



SHIRE OF WOODANILLING



SPECIAL COUNCIL MEETING Unconfirmed Minutes

24 October 2023



PUBLIC NOTICE

Special Council Meeting 24 October 2023 3316 Robinson Road Woodanilling WA 6316

Dear Councillor, Resident or Ratepayer

Notice is hereby given that a Special Council Meeting of the Shire of Woodanilling will be held on Tuesday 24th October 2023, in the Council Chambers at the Shire Administration Office commencing at 4.00pm.

All Councillors are required to be present by 4.00pm.

The purpose of the Special Council Meeting is:

1. Swearing in of new Councillors.
2. The election and swearing in the Shire President, for a two (2) year term expiring at the Local Government Elections in October 2025.
3. The election and swearing in the Deputy Shire President for a two (2) year term expiring at the Local Government Elections in October 2025.
4. Allocation of Councillors seating arrangements for next two (2) years.

Kellie Bartley
Chief Executive Officer

20 October 2023



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SPECIAL COUNCIL MEETING MINUTES

Minutes of the Swearing in Ceremony and Special Council Meeting of the Shire of Woodanilling was held Tuesday 24 October 2023 in the Council Chambers, 3316 Robinson Road Woodanilling.

1. OFFICIAL OPENING

Chief Executive Officer, Mrs Kellie Bartley commenced proceedings at 4.00pm and welcomed attendees.

The Chief Executive Officer welcomed Mr Ray Baxter, Justice of the Peace and incoming elected members and provided an overview of the evening's programme.

The Chief Executive Officer advised that the event would be conducted in two parts, firstly the Declaration by newly elected Councillors, then secondly, the appointment of the Shire President, Deputy Shire President and determining of Councillor seating allocation.

2. DECLARATION OF PURPOSE OF MEETING

The purpose of this meeting is to

- Swearing in of new Councillors.
- The election and swearing in the Shire President.
- The election and swearing in the Deputy Shire.
- Allocation of Councillors seating arrangements.

3. SWEARING IN OF COUNCILLORS

In accordance with the *Local Government Act 1995*, s2.29(1) a person elected as a Councillor has to make a declaration before acting in office.

Regulation 13 of the *Local Government (Constitution) Regulation 1998* prescribes the form of declaration. This is contained in Form 7 of those regulations and is to be made before a person authorised to take statutory declarations under the *Oaths, Affidavits and Statutory Declarations Act 2005*.

Councillors-elect declared an Oath of Office in the presence of Mr Ray Baxter, JP:

Councillor Kahlia Stephens

Councillor Rodney Marshall

Councillor Ian Garstone

4. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

Present:

Cr D Douglas	Councillor	K Stephens
Cr HR Thomson	Councillor	R Marshall
Cr B Smith	Councillor	I Garstone

Officers:

Kellie Bartley	Chief Executive Officer
Mike Hudson	Executive Manager Infrastructure
Lyn Mills	Executive Assistant to CEO

Visitors:

Mr Ray Baxter	Justice of the Peace
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Apologies:

Observers:

Hannah Wilson

5. DISCLOSURE OF FINANCIAL AND OTHER INTERESTS

5.1. DISCLOSURE OF FINANCIAL INTEREST – LOCAL GOVERNMENT ACT 1995 SECTION 5.60A

Nil to disclose.

5.2. DISCLOSURE OF PROXIMITY INTEREST – LOCAL GOVERNMENT ACT 1995 SECTION 5.60B

Nil to disclose.

5.3. DISCLOSURE OF IMPARTIALITY INTEREST – ADMINISTRATION REGULATION SECTION 34C

Nil to disclose.

6. ELECTION OF SHIRE PRESIDENT AND DEPUTY SHIRE PRESIDENT

6.1. ELECTION OF SHIRE PRESIDENT

The Chief Executive Officer called for nominations for the office of the Shire President.

The Shire President is to be elected by the Council from amongst the Councillors.

Nominations for the position of Shire President are to be made in writing before the meeting, or during the meeting prior to the close of nominations. 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.

At the time of the agenda preparation, no nominations for Shire President was received.

