



# SHIRE OF WOODANILLING



## SPECIAL COUNCIL MEETING Agenda

24 October 2023

**Dear Elected Member**

The Special Council Meeting of the Shire of Woodanilling will be held on 24 October 2023 in the Council Chambers, 3316 Robinson Road, Woodanilling commencing at 4.00p.m.

**KELLIE BARTLEY**  
**CHIEF EXECUTIVE OFFICER**

**Disclaimer**

The recommendations contained in the Agenda are subject to confirmation by Council. The Shire of Woodanilling warns that anyone who has an application lodged with Council must obtain and should only rely on written confirmation of the outcomes of the application following the Council meeting, and any conditions attaching to the decision made by the Council in respect of the application. No responsibility whatsoever is implied or accepted by the Shire of Woodanilling for any act, omission or statement or intimation occurring during a Council Meeting.

Agendas and Minutes are available on the Shire website [www.woodanilling.wa.gov.au](http://www.woodanilling.wa.gov.au)



**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 24<sup>th</sup> 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 AGENDA

## 1. OFFICIAL OPENING

The Chief Executive Officer as the Presiding Member to open the meeting at \_\_\_\_\_pm.

## 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*.

The declaration as follows:

I, \_\_\_\_\_ of \_\_\_\_\_  
\_\_\_\_\_ having been elected to the office of councillor 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*.

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

### Present:

Cr HR Thomson  
Cr D Douglas  
Cr B Smith

### 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:

## 5. DISCLOSURE OF FINANCIAL AND OTHER INTERESTS

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

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

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

## 6. ELECTION OF SHIRE PRESIDENT AND DEPUTY SHIRE PRESIDENT

### 6.1. ELECTION OF SHIRE PRESIDENT

The Chief Executive Officer will call 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.

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*.

#### NOMINATIONS

\_\_\_\_\_ 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. \_\_\_\_\_ further nominations were received at the meeting.

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

Councillor \_\_\_\_\_ 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 mayor, president, deputy mayor or deputy president has to make a declaration in the prescribed form before acting in the office.*

I, \_\_\_\_\_ of \_\_\_\_\_  
\_\_\_\_\_ 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.**

## 6.2. ELECTION OF DEPUTY SHIRE PRESIDENT

The Shire President will call for nominations for the office of the Deputy Shire President.

The Deputy Shire President is to be elected by the Council (including the Shire President) from amongst the Councillors.

Nominations for the position of Deputy 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 Deputy Shire President was received.

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 Deputy Shire President is to make a declaration pursuant to Regulation 13 (3) of the *Local Government (Constitution) Regulations 1998*.

### NOMINATIONS

\_\_\_\_\_ nomination/s were received for the position of Deputy 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. \_\_\_\_\_ further nominations were received at the meeting.

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

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

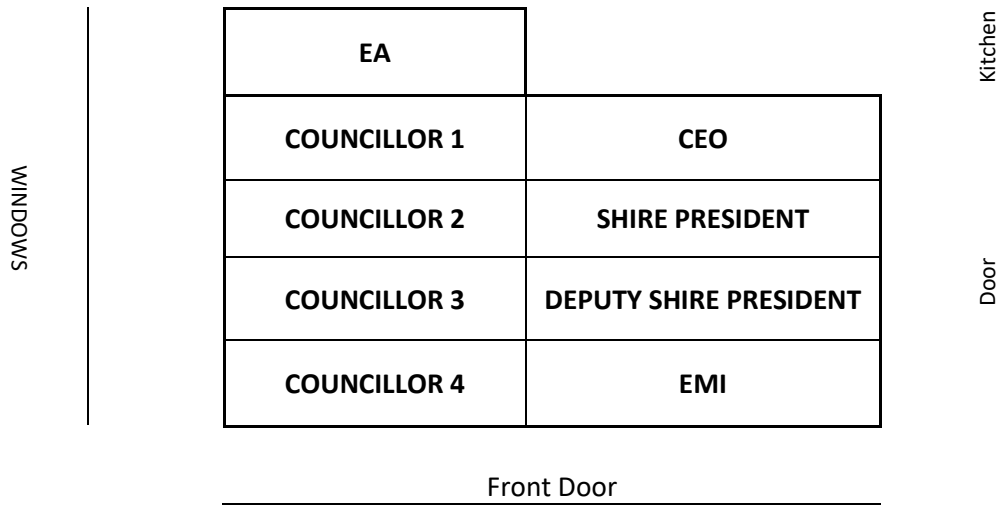
### OATHS, AFFIRMATIONS AND DECLARATIONS

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

I, \_\_\_\_\_ of \_\_\_\_\_  
\_\_\_\_\_ 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.

### 6.3. ALLOCATION OF SEATING ARRANGEMENT

Seating Positions in Council Chambers



### 7. CLOSURE OF MEETING