



TOWN OF
VICTORIA PARK

Special Council Meeting Minutes – 29 October 2019



WE'RE OPEN
VIC PARK

Please be advised that a **Special Council Meeting** was held at **6pm** on **Tuesday 29 October 2019** in the **Council Chambers**, Administration Centre at 99 Shepperton Road, Victoria Park.

Mayor Karen Vernon
1 November 2019

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1 Declaration of opening

Mayor Karen Vernon opened the meeting at 6pm.

Mr Shaun Nannup performed a welcome to country.

2 Announcements from the Presiding Member

2.1 Recording and live streaming of proceedings

In accordance with clause 39 of the *Town of Victoria Park Meeting Procedures Local Law 2019*, as the Presiding Member, I hereby give my permission for the administration to record proceedings of this meeting.

This meeting is also being live streamed on the Town's website. By being present at this meeting, members of the public consent to the possibility that their voice may be live streamed to public. Recordings are also made available on the Town's website following the meeting.

2.2 Public question time and public statement time

In accordance with clause 40 of the *Town of Victoria Park Meeting Procedures Local Law 2019*, a person addressing the Council shall extend due courtesy and respect to the Council and the processes under which it operates and shall comply with any direction by the presiding member.

In accordance with clause 7(4)a of the Local Government (Administration) Regulations 1996, public questions and statements at this Special Council Meeting must relate to the purpose of the meeting.

2.3 No adverse reflection

In accordance with clause 56 of the *Town of Victoria Park Meeting Procedures Local Law 2019*, both Elected Members and the public when speaking are not to reflect adversely on the character or actions of Elected Members or employees.

2.4 Town of Victoria Park Meeting Procedures Local Law 2019

All meetings of the Council, committees and the electors are to be conducted in accordance with the Act, the Regulations and the *Town of Victoria Park Meeting Procedures Local Law 2019*.

3 Attendance

Mayor	Ms Karen Vernon
Banksia Ward	Cr Claire Anderson Cr Ronhhda Potter Cr Wilfred Hendriks
Jarrah Ward	Cr Bronwyn Ife Cr Brian Oliver Cr Vicki Potter Cr Jesvin Karimi
Chief Executive Officer	Mr Anthony Vuleta
Chief Operations Officer Chief Financial Officer A/Chief Community Planner	Mr Ben Killigrew Mr Michael Cole Mr Robert Cruickshank
A/Manager Development Services Manager Governance and Strategy	Ms Laura Sabitzer Ms Danielle Uniza
Secretary	Ms Amy Noon
Public	0

3.1 Apologies

Chief Community Planner	Ms Natalie Martin Goode
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3.2 Approved leave of absence

Nil.

4 Declarations of interest

Declaration of financial interest

Nil.

Declaration of proximity interest

Nil.

Declaration of interest affecting impartiality

Nil.

5 Public question time

Nil.

6 Public statement time

Nil.

7 Election of Deputy Mayor

The election of the Deputy Mayor is to be conducted in accordance with the *Local Government Act 1995* and Regulations.

The role of the Deputy Mayor is to perform the functions of the Mayor when authorised to do so, that is when the Office of Mayor is vacant or the Mayor is not available or is unavailable or unwilling to perform the functions of the Mayor.

The Office of Deputy Mayor is to be filled as the first matter dealt with at the first meeting of the Council after an ordinary election. Upon election of the Deputy Mayor, there is a requirement for the incumbent to make a further declaration for that Office.

How the Deputy Mayor is elected:

1. The Council is to elect a Councillor (other than the Mayor) to fill the Office.
2. The election is to be conducted in accordance with the procedure prescribed by the Mayor, 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.
4. 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.
5. 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.
6. Should there be more than one nomination, Elected Members are to vote on the matter by secret ballot as if they were electors voting at an election.
7. Subject to clause 9(1) of Schedule 2.3 of the *Local Government Act 1995*, the votes cast are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 of the *Local Government Act 1995*, as if those votes were votes cast at an election.
8. 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.

Nominations were received from Cr Bronwyn Ife and Cr Claire Anderson.

An election was conducted by secret ballot to elect the Deputy Mayor.

The Chief Executive Officer, Mr Anthony Vuleta counted the votes.

Mr Michael Cole was called to scrutineer the count of the ballot papers.

The results of the secret ballot were:

Cr Bronwyn Ife - 5 votes

Cr Claire Anderson - 3 votes

Cr Bronwyn Ife made her declaration of office and was sworn in as Deputy Mayor.

8 Presentations

8.1 Petitions

Nil.

8.2 Presentations

Nil.

8.3 Deputations

Nil.

9 Method of dealing with agenda business

Nil.

10 Chief Executive Officer reports

10.1 Appointment of Elected Members to Council Committees and external bodies

Location	Town-wide
Reporting officer	Amy Noon
Responsible officer	Danielle Uniza
Voting requirement	Absolute majority
Attachments	Nil

Recommendation

That Council:

1. Appoints four members to the Audit Committee.
2. Appoints five members and four deputy members to the Chief Executive Officer Recruitment and Performance Review Committee.
3. Appoints one member to the Mindarie Regional Council.
4. Appoints one member to the Tamala Park Regional Council.
5. Advises the Minister for Planning that the Town of Victoria Park nominates two members and two deputy members to the Metro Central Joint Development Assessment Panel.
6. Appoints one member to the Canning College Board.
7. Appoints one member and two deputy members to the Perth Airports Municipalities Group Inc.
8. Appoints two members and two deputy members to the Western Australian Local Government Association South-East Zone.
9. Appoints one member to the South East Metropolitan Regional Road Sub-Group.
10. Considers appointing two members to be ordinary members of Harold Hawthorne Senior Citizens' Centre and Homes Inc. Association and advises the association of this decision.
11. Requests that the Chief Executive Officer convenes an Audit Committee at 5.30pm on Monday 4 November 2019 in the Council Chamber at Town of Victoria Park administration building.
12. Requests that the Chief Executive Officer convenes a Chief Executive Officer Recruitment and Performance Review Committee meeting at 5pm on Tuesday 5 November 2019 in meeting room 3 at the Town of Victoria Park administration building.

Purpose

To appoint elected members to Council committees and external bodies that the Town of Victoria Park has membership on.

In brief

- 1 The Town has two Council Committees – the Audit Committee and Chief Executive Officer Recruitment and Performance Review Committee.

- 2 The Town has membership on eight external bodies that relate to the interests and functions of the Town and its community.
- 3 A resolution of Council is required to appoint members to the committees and external bodies to allow for the Council to meet legislative responsibilities and be involved in matters that impact on the Town and its community.

Background

1. Following the local government elections held on 19 October 2019, consideration needs to be given to appointing representatives to Council committees and external bodies that the Town is a member of.
2. The Town has two Council committees – the Audit Committee and Chief Executive Officer Recruitment and Performance Review Committee.
3. The Town has membership on eight external bodies. These are two regional Councils, Mindarie Regional Council and Tamala Park Regional Council, the Metro Central Joint Development Assessment Panel, Harold Hawthorne Senior Citizens’ Centre and Homes Inc. Association, Canning College Board, the Perth Airports Municipalities Group Inc., the South East Metropolitan Zone for the Western Australian Local Government Association and the South East Metropolitan Regional Road Sub-Group.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL08 - Visionary civic leadership with sound and accountable governance that reflects objective decision-making.	<p>Maintaining the required Council committees and establishing/administering them correctly demonstrates that the Council has sound and accountable governance.</p> <p>Having representation on external bodies ensures that Council has input into matters affecting the Town of Victoria Park and its community.</p>

Legal compliance

[Part 15 – Establishment and Membership of Committees of the *Meeting Procedures Local Law 2019*](#)

[Sections 5.8, 5.9, 5.10, 5.11A and 5.11 of the *Local Government Act 1995*](#)

[Section 7.1A of the *Local Government Act 1995*](#)

[Section 16 of the *Local Government \(Audit\) Regulations 1996*](#)

Risk management consideration

Risk and consequence	Consequence rating	Likelihood rating	Overall risk analysis	Mitigation and actions
Compliance Failure to appoint members to the Audit or CEORPR Committee results in the committee not being able to perform its functions.	Moderate	Rare	Low	Elected members appoint members to these committees.
Reputational Failure to nominate or appoint members to external bodies that the Town has membership on could be perceived as the Town not having an interest in those matters or organisations.	Moderate	Unlikely	Moderate	Elected members appoint member to external bodies. If it is decided that it's inappropriate to appoint members to an external body, reasons for not appointing members are communicated clearly to that body.

Financial implications

Current budget impact	Sufficient funds exist within the annual budget to address this recommendation.
Future budget impact	Not applicable.

Analysis

4. The Council Committees and external bodies that the Town has membership on are all listed below. This information includes what each body does, how many elected members should be appointed, who was previously in the positions, any remuneration and the frequency of meetings.

Audit Committee

5. In line with the Local Government (Audit) Regulations 1996, the purpose of the Audit Committee is to:
 - a) Support council in fulfilling its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management systems and external audit functions and ethical accountability.
 - b) Critically examine the audit and management reports from external audits and ensure that the Town appropriately implements any actions.
 - c) Receive and review reports prepared by the Chief Executive Officer in accordance with the Regulations and present a report back to Council on its findings and recommendations.

6. The role of the committee is to provide guidance and assistance to Council in fulfilling its governance and oversight responsibilities in relation to financial reporting, internal control, risk management and external audit.
7. The Town's Audit Committee does not have any delegated authority or authority to implement its recommendations without resolution of Council.
8. The committee can comprise of up to six members. It must have at least four members, with at least one member from each ward. The Town also appoints up to two independent members to its Audit Committee. This is dealt with as a separate matter and is not a consideration for this item.

Vacancies	Immediate past members	Remuneration	Meeting frequency
Four	Cr Jennifer Ammons Noble (Presiding Member) Cr Karen Vernon (Deputy Presiding Member) Cr Brian Oliver Cr Claire Anderson Mr Neil Formosa* Mr Jonathan Carley*	Not applicable	Subject to resolution of the committee

*independent member

Chief Executive Officer Recruitment and Performance Review Committee

9. The Chief Executive Officer Recruitment and Performance Review Committee (CEORPR Committee) exists for the purpose of:
 - (a) developing a process for the recruitment and selection of the Chief Executive Officer
 - (b) ensuring the selection process is in accordance with principles of merit and equity
 - (c) reviewing the Chief Executive Officer's performance on an annual basis
 - (d) reviewing the key performance indicators to be met by the Chief Executive Officer
 - (e) reviewing the Chief Executive Officer's employment contract and remuneration package
10. The CEORPR Committee does not have any delegated authority or authority to implement its recommendations without resolution of Council.
11. The committee comprises of five elected members being the Mayor and two elected member representatives from each of the Town's two wards, with four alternate deputy members in a hierarchal order.

Vacancies	Immediate past members	Remuneration	Meeting frequency
Five* with four deputies	Mayor Trevor Vaughan (Presiding Member) Cr Jennifer Ammons Noble Cr Bronwyn Ife Cr Julian Jacobs Deputy Mayor Vicki Potter	Not applicable	Subject to resolution of the committee

* one member must be the Mayor

Mindarie Regional Council

12. Mindarie Regional Council is an independent regional council with seven member councils. The members are the City of Wanneroo, City of Stirling, City of Perth, City of Joondalup, Town of Cambridge, City of Vincent and the Town of Victoria Park.
13. The regional council's primary role is for the managing and disposal of waste delivered to it by its member councils. It was established to run the waste disposal, recycling facility at Tamala Park and the resource recovery facility at Neerabup.
14. It comprises of delegates from each of the member local governments, on a basis of the acknowledged equity held within the landfill enterprise. The Town has one delegate on the regional council.
15. A deputy member can also be appointed however, the appointment of that deputy needs to be by Council resolution for the specific period that the appointed member is not available.

Vacancies	Immediate past member	Remuneration	Meeting frequency
One	Cr Karen Vernon Cr Brian Oliver (Deputy)	Meeting fee - \$10,300 per annum Technology expenses - \$1,000 per annum	Every second month

Tamala Park Regional Council

16. Tamala Park Regional Council is the corporate entity representing the interests of seven local governments in the urban development of 180 hectares of land in Clarkson and Mindarie located in Perth's northern suburbs. The seven local governments represented are the Cities of Joondalup, Perth, Stirling, Wanneroo and Vincent, and the Towns of Cambridge and Victoria Park.
17. The purpose of the Tamala Park Regional Council is to undertake the rezoning, subdivision, development, marketing and sale of the Tamala Park land.
18. The objectives of the regional council are to:
 1. develop and improve the value of the land
 2. maximise, within prudent risk parameters, the financial return to the participants
 3. balance economic, social and environmental issues
 4. produce a quality development demonstrating the best urban design and development practice
19. The Town has a one-twelfth share in the project, entitling it to be represented by one elected member.
20. A deputy member can also be appointed however, the appointment of that deputy needs to be by Council resolution for the specific period that the appointed member is not available.

Vacancies	Immediate past member	Remuneration	Meeting frequency
One	Cr Claire Anderson Cr Ronhhda Potter (Deputy)	Meeting fee - \$10,455 per annum	Every second month

Metro Central Joint Development Assessment Panel

21. The Metro Central Joint Development Assessment Panel (JDAP) exists to enhance planning expertise in decision making by improving the balance between technical advice and local knowledge.
22. The Metro Central JDAP comprises of the Bassendean, Bayswater, Belmont, Canning, Melville, South Perth and Victoria Park local government areas.

23. Under the Planning and Development (Development Assessment Panels) Regulations 2011, each Development Assessment Panel (DAP) will determine development applications that meet set type and value thresholds as if it were the responsible authority under the relevant planning instrument, such as the local planning scheme or region planning scheme.
24. The role of DAP members is to determine development applications within a certain type and value threshold through consistent, accountable, and professional decision-making.
25. Development assessment panels consist of five panel members, three being specialist members and two local government Councillors. Each Council is responsible for nominating two elected members to be part of the JDAP. Two alternate deputy members are also nominated for when a member is unable to attend.
26. The current appointments to the JDAP end on 26 January 2020. All local governments have been requested to provide nominations by Friday 8 November 2019. These appointments will then be for a term ending on 26 January 2022.

Vacancies	Immediate past member	Remuneration	Meeting frequency
Two	Cr Claire Anderson Deputy Mayor Potter Cr Brian Oliver (Deputy) Cr Bronwyn Ife (Deputy)	\$425 per meeting	As required

Canning College Board

27. Canning College is located within the Town's boundaries in Bentley.
28. The Canning College Board is formed with the fundamental purpose of enabling members of the community to engage in activities that ensure students at the College receive a quality education and an enhanced student experience.
29. The Canning College Board participates fully in:
 1. endorsing the Delivery and Performance Agreement
 2. reviewing and endorsing the annual College budget and Business Plan
 3. processes to review the College's performance
 4. processes to determine satisfaction levels of parents, staff and students, with results reported in the College Annual Report
 5. endorsing the College Annual Report
 6. selecting the Principal when a vacancy arises
 7. the Department of Education Services (DES) independent review of the school in the final year of the Delivery and Performance Agreement (with the report made public)
 8. communicating with the broader school community regarding the Board's function and activities.
30. The Town of Victoria Park has been requested to appoint one member as a community representative on the board.

Vacancies	Immediate past member	Remuneration	Meeting frequency
One	Cr Brian Oliver	Not applicable	Quarterly

Perth Airports Municipalities Group Inc.

31. The Perth Airports Municipalities Group Inc (PAMG) is a not-for-profit association comprising of thirteen local government members. These are the cities of Armadale, Bayswater, Belmont, Canning, Cockburn, Gosnells, Kalamunda, Melville, South Perth and Swan, the Towns of Bassendean, Victoria Park and the Shire of Mundaring.
32. The group meets with stakeholders such as the operators of Perth Airport, Jandakot Airport, representatives from Airservices Australia and the Department of Infrastructure and Regional Development and Cities to discuss matters which either directly or indirectly impact on the community such as aircraft noise, flight paths, off-airport development and on-airport development.
33. The Town has one delegate on the group and two deputy delegates.

Vacancies	Immediate past member	Remuneration	Meeting frequency
One	Cr Jennifer Ammons Noble Cr Ronhhda Potter (Deputy) Ms Natalie Martin Goode (Deputy)	Not applicable	Quarterly

South East Metropolitan Zone - Western Australian Local Government Association

34. The Western Australian Local Government Association's (WALGA) structure includes a State Council and geographically aligned groups of local governments called zones, which advise the WALGA State Council.
35. The Town of Victoria Park belongs to WALGA's South Eastern Metropolitan Zone, which consists of two elected member representatives from each of the Cities of Armadale, Canning, Gosnells, South Perth and the Town of Victoria Park.
36. Zones have an integral role in shaping the political and strategic direction of WALGA. Zones are responsible for bringing relevant local and regional issues to the State decision making table along with developing policy and legislative initiatives for local government.
37. Being appointed as a member of the zone also entitles a member to nominate as a member for the WALGA State Council.

Vacancies	Immediate past member	Remuneration	Meeting frequency
Two	Cr Bronwyn Ife Cr Brian Oliver* Cr Ronhhda Potter (Deputy) Cr Karen Vernon (Deputy) Mr Anthony Vuleta (Non-voting deputy)	Not applicable	Quarterly

*Also appointed as State Councillor.

South East Metropolitan Regional Road Sub-Group

38. The South East Metropolitan Regional Road Sub-Group is established under the Metropolitan Regional Road Group to:
 1. assist to identify road funding priorities
 2. provide advice to the Regional Road Group

3. consider local roads issues to inform decision making by the Regional Road Group.
39. The Town is a member of the group along with the cities of Armadale, Belmont, Canning, Gosnells, South Perth and the Shire Serpentine-Jarrahdale.
40. The Town has one elected member representative on the sub-group.

Vacancies	Immediate past member	Remuneration	Meeting frequency
One	Mayor Trevor Vaughan	Not applicable	At least twice per year

Harold Hawthorne Senior Citizens' Centre and Homes Inc. Association

41. Harold Hawthorne Senior Citizens' Centre and Homes Inc. is located in Carlisle. The objects of the association are:
 1. to operate a community centre that promotes the well-being of seniors and people with disabilities, and to assist them to remain living independently within the District of the Town by conducting programs that encourage active participation and opportunities for social interaction.
 2. to conduct home and community care support services for seniors and people with disabilities (and their carers) to help them to live independently.
 3. to operate a meals on wheels service.
 4. to provide seniors with independent living accommodation within the District of the Town.
 5. to pursue objectives of a benevolent nature.
 6. to promote and assist the general wellbeing of all seniors and people with disabilities in the District of the Town by assisting the work of statutory authorities and voluntary organisations engaged in respect of seniors and people living with disabilities by providing facilities for physical and mental and exists to support the independence, personal growth and wellbeing of seniors and younger people with disability in the local community.
42. As part of the board's constitution, the Town of Victoria Park is entitled to nominate up to two representatives to be members of the board.
43. When the board's constitution was reviewed earlier in 2019, some concerns were raised about the value and appropriateness of having representation on the board. These concerns were related to Harold Hawthorne receiving an operating subsidy from the Town to support them in delivering their programs, services and events. That being said, the Town has historically appointed representatives to their board. Council may wish to consider these concerns when deciding whether to exercise the Town's entitlement to representation.

Vacancies	Immediate past member	Remuneration	Meeting frequency
Two	Cr Ronhhda Potter	Not applicable	Monthly

Relevant documents

[Mindarie Regional Council Constitution](#)

[Tamala Park Establishment Agreement](#)

[DAP Standing Orders 2017](#)

[About Perth Airports Municipalities Group Inc.](#)

[WALGA Zone Elected Member Prospectus](#)

[Roles and Responsibilities of Regional Road Group Members](#)

Mayor Karen Vernon advised that each point of the officer recommendation would be dealt with as a separate matter.

Nominations for the Audit Committee were received from Cr Jesvin Karimi, Cr Brian Oliver, Cr Wilfred Hendriks and Mayor Karen Vernon.

COUNCIL RESOLUTION (207/2019):

Moved: Cr Ronhhda Potter

Seconded: Cr Vicki Potter

That Council:

1. Appoints Cr Jesvin Karimi, Cr Brian Oliver, Cr Wilfred Hendriks and Mayor Karen Vernon to the Audit Committee.

CARRIED (8 - 0)

For: Mayor Karen Vernon, Cr Jesvin Karimi, Cr Bronwyn Ife, Cr Ronhhda Potter, Cr Vicki Potter, Cr Brian Oliver, Cr Wilfred Hendriks, Cr Claire Anderson

Against: nil

Nominations for members of the Chief Executive Officer Recruitment and Performance Review Committee were received from Deputy Mayor Bronwyn Ife, Cr Vicki Potter, Cr Jesvin Karimi, Cr Claire Anderson and Mayor Karen Vernon.

Nominations for deputy members of the Chief Executive Officer Recruitment and Performance Review Committee were received from Cr Wilfred Hendriks, Cr Ronhhda Potter and Cr Brian Oliver.

COUNCIL RESOLUTION (208/2019):

Moved: Cr Bronwyn Ife

Seconded: Cr Claire Anderson

That Council:

2. Appoints Deputy Mayor Bronwyn Ife, Cr Vicki Potter, Cr Jesvin Karimi, Cr Claire Anderson and Mayor Karen Vernon as members of the Chief Executive Officer Recruitment and Performance Review Committee, and Cr Wilfred Hendriks, Cr Ronhhda Potter and Cr Brian Oliver as deputy members of the Chief Executive Officer Recruitment and Performance Review Committee.

CARRIED (8 - 0)

For: Cr Brian Oliver, Cr Jesvin Karimi, Cr Wilfred Hendriks, Cr Claire Anderson, Cr Bronwyn Ife, Cr Ronhhda Potter, Mayor Karen Vernon, Cr Vicki Potter

Against: nil

A nomination for Mindarie Regional Council was received from Mayor Karen Vernon.

COUNCIL RESOLUTION (209/2019):

Moved: Cr Claire Anderson

Seconded: Cr Bronwyn Ife

That Council:

3. Appoints Mayor Karen Vernon to the Mindarie Regional Council.

CARRIED (8 - 0)

For: Cr Bronwyn Ife, Cr Brian Oliver, Cr Ronhhda Potter, Cr Jesvin Karimi, Cr Claire Anderson, Cr Vicki Potter, Cr Wilfred Hendriks, Mayor Karen Vernon

Against: nil

Nominations for Tamala Park Regional Council were received from Cr Ronhhda Potter, Cr Claire Anderson and Cr Brian Oliver.

The Chief Executive Officer conducted a secret ballot, scrutinised by the Chief Financial Officer.

The results of the secret ballot were as follows:

Cr Claire Anderson - 5 votes

Cr Brian Oliver - 2 votes

Cr Ronhhda Potter - 1 vote

COUNCIL RESOLUTION (210/2019):

Moved: Cr Vicki Potter

Seconded: Cr Bronwyn Ife

That Council:

4. Appoints Cr Claire Anderson to the Tamala Park Regional Council.

CARRIED (8 - 0)

For: Cr Vicki Potter, Cr Jesvin Karimi, Mayor Karen Vernon, Cr Claire Anderson, Cr Ronhhda Potter, Cr Brian Oliver, Cr Wilfred Hendriks, Cr Bronwyn Ife

Against: nil

Nominations for members of the Metro Central Joint Development Assessment Panel were received from Cr Vicki Potter, Cr Ronhhda Potter and Cr Wilfred Hendriks.

The Chief Executive Officer conducted a secret ballot, scrutinised by the Chief Financial Officer.

The results of the secret ballot were as follows:

Cr Vicki Potter - 6 votes

Cr Ronhhda Potter - 5 votes

Cr Wilfred Hendriks - 5 votes

A random draw was conducted by the Chief Executive Officer with Cr Ronhhda Potter's name drawn.

Nominations for deputy members of the Metro Central Joint Development Assessment Panel were received from Cr Claire Anderson and Cr Wilfred Hendriks.

COUNCIL RESOLUTION (211/2019):

Moved: Cr Bronwyn Ife

Seconded: Cr Claire Anderson

That Council:

5. Advises the Minister for Planning that the Town of Victoria Park nominates Cr Vicki Potter and Cr Ronhhda Potter as members of the Metro Central Joint Development Assessment Panel, and Cr Claire Anderson and Cr Wilfred Hendriks as deputy members of the Metro Central Joint Development Assessment Panel.

CARRIED (8 - 0)

For: Cr Ronhhda Potter, Cr Vicki Potter, Cr Bronwyn Ife, Cr Wilfred Hendriks, Mayor Karen Vernon, Cr Jesvin Karimi, Cr Claire Anderson, Cr Brian Oliver

Against: nil

Nominations were received from Cr Jesvin Karimi and Cr Ronhhda Potter.

Cr Ronhhda Potter withdrew her nomination.

COUNCIL RESOLUTION (212/2019):

Moved: Mayor Karen Vernon

Seconded: Cr Ronhhda Potter

That Council:

6. Appoints Cr Jesvin Karimi to the Canning College Board.

CARRIED (8 - 0)

For: Mayor Karen Vernon, Cr Brian Oliver, Cr Bronwyn Ife, Cr Vicki Potter, Cr Jesvin Karimi, Cr Wilfred Hendriks, Cr Ronhhda Potter, Cr Claire Anderson

Against: nil

A nomination for member of the Perth Airports Municipalities Group Inc. was received from Cr Wilfred Hendriks.

The Chief Community Planner was nominated as a deputy member of the Perth Airports Municipalities Group Inc. This nomination was accepted by the Chief Executive Officer.

A nomination for deputy member of the Perth Airports Municipalities Group Inc. was received from Mayor Karen Vernon.

COUNCIL RESOLUTION (213/2019):

Moved: Cr Jesvin Karimi

Seconded: Cr Bronwyn Ife

That Council:

7. Appoints Cr Wilfred Hendriks as a member and the Chief Community Planner and Mayor Karen Vernon as deputy members of the Perth Airports Municipalities Group Inc.

CARRIED (8 - 0)

For: Cr Wilfred Hendriks, Cr Bronwyn Ife, Cr Vicki Potter, Cr Brian Oliver, Mayor Karen Vernon, Cr Jesvin Karimi, Cr Ronhhda Potter, Cr Claire Anderson

Against: nil

Nominations for member of the Western Australian Local Government Association South-East Zone were received from Deputy Mayor Bronwyn Ife and Cr Ronhhda Potter.

Nominations for deputy member of the Western Australian Local Government Association South-East Zone were received from Cr Vicki Potter and Cr Claire Anderson.

COUNCIL RESOLUTION (214/2019):

Moved: Cr Vicki Potter

Seconded: Cr Claire Anderson

That Council:

8. Appoints Deputy Mayor Bronwyn Ife and Cr Ronhhda Potter as members and Cr Vicki Potter and Cr Claire Anderson as deputy members of the Western Australian Local Government Association South-East Zone.

CARRIED (8 - 0)

For: Cr Bronwyn Ife, Cr Jesvin Karimi, Mayor Karen Vernon, Cr Ronhhda Potter, Cr Vicki Potter, Cr Claire Anderson, Cr Brian Oliver, Cr Wilfred Hendriks

Against: nil

A nomination for member of the South East Metropolitan Regional Road Sub-Group was received from Mayor Karen Vernon.

COUNCIL RESOLUTION (215/2019):

Moved: Cr Jesvin Karimi

Seconded: Cr Claire Anderson

That Council:

9. Appoints Mayor Karen Vernon to the South East Metropolitan Regional Road Sub-Group. - Mayor Vernon

CARRIED (8 - 0)

For: Cr Jesvin Karimi, Cr Brian Oliver, Cr Claire Anderson, Cr Wilfred Hendriks, Mayor Karen Vernon, Cr Vicki Potter, Cr Ronhhda Potter, Cr Bronwyn Ife

Against: nil

A nomination was received for ordinary member of Harold Hawthorne Senior Citizens' Centre and Homes Inc. Association from Cr Wilfred Hendriks.

COUNCIL RESOLUTION (216/2019):

Moved: Mayor Karen Vernon

Seconded: Cr Ronhhda Potter

That Council:

10. Appoints Cr Wilfred Hendriks to be an ordinary member of Harold Hawthorne Senior Citizens' Centre and Homes Inc. Association and advises the association of this decision.

CARRIED (8 - 0)

For: Cr Vicki Potter, Mayor Karen Vernon, Cr Claire Anderson, Cr Brian Oliver, Cr Wilfred Hendriks, Cr Ronhhda Potter, Cr Jesvin Karimi, Cr Bronwyn Ife

Against: nil

COUNCIL RESOLUTION (217/2019):

Moved: Cr Vicki Potter

Seconded: Cr Wilfred Hendriks

That Council:

11. Requests that the Chief Executive Officer convenes a meeting of the Audit Committee at 5.30pm on Monday 4 November 2019 in the Town of Victoria Park administration building.

CARRIED (8 - 0)

For: Cr Jesvin Karimi, Cr Vicki Potter, Mayor Karen Vernon, Cr Claire Anderson, Cr Brian Oliver, Cr Ronhhda Potter, Cr Bronwyn Ife, Cr Wilfred Hendriks

Against: nil

COUNCIL RESOLUTION (218/2019):

Moved: Cr Bronwyn Ife

Seconded: Cr Ronhhda Potter

That Council:

12. Requests that the Chief Executive Officer convenes a meeting of the Chief Executive Officer Recruitment and Performance Review Committee at 5pm on Tuesday 5 November 2019 in meeting room 3 at the Town of Victoria Park administration building.

CARRIED (8 - 0)

For: Mayor Karen Vernon, Cr Bronwyn Ife, Cr Brian Oliver, Cr Ronhhda Potter, Cr Claire Anderson, Cr Wilfred Hendriks, Cr Jesvin Karimi, Cr Vicki Potter

Against: nil

MOTION:

Moved: Cr Ronhhda Potter

Seconded: Cr Vicki Potter

That the additional points be added:

- To require all Elected Members with external appointments to provide a brief update at the relevant Concept Forum on the activities of their respective committees, boards and other such groups.
- To have the minutes or records of meetings of all external bodies (except those private organisations who do not agree for confidentiality reasons) presented and received by Council each month at the OCM.

Reason:

To ensure that all Elected Members and our community are kept regularly up to date on the activities of these committees.

PROCEDURAL MOTION

Moved: Cr Brian Oliver

Seconded: Cr Jesvin Karimi

That the points in the motion be dealt with separately.

CARRIED (8 - 0)

For: Cr Bronwyn Ife, Mayor Karen Vernon, Cr Wilfred Hendriks, Cr Brian Oliver, Cr Jesvin Karimi, Cr Claire Anderson

Against: Cr Vicki Potter, Cr Ronhhda Potter

COUNCIL RESOLUTION (219/2019):

Moved: Cr Ronhhda Potter

Seconded: Cr Vicki Potter

That the additional point be added:

- To require all Elected Members with external appointments to provide a brief update at the relevant Concept Forum on the activities of their respective committees, boards and other such groups.

LOST (5 - 3)

For: Cr Vicki Potter, Cr Ronhhda Potter, Cr Jesvin Karimi

Against: Cr Bronwyn Ife, Cr Claire Anderson, Mayor Karen Vernon, Cr Brian Oliver, Cr Wilfred Hendriks

COUNCIL RESOLUTION (220/2019):

Moved: Cr Ronhhda Potter

Seconded: Cr Vicki Potter

That the additional point be added:

- To have the minutes or records of meetings of all external bodies (except those private organisations who do not agree for confidentiality reasons) presented and received by Council each month at the OCM.

CARRIED (7 - 1)

For: Cr Claire Anderson, Cr Wilfred Hendriks, Cr Vicki Potter, Mayor Karen Vernon, Cr Brian Oliver, Cr Ronhhda Potter, Cr Bronwyn Ife

Against: Cr Jesvin Karimi

10.2 Investigation of Policy Committee

Location	Town-wide
Reporting officer	Liam O'Neill
Responsible officer	Danielle Uniza
Voting requirement	Simple majority
Attachments	<ol style="list-style-type: none">1. Policy 051 Agenda Briefing Forum Concept Forum and workshops [10.2.1 - 5 pages]2. Town of Victoria Park - Policy Committee - Terms of Reference [10.2.2 - 1 page]

Recommendation

That Council:

1. Receives the report on the investigation into a policy committee.
2. Establishes an informal Policy Forum under Part 17 of the *Meeting Procedures Local Law 2019*.
3. Adopts the amendments to Policy 052 Agenda Briefing Forum, Concept Forum and workshops, as at attachment 10.2.1.

Purpose

To present the results of the investigation into a policy committee.

In brief

- At its September Ordinary Council Meeting (OCM), Council requested that an investigation occur into a potential policy committee to assist Council in managing its policy review workload.
- The Town has analysed three potential options, including the establishment of: (1) a policy committee, (2) a policy forum, and (3) both a policy committee and forum. The options have been generated and analysed based on the effect of each option on front-end engagement of elected members, inclusion of all elected members in policy discussions, and the policy review schedule.
- The recommended option is to establish a Policy Forum (option two).

Background

1. At its meeting held on 20 August 2019, Council resolved to adopt a minor review of the Town Policy Manual, which outlined a number of policies to be reviewed in the 2019-2020 financial year. To ensure that the policy review schedule could be managed appropriately, a further resolution was made to request that the Chief Executive Officer present a further report back in September outlining the policy review work plan.
2. To seek direction regarding the policy review work plan, further discussion was held at the August Concept Forum. Feedback received at the forum included:
 - (a) the need to better engage with elected members on policy review and development
 - (b) the need for an additional/alternative forum for engagement on policies
 - (c) the need for elected members to be engaged at the beginning of policy review/development to set the strategic direction, rather than at the end of the process.

3. Taking into account feedback received at the Concept Forum, a further report was presented to Council at the September Ordinary Council Meeting on the policy review work plan.
4. At September Ordinary Council Meeting, Council resolved to adopt the work plan and to request that the Chief Executive Officer investigate the establishment of a 'Policy Committee' to explore a different avenue to engage elected members on policy, outside of the Concept Forum.

5. The Town has since conducted research to identify other local governments that have a similar committee. The following local government have been identified:

(a) City of Joondalup – Policy Committee

This committee only considers the policy when making the final recommendation to Council. Any initial involvement by elected members occurs through 'Elected Member Strategy Sessions'.

(b) City of Cockburn - Delegated Authorities, Policies & Position Statements Committee

Similar to the City of Joondalup, this committee only considers the policy once it's been drafted to make a recommendation to Council.

(c) City of Fremantle - Finance, Policy, Operations and Legislation Committee

Unlike committees in the City of Joondalup and Cockburn, this committee has delegated authority to approve the public advertising of policies. However, the committee only receives the final draft policy which is recommended for public advertising. Should elected member feedback be needed at the beginning of the process, such guidance is received at an elected member workshop.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL08 - Visionary civic leadership with sound and accountable governance that reflects objective decision-making.	Ensuring an appropriate policy making process promotes sound and accountable governance.

Engagement

Internal engagement	
Stakeholder	Comments
Managers and Service Area Leaders	Managers and Service Area Leaders were involved in several discussions around the policy development process.

Legal compliance

[Part 5, Division 2, Subdivision 2 of the Local Government Act 1995](#)

Part 17 of the [Town of Victoria Park Meeting Procedures Local Law 2019](#)

Risk management consideration

Risk and consequence	Consequence rating	Likelihood rating	Overall risk analysis	Mitigation and actions
Compliance The Town does not	Moderate	Likely	High	By ensuring that the policy review process is as efficient and

complete the policy review schedule as endorsed by Council

streamlined as possible, it will allow the Town to complete the policy review schedule with minimal delays.

Financial implications

Current budget impact Sufficient funds exist within the annual budget to address this recommendation.

Future budget impact Not applicable.

Analysis

6. In conducting its investigation into the establishment of a 'Policy Committee', the Town has considered three different options:
 - a. Option one – Policy Committee
 - b. Option two – Policy Forum
 - c. Option three – both
7. In assessing each option, the Town considered the following factors:
 - a. Engagement with elected members on the front-end of the policy review process, as discussed at the August Concept Forum
 - b. Involvement of all elected members, as discussed at a Governance Workshop in December and report item [10.1 at the 19 March 2019 Council meeting](#)
 - c. Impacts on time and efficiency in the policy review process, and on the overall policy schedule as resolved by Council at its meeting held on 17 September 2019.
8. These three options have been analysed below:

Option 1 – Policy Committee

Area of assessment	Officer comment
Front-end engagement with elected members	<p>In line with Committee's role to make recommendations to Council, the creation of a policy committee would impact elected members' capacity to be involved in the front-end engagement of the process. Once an officer report and recommendation is presented to the Committee, this means that the policy would already have been drafted for consideration.</p> <p>For elected members to be engaged on the front-end, an additional forum and/or workshop will need to be held for the purpose of discussing the policies before they are presented to the policy committee. While viable, this would require that two additional meetings of elected members be added to the existing meeting schedule. This is further discussed in option 3.</p>
Involvement from all elected members	To ensure all elected members are involved in the process, the policy committee would need to be a committee of the whole Council.

<p>Impact on time</p>	<p>The policy committee can be held on the Monday before Agenda Briefing Forum (ABF); this is in addition to the current meeting schedule.</p> <p><u>Option A (without delegation)</u></p> <p>While reports to Council, in the current process, require items to first be presented at the ABF before the Ordinary Council Meeting, items from the policy committee would need to be presented straight to Council (bypassing ABF) to minimise its impact on time. It is to be noted that, in this process, members of the public will be unable to speak on items presented at the committee unless the meeting is opened to the public.</p> <p>An alternative option with delegation is discussed in Option B below.</p> <p><u>Option B (with delegation)</u></p> <p>If the committee was granted delegation to approve, amend or rescind policies, items presented to this committee would no longer need to be presented to both the Agenda Briefing Forum and the Ordinary Council Meeting. A committee with delegation is required to be open to the public, and include public question time.</p>
<p>Officer comment</p>	<p><u>Option A (without delegation)</u></p> <p>Taking this approach would require holding two additional meetings outside the existing meeting schedule to ensure elected members are engaged on the front-end, which poses a risk to delaying the completion of policy review as per the adopted work plan. As such, this option is not recommended. A terms of reference as requested is included at attachment 10.2.2.</p> <p><u>Option B (with delegation)</u></p> <p>Similar to option A, this would also require holding two additional meetings outside the current schedule. However, policies would be dealt with in a shorter timeframe than that of option A, as items considered by the committee will not need to be presented to the ABF and OCM. While not the recommended option, this is more preferable than Option A.</p>

Option 2 – No Policy Committee; only Policy Forum

Area of assessment	Officer comment
<p>Front-end engagement with elected members</p>	<p>The establishment of a separate policy forum would allow elected member to provide direction on policy review and/or development, outside of the concept forum.</p> <p>To ensure elected members are engaged on the front-end, a policy would need to be presented at the policy forum for the purpose of seeking direction before it is drafted. After the policy forum, the Town will then draft a policy for Council’s consideration through the normal meeting schedule.</p>

Involvement from all elected members	Similar to the concept forum, all elected members would be invited to the policy forum.
Impact on time	The policy forum can be held on the Monday before the Concept Forum (CF); this is in addition to the current meeting schedule. Policies presented at the Policy Forum would then be presented to the ABF and OCM the following month.
Officer comment	As a policy forum enables the front-end engagement of elected members, whilst only requiring one additional meeting outside the current schedule, the policy forum is the recommended option. This option is not anticipated to have a material impact the policy review workplan.

Option 3 – Both a Policy Committee and a Policy Forum (as discussed in Option 1)

Area of assessment	Officer comment
Front-end engagement with elected members	Should Council resolve to create a policy committee, a policy forum should also be created to allow elected members to provide direction at the front-end of policy review and development. A policy would first be presented at the policy forum for discussion, and later presented to the policy committee for recommendation to Council.
Involvement from all elected members	To ensure all elected members are involved in the process, the policy committee would need to be a committee of the whole Council. Similar to the concept forum, all elected members would be invited to the policy forum.
Impact on time	To minimise impact of time, it is proposed that a policy forum be held on the first Monday each month (before ABF). To allow the Town sufficient time to draft the policy, the policy committee would need to be held on the fourth Monday each month. This would allow for the policy to be presented at the following month's ABF and OCM.
Officer comment	As this option will entail the creation of two additional meetings to achieve the same outcome, it is not the recommended option.

- Upon analysing the three options, it is recommended that Option 2 - Policy forum be established. Should Council choose to proceed with this option, Policy 052 Agenda Briefing Forum, Concept Forum and workshops would need to be amended accordingly, as presented in attachment 10.2.1.

Relevant documents

Not applicable.

COUNCIL RESOLUTION (221/2019):

Moved: Cr Brian Oliver

That the Council:

1. Receives the report on the investigation into a Policy Committee.
2. Resolves to establish a Policy Committee.
3. Endorses the Terms of Reference (Attachment 10.2.2) for the Policy Committee, with the following amendments:
 - a) A new sub-point 2 (1) be added to read:
Assist Council to deliver the Policy Review Work Plan for 2019-2020, as adopted by Council at its September 2019 meeting.
 - b) Sub-point 2 (1) be renamed 2 (2) and sub-point 2 (2) be renamed 2 (3)
 - c) Sub point 3 (3) be amended to read:
Appointments to the Committee will be until 30 June, 2020.
4. Requests that the Chief Executive Officer convenes a Policy Committee meeting at 5.30pm on Monday 11 November 2019 in the Council Chamber at Town of Victoria Park administration building.
5. Appoints the entire Council to the committee.

CARRIED (8 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Vicki Potter, Cr Wilfred Hendriks, Cr Ronhda Potter, Cr Bronwyn Ife, Cr Jesvin Karimi, Cr Brian Oliver

Against: nil

Reason:

It is important to acknowledge that over the years as we have grown and matured as an organisation and a Council, over this time we have implemented different meeting types and structures as we have evolved.

In my six years on Council, it has been my experience that our Committee Structure has played an important role in assisting the Council to carry out its functions of representing our community in setting strategy and policy.

Through the establishment of a Policy Committee, I believe it will further assist the Council to continue this important function.

Through the establishment of a Policy Committee we will also be able to demonstrate our decision making process to our community in a properly documented, transparent and accountable manner, which will not be achieved through the officer's recommendation for the establishment of a Policy Forum.

I acknowledge that a Policy Committee may present challenges to meet our ambitious timeline to deliver on our 2019/20 policy work plan. But I am confident that we as a Council, in partnership with the administration, will be able to find a rhythm with this committee so that we as Elected Members can have the necessary input on policy review and development, that does not become burdensome in bureaucracy and process.

Elected Members will note that I have amended the Terms of Reference so that this Committee will meet until 30 June 2020, which is purposeful so that at this point in time we can evaluate the effectiveness of this Committee.

10.3 Extraordinary Election for Banksia Ward

Location	Burswood, Carlisle, Lathlain, Welshpool and parts of Victoria Park and East Victoria Park
Reporting officer	Liam O'Neill
Responsible officer	Danielle Uniza
Voting requirement	Absolute majority
Attachments	1. Victoria Park Cost Estimate Letter [10.3.1 - 3 pages]

Recommendation

That Council:

9. Holds an extraordinary election for the position of one (1) Councillor for Banksia Ward on Friday, 28 February 2020, in accordance with section 4.9(1)(b) of the *Local Government Act 1995*.
10. Appoints the Electoral Commissioner to conduct the extraordinary election of one (1) Councillor for the Banksia Ward, in accordance with section 4.20(4) of the *Local Government Act 1995*.
11. Decides that the method of conducting the election will be as a postal election, in accordance with section 4.61(2) of the *Local Government Act 1995*.
12. Amends the 2019-2020 budget to increase the current allocation for elections by \$37,000 for the extraordinary election.

Purpose

To fill a vacancy for the office of Councillor for Banksia Ward resulting from the election of former Councillor Karen Vernon to the office of Mayor of the Town of Victoria Park.

In brief

- As a result of the election of former Cr Karen Vernon to the office of Mayor, her office as Councillor for Banksia Ward is now vacant.
- In accordance with section 4.9 of the *Local Government Act 1995* (the Act), it is required that within one month of the vacancy occurring that Council fixes a date for the extraordinary election.
- A resolution of Council is required for both the appointment of the Electoral Commissioner to conduct the election, and to establish its conduct as a postal election.
- There is no funding allocated for the conduct of this extraordinary election, as such a budget amendment is required.

Background

1. On 19 October 2019, Ms Karen Vernon, former Councillor for Banksia Ward, was elected into the office of Mayor for the Town of Victoria Park. As a result, a vacancy now exists for her previously held office.
2. Section 4.9 of the Act sets out the requirements to hold an extraordinary election for the office of Councillor where a vacancy has arisen. Part 4 of the Act further sets out the process for conducting an election, which includes an extraordinary election.

3. On 21 October 2019, the Chief Executive Officer (CEO) wrote to the Electoral Commissioner (the Commissioner) to obtain written advice regarding the possibility of conducting an extraordinary election for the Town. A copy of the Commissioner's response is included as attachment 10.4.1.
4. The Commissioner has provided a recommended timeline for conducting the extraordinary election by postal vote, which stipulates an extraordinary election day of Friday, 28 February 2019. This timeline is included in attachment 10.4.1.
5. The endorsed 2019-2020 budget included a total cost of \$108,000 to conduct the 2019 ordinary election. This amount did not include the possibility of conducting an extraordinary election. The estimated cost of an extraordinary election, as advised by the Commissioner, is \$35,000. It is anticipated that the Town will need an additional \$2,000 for the purpose of promoting the election. This brings the total additional cost needed to \$37,000.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL10 - Legislative responsibilities are resourced and managed appropriately, diligently and equitably.	Conducting an extraordinary election in the event of a vacancy is a requirement of the Act.

Engagement

Internal engagement	
Stakeholder	Comments
Financial Services	Provided advice in relation to budget amendments

Other engagement	
Stakeholder	Comments
Western Australian Electoral Commission	Has provided advice regarding the possibility of conducting an extraordinary postal election, included its costings and proposed timeline.

Legal compliance

[Section 4.9 of the Local Government Act 1995](#)

[Section 4.20\(4\) of the Local Government Act 1995](#)

[Section 4.61\(2\) of the Local Government Act 1995](#)

[Section 6.8 of the Local Government Act 1995](#)

Risk management consideration

Risk and consequence	Consequence rating	Likelihood rating	Overall risk analysis	Mitigation and actions
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Financial The Town is not sufficiently resourced to conduct the extraordinary election.	Moderate	Unlikely	Moderate	The budget is amended to include costs for holding an extraordinary election.
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Financial implications

Current budget impact	Sufficient funds do not exist within the annual budget. The estimated cost of the extraordinary election is \$35,000 with an additional \$2,000 required to promote the election. As such, there is a need to increase the current budget allocation for elections by \$37,000. The additional funds will be sought through the Town’s budget review process.
Future budget impact	Not applicable.

Analysis

6. The Act requires that the Town holds an extraordinary election within four months of a vacancy, unless approval is received from the Commission to hold an extraordinary election at a later date. In accordance with the Act, the extraordinary election is to be held no later than 19 February 2020. However, upon advice and approval from the Commissioner, it is recommended that the date of the extraordinary election be set for Friday, 28 February 2020.
7. It is to be noted that the Electoral Commissioner has advised its preference for holding the extraordinary election on 28 February 2020 as it is the earliest practical date to hold an extraordinary election. The Commission has advised that extraordinary elections do not need to be held on a Saturday.
8. The conduct of the extraordinary election may be done in-person or by postal voting. Council has opted to conduct all its previous ordinary elections by post. Noting this, and that only the Electoral Commission may conduct an election by post, it is recommended that the Electoral Commission be appointed to conduct the extraordinary election.
9. The Town has not considered costings or the practicality of internally running an in-person election at this time.

Relevant documents

Not applicable.

COUNCIL RESOLUTION (222/2019):

Moved: Cr Bronwyn Ife

Seconded: Mayor Karen Vernon

That Council:

1. Holds an extraordinary election for the position of one (1) Councillor for Banksia Ward on Friday, 28 February 2020, in accordance with section 4.9(1)(b) of the *Local Government Act 1995*.
2. Appoints the Electoral Commissioner to conduct the extraordinary election of one (1) Councillor for the Banksia Ward, in accordance with section 4.20(4) of the *Local Government Act 1995*.
3. Decides that the method of conducting the election will be as a postal election, in accordance with section 4.61(2) of the *Local Government Act 1995*.
4. Gives consideration to amending the 2019-2020 budget to increase the current allocation for elections by \$37,000 for the extraordinary election.

CARRIED (8 - 0)

For: Cr Ronhhda Potter, Cr Brian Oliver, Cr Vicki Potter, Mayor Karen Vernon, Cr Bronwyn Ife, Cr Claire Anderson, Cr Wilfred Hendriks, Cr Jesvin Karimi

Against: nil

11 Applications for leave of absence

COUNCIL RESOLUTION (223/2019):

Moved: Mayor Karen Vernon

Seconded: Cr Vicki Potter

That Council approve the applications for leave of absence from:

1. Cr Ronhhda Potter from 4 November 2019 to 26 November 2019.
2. Cr Wilfred Hendriks from 17 November 2019 to 20 November 2019.

CARRIED (8 - 0)

For: Cr Ronhhda Potter, Cr Brian Oliver, Cr Vicki Potter, Mayor Karen Vernon, Cr Bronwyn Ife, Cr Claire Anderson, Cr Wilfred Hendriks, Cr Jesvin Karimi

Against: nil

12 Motion of which previous notice has been given

Nil.

13 Questions from members without notice

Cr Ronhhda Potter

1. Do we have a date for the Annual Electors' Meeting?

The Manager Governance and Strategy advised that there is no date set for the Annual Electors' Meeting.

2. What is the estimated date for return of the auditor's report that will be presented at that meeting?

The Chief Financial Officer advised that the annual financial audit is expect to be finalised mid-November.

3. How much notice does the Town need to give for the Annual Electors' Meeting?

The Manager Governance and Strategy advised that the Town is to give 14 days notice to call an annual electors' meeting.

4. How will the meeting be advertised?

The Manager Governance and Strategy advised that it will be advertised through local public notice and on the Town's social media and website.

14 New business of an urgent nature introduced by decision of the meeting

Nil.

15 Public question time

Nil.

16 Public statement time

Nil.

17 Closure

There being no further business, Mayor Karen Vernon closed the meeting at 7.29pm.

I confirm these minutes to be true and accurate record of the proceedings of the Council.

Signed: Mayor Karen Vernon

Dated this: Day of: 2019
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