DEPUTY PRESIDENT**.

Name _____ Signed _____

Date _____

Attachment 4

Item 5.0

1 Page

Form 7

Declaration by elected member of council [r. 13(1)(c)]

Local Government Act 1995

Local Government (Constitution) Regulations 1998

Declaration by elected member

I,,

of

having been elected to the office of **Deputy President** of the Shire of Mundaring 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 judgment and ability, and will observe the *Local Government (Rules of Conduct) Regulations 2007*.

Declared at Mundaring on 23 October 2017

by

Before me:

Jonathan Throssell
Chief Executive Officer