NOMINATIONS

2 nomination/s were received for the position of Shire President and was received in writing by the Chief Executive Officer. The Chief Executive Officer called for further nominations and allowed sufficient time for further nominations. No further nominations were received at the meeting.

The Chief Executive Officer advised a ballot would be held for the position.

A draw was conducted for the order of names on the ballot paper.

Position number 1 on the ballot paper was Councillor Dale Douglas.

Position number 2 on the ballot paper was Councillor Russel Thomson.

A ballot paper was prepared listing the candidates in the order as above.

The Chief Executive Officer advised Councillors that while there are no provisions in the *Local Government Act 1995*, nominees for the position of Shire President have been invited to provide a short statement in favour of their candidature.

The Chief Executive Officer therefore invited the candidates to speak in the order of their position on the ballot paper.

Councillor Douglas and Councillor Thomson each made a statement in support of their respective nominations.

Council members are to vote on the matter by secret ballots as if they were voting at an election. The Chief Executive Officer is to declare the result and the elected Shire President is to make a declaration pursuant to Regulation 13 (3) of the *Local Government (Constitution) Regulations 1998*.

A ballot paper was issued to each Councillor with the front of their ballot paper initialled by the Chief Executive Officer.

Councillors completed their ballot paper in a secluded booth and lodged their ballot paper in the sealed ballot box.

Once all Councillors had voted, the Chief Executive Officer and Mr Ray Baxter, JP, counted the votes and were verified.

The Chief Executive Officer upload the results in the required format issued by the Department of Local Government.

Councillor Douglas received 5 votes.

Councillor Thomson received 1 vote.

The Chief Executive Officer declared Councillor Dale Douglas duly elected as the Shire President of the Shire of Woodanilling, term expiry October 2025.

Councillor Dale Douglas made the following declaration of officer before Mr Ray Baxter, Justice of the Peace, who is approved witness to accept a statutory declaration.

OATHS, AFFIRMATIONS AND DECLARATIONS

In pursuant to the Local Government Act 1995, section 2.29(2). A person elected by the council as president, has to make a declaration in the prescribed form before acting in the office.

I, Dale Douglas of 14 Cardigan Street Woodanilling having been elected to the office of President of the Shire of Woodanilling 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 code of conduct adopted by the Shire of Woodanilling under section 5.104 of the Local Government Act 1995.

The Chief Executive Officer to hand the meeting over to the newly elected Shire President at 4.32pm.

Councillor Douglas assumed the chair as the Presiding Member at 4.32pm.

6.2. ELECTION OF DEPUTY SHIRE PRESIDENT

The Shire President, Councillor Douglas called for nominations for the office of the Deputy Shire President for the two year term.

Two nominations were received in writing prior to the meeting from Councillor Thomson and Councillor Douglas. As Councillor Douglas has now been sworn in as the Shire President, Cr Thomson is the current nominee.

The Presiding Member, Councillor Douglas asked if there were any further nominations from the floor.

No further nominations were received. There being no further nominations, the Presiding Member, Councillor Douglas declared Councillor Thomson as Deputy Shire President for the two year term, expiring at the Local Government Elections in October 2025.

Councillor Hugh Russel Thomson made the following declaration of officer before Mr Ray Baxter, Justice of the Peace, who is approved witness to accept a statutory declaration.

OATHS, AFFIRMATIONS AND DECLARATIONS

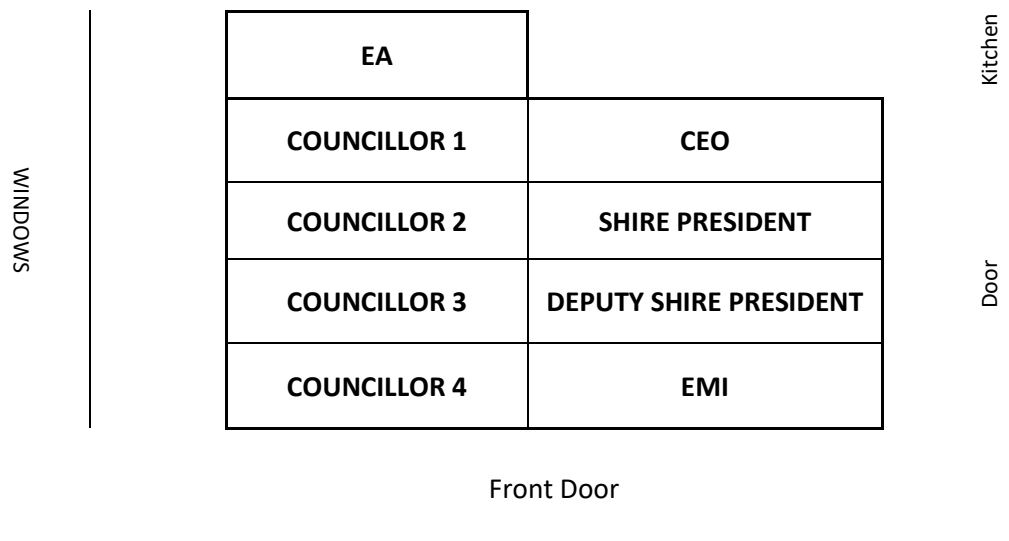
In pursuant to the Local Government Act 1995, section 2.29(2). A person elected by the council as deputy president has to make a declaration in the prescribed form before acting in the office.

I, Hugh Russel Thomson of 311 Fowlers Road, Woodanilling having been elected to the office of Deputy President of the Shire of Woodanilling 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 code of conduct adopted by the Shire of Woodanilling under section 5.104 of the Local Government Act 1995.

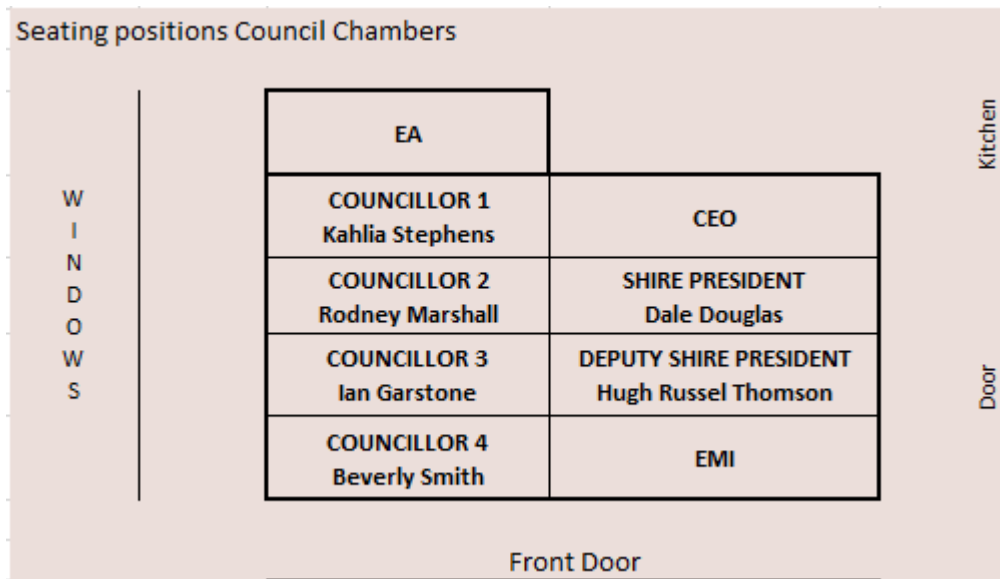
Councillor Thomson took his seat as Deputy Shire President.

6.3. ALLOCATION OF SEATING ARRANGEMENT

Seating Positions in Council Chambers



The seating allocation for the next two years, expiring at the Local Government Elections in 2025 is as follows:



7. CLOSURE OF MEETING

Shire President, Cr Douglas thanked everyone and is looking forward to working together and to keep the community happy.

Shire President, Cr Douglas thanked Mr Ray Baxter, JP for officiating today and that it was very much appreciated.

Councillor Dale Douglas thanked everyone for attending today and closed the meeting at 4.46pm

I certify that these minutes were confirmed at the Special Council Meeting held on the

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Presiding Member – Councillor Dale Douglas

Date